

2024



SOUTHWEST GRADING, INC.

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License #577594

INJURY & ILLNESS PREVENTION PLAN

General Codes and Practices

TABLE OF CONTENTS

TITLE

Safety Policy.....
Authority and Responsibility.....
Compliance with Safety and Health Work Practices.....
Effective Communication with Employees.....
Hazard Assessment.....
Hazard Correction.....
Accident Investigation & Reporting.....
Employee Training and Instruction.....
Employee Access To The IIPP.....
Recordkeeping Requirements.....

APPENDIX

I	General Code of Safe Practices.....
II	Heat Illness Training.....
III	Hazard Communication.....
IV	Trenching/Excavations.....
V	Silica.....
VI	Wild Fire Smoke
VII	Corrective Action
VIII	New Employee Safety Check List
IX	Accident Investigation Form
V	Respirator Voluntary Use Form
XI	Job Hazard Analysis.....

XII Covid Procedures.....

XIII Workplace Violence Prevention Plan.....

Safety Policy

To comply with California Code of Regulations (CCR), Title 8, Section 3203 Injury and Illness Prevention Program (IIPP), and to minimize accidents, injuries and illness through planning, anticipation and prevention. An effective IIPP assure safety of employees while on the job.

This program applies to all persons employed by Southwest Grading, Inc. Management at every level must be dedicated to protecting our employees and to install in the mind of each employee a total awareness of safety and sense of responsibility for themselves and others who depend on them.

The Supervisor and Employee are utilized throughout the IIPP. Employee refers full time workers, part time workers, office staff and equipment support workers. Supervisor refers to individuals with management responsibilities and authority over the operation of the company.

Mission

The safety of employees at Southwest Grading is an important objective of our company. We consider injury and illness prevention just as important as quality production, customer service and cost controls. Therefore, it is our goal to provide and maintain safe and healthy work conditions and to follow operating practices that safeguards all employees. Fundamental to our injury prevention effort are the following beliefs:

Most injuries and accidents are preventable through establishment and compliance with safe work practices. Preventing employee injury is the first consideration in all workplace actions and is the responsibility of every employee.

All employees are responsible for knowing and following the safety practices that are documented in our safety plan and taught by the Safety Administrator and Foreman.

Employees are expected to develop knowledge of potential hazards associated with procedures, equipment, materials and substances used during job duties. This knowledge is to be developed during training programs and by each employee taking the initiative to ask questions that clarify procedures, potential exposures and controls.

Foremen are directly responsible for the enforcement of all company safety policies and work practices in the field. The Safety Administrator and Foremen are challenged to ensure that employees under their direct supervision are trained in appropriate safety practices and procedures and that they follow safe work practices at all times in their daily work. Employees through disciplinary actions will be held accountable for the infractions of safety rules and work practices. In this way human suffering due to workplace injuries will be prevented and we will achieve safe working condition and efficient operations.

Safety responsibilities begin with YOU as an individual first and then to everyone at Southwest Grading. It is with your active participation that work related injuries, equipment damage and property damage will be avoided.

Statement of Compliance

I acknowledge that I have read this injury and illness prevention program and understand my responsibilities to participate in the ongoing injury and illness prevention efforts at Southwest Grading. I accept this injury prevention plan as a working document which I will support and follow in my daily work at Southwest Grading.

I understand that failure to comply with all safety policies will result in disciplinary action and my result in my immediate discharge. I have been informed I can contact the office at 916-632-6760 or email bobbie@swgrading.com to get access to a copy of this manual and obtain access to other safety information related to my job and work activities.

Employee Signature _____ Date _____

Authority and Responsibility

President

- Make safety a priority concern, consistent with the importance of all other operation considerations.
- Facilitate compliance with this program and other safety programs, policies and procedures.
- All supervisors to cooperate and assist each other with the implementation of this and all other safety programs.

Safety Director, Derrick Wilkins, 916-632-6760

Safety Team, Legacy Safety Solutions, Inc.

- Legacy Team Contact Information:
 - [Robert Harding, 916-751-6105](#)
 - [David Risucci, 916-832-3236](#)
 - [Sergio Aldana, 916-215-4179](#)
 - [Jacob Vega, 916-995-9376](#)
- Develop implement, revise and maintain the Injury and Illness Prevention Program (IIPP).
- Shut down or otherwise cause the stopping of activities which significantly endanger employee' health.
- Maintain health and safety training programs designed to instruct employees in general safe and healthful work practices, and provide instructions with respect to hazards specific to each employee's job assignment.
- Conduct periodic inspections to identify unsafe conditions and work practices.
- Gather information and follow up on work-related injuries, as needed.
- Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear or reprisal.
- Maintain necessary health and safety related files, records and documentation for at least one year.
- Communicate to employees the company's emphasis on health and safety.
- Correct identified hazards immediately
- Stop any employee's work that poses an imminent hazard to either the employee or any other individual.
- Meet with staff not less than quarterly. Maintain records of meeting.

Human Resources (Office)

- Communicate with employees at time of hire, where the required safety postings are located, what postings are posted and required safety training.
- Maintain records related to Workers' Compensation injuries/illness and any complaints or grievances involving safety and/or health issues.
- Review revisions and make any suggestions to the IIPP.
- Review and modify when necessary the employee's health and safety records.

Foreman

- Implement and maintain the Injury and Illness Prevention Program (IIPP).
- Shut down or otherwise cause the stopping of activities which significantly endanger employee' health
- Conduct daily inspections to identify potential hazards, unsafe conditions and unsafe work practices. Advise employees and record found conditions on Daily Report.
- Gather information and follow up on work-related injuries, as needed.
- Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear or reprisal.
- Communicate to employees the company's emphasis on health and safety.
- Correct identified hazards immediately.
- Stop any employee's work that poses an imminent hazard to either the employee or any other individual.
- Safety meetings with staff weekly and before starting work on any new Jobsite. Maintain records of meeting.

Employees

- Must comply with this program.
- Report and safety and/or health hazard to the Jobsite Foreman.
- Report and injury or illness encountered at the workplace to the Jobsite Foreman and Human Resources.
- Report and safety and/or health hazard anonymously, in writing, or verbally to your Jobsite Foreman or Safety Director.

Compliance with Safety and Health Work Practices

- All employees will understand that compliance with the IIPP and other health and safety programs, policies and procedures is a mandatory condition of employment. This will be conveyed during initial IIPP training.
- Employees performance in a safe and healthy work environment will be recognized by the Site Foreman and noted in the employee's performance evaluation.
- Employees who willfully violate Southwest Grading, Inc. programs, policies, procedures or guidelines could result in disciplinary in accordance with Southwest Grading, Inc.'s procedure. A written warning will be given for the first two offences. A third offence within one year of the first will result in a third written documentation and one week time off. A fourth offence within one year of the first offence will result in termination.

Effective Communication with Employees

- Site Foreman are responsible for communicating with all employees about safety and health issues (IIPP) in a form readily understandable by all employees. A safety bulletin board is located in the main office kitchen with all current OSHA information.
- Employees who recognize a safety hazard that could result in an injury or illness must promptly tell their supervisor about the hazard. This can be done by talking to the supervisor, writing a note or bringing it during a company meeting.
- Employees will not be harassed or otherwise discriminated against because of their communication of a health or safety hazard.
- Employees will be informed about safety matters by phone call, jobsite meetings, company meetings or written notification issued with their payroll checks.

Training Program

- Training will be provided to all new employees. All new employees are to have the understanding and knowledge necessary to prevent accidents. New employees will learn about potential job hazards and risks prior to working. A new employee safety checklist will be completed prior to starting work. See Appendix II.
- Training will be provided to employees on an on-going basis. The Safety Director will identify regulatory required training programs that are required for our job classifications.
- Safety Director will provide training materials to Site Forman to ensure regulatory required training is provided to employees on a periodic basis, before assignment to a new position or as required.
- General Inspections are conducted for the purpose of identifying and evaluating hazards including scheduled periodic inspections to identify unsafe conditions and work practices.
- A General Code of Safe Practices based on industry safety practices, is written to provide safety guidelines for general employees. See appendix I.

Hazard Assessment

- Daily Site Safety Inspections will be performed by the Site Foreman.
- Periodic inspections to review site and oversee Site Foreman to identify and evaluate workplace hazards shall be performed by the Project Superintendent; the Project Superintendent shall review daily inspections and any noted hazards. Daily reports and site review will be submitted to the Safety Director, Derrick Wilkins.
- When inspections reveal new or identified potential hazards all employees shall receive appropriate training. Action for investigation and corrective action:
- Conditions which are immediately dangerous to life and health will require immediate response. The Supervisor is required to shut down any equipment or process until an investigation and corrective action is completed.
- All employees exposed to the dangerous condition must stop work except those necessary to correct the condition. Necessary safeguards are to be taken so those workers will not be injured.

Hazard Correction

- Conditions which are immediately dangerous to life and health will require immediate response. The Supervisor is required to shut down any equipment or process until an investigation and corrective action is completed.
- All employees exposed to the dangerous condition must stop work except those necessary to correct the condition. Necessary safeguards are to be taken so those workers will not be injured.
- Employees may not enter an imminent hazardous area without appropriate protective equipment, training.

Accident Investigation

- The purpose of any accident investigation is to find the cause of any accident and to prevent further occurrences.
- When an accident has been reported, an employer's report of injury will be completed by the Site Foreman and sent to the Safety Director.
- It is essential that all work-related accidents occurring at the work place get reported to the Site Foreman, Super Intendent, Safety Director and Human Resources Manager.
- Call 911 immediately if the injury requires emergency assistance.
- If an accident occurs after normal business hours or on the weekend, the Supervisor and Human Resources need to be notified the next business day.
- Report of Work Injury/Illness is a standardized form designed by Southwest Grading, Inc., for the employee's Jobsite Foreman. The form is required to be completed and forwarded to the Safety Director and Human Resources department within eight hours upon notification of an injury or illness. These forms are to be maintained for at least three years after the date of incident or report of illness. Form 301.
- Work-related injuries are to be investigated in per OSHA guide lines.

Employee Training and Instruction

- Safety Director and Jobsite Foreman will assure that each employee receives job training for the specific job they are assigned to;
- When a program is first established
- To all new employees
- To all employees given new job assignments for which training has not previously been received
- 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
- And for supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- Allow employee access to the program
- Southwest Grading provides and/or coordinates applicable ongoing training to employees.
- Southwest Grading, Inc., will provide all employees with updated revisions to the IIPP.
- Training and instruction will be provided to groups or individually through formal and informal safety meetings and discussions, through distribution and review of the IIPP manual, through written communications, postings or through other methods applicable to providing instruction.

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 giving the employee or designated representative a printed copy or an electronic copy within 5 days of the request. The employee will designate a representative of their choosing, who will obtain a copy of the IIPP

Record Keeping Requirements

- Records of all employees' accidents, injuries and illnesses occurring at Southwest Grading, Inc., are maintained by the Human Resources department.
- Foreman's report of Work Injury/ Illness is maintained for at least (3) three years after the date of the incident in the Human Resources Department.
- Weekly tailgate meetings are to be saved for (1) One Year
- All forms to be scanned into safety folder on company server by Human Resources, Safety Director or Project Manager.

APPENDIX I

GENERAL CODE OF SAFE PRACTICES

The following are Environmental, Safety, and Health requirements that Southwest Grading employees shall comply with. These rules do not cover all hazards Employees will be faced with in the course of their work. Specific hazards will require special attention. Employees shall work in a safe manner at all time.

All employees shall observe every rule, regulation, and safety order necessary for the safe conduct of work. The Supervisor shall enforce all safety regulations and shall take such action as is necessary to obtain compliance.

General Requirements

1. Report all unsafe conditions, accidents, injuries and illness to your immediate supervisor.
2. In the event of an emergency, call 911.
3. Employees shall not possess or be under the influence of intoxicating substances while at work.
4. Horseplay, scuffling, comments and other acts that tend to have an adverse influence on the safety or wellbeing of employees is prohibited.
5. All liquid material containers must be properly labeled so that the contents are evident.
6. Workers will not be permitted to work near unprotected vertical or horizontal impalement hazards.
7. Always check to insure portable fire extinguishers are present and in good working condition.
8. Proper clothing and boots are to be worn at all times while on any jobsite.
9. Personal Protective Equipment (PPE) shall be worn as needed, Vests and hardhats are required by all employees at all times, Type II shirts are acceptable. Gloves, Steel toe boots meeting **ASTM F2413-11** Standard or protective boot covers, Safety glasses meeting **ANSI Z87.1-1989** (this includes prescription eye glasses with side shields),
10. Never attempt to lift or push an object that is too heavy. Use material handling equipment or ask for assistance.
11. While lifting or carrying, always use proper technique to avoid back injuries or muscle strain.
12. Loose or frayed clothing, long hair, dangling ties, or similar objects such as finger rings, etc. shall not be worn around moving machinery or other sources of entanglement.
13. Employees shall obey all posted safety signs and flagging.
14. Employees shall attend all safety meetings.
15. All tools and equipment shall be maintained in good condition and inspected prior to use. Damaged tools or equipment shall be removed from service and tagged “DEFECTIVE”.

16. Where appropriate, lockout procedures shall be used: **No employee is allowed to operate any equipment that has been tagged Defective or Locked out.**
17. Only appropriate tools shall be used for the job.
18. Employees shall maintain three point of contact at all times getting on or off equipment.
19. Wheelbarrows shall not be pushed with handles in an upright position.
20. All electrical power tools and/or equipment shall be plugged into a ground fault circuit protection (GFCI) at the source of electrical power. All frayed and/or damaged electrical cords shall be removed from service and repaired.
21. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
22. Electric cords shall not be exposed to damage from vehicles or abrasive building materials.
23. Only authorized and properly trained persons shall operate machinery or equipment (e.g., forklifts, skip loaders, compaction equipment, or elevating work platforms, etc.). Forklift, scissor lift, and backhoe operators are required to have a current certification card. All crane operators will be licensed in accordance with California law.
24. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
25. Employees shall not work under vehicles supported by jacks or chain hoist without protective blocking that will prevent injury if jacks or hoists should fail.
26. Air hose sections shall not be disconnected until the compressed air in the hose line has been bled off.
27. Seatbelts shall be worn at all times in vehicles including heavy equipment. All heavy equipment shall have rollover protection and seatbelts.
28. All vehicles on the construction site including the heavy equipment shall have a fire extinguisher in an accessible location.
29. No one shall ride in a vehicle or mobile equipment unless they are on a seat. Exceptions: Scissors and Boom Lifts. Riding in the back of pick-ups shall not be allowed.
30. Accessories to all mobile equipment (blades, bucket, stringer bits, etc.) when parked shall be lowered in the down position with ignition keys removed from switch.
31. All equipment: shall have a reverse signal/back-up alarm audible above surrounding background noise.
32. Employees are not to walk or work under any suspended load without blocking or support to the load from below.
33. A competent person shall be present anytime excavation work is performed. All excavations shall be visually inspected daily and before backfilling to ensure the area is safe.

34. Digging in areas suspected of having underground utilities will not be allowed without **USA notification or verification of location of utilities.**

35. All underground utilities shall be located prior to any excavation work occurring. Employees working around overhead lines shall ensure that all equipment, materials are at least 10 feet from the overhead lines.

36. All soil shall be treated at Class C soil. Soils may be reclassified by a professional engineer. The reclassification must be documented and must be specific to a certain work area.

37. Do not enter an excavation that is five (5') feet or deeper without a permit from Department of Safety and Health. (Permit will be posted in jobsite trailer).

38. Do not enter any trench or excavation more than five (5') feet in depth without required protection from moving ground. Approved methods are sloping, shoring, shielding and benching, or an equivalent method. Excavations less than five (5') feet in depth shall be examined by a trained competent person prior to entry to be certain there is no potential for cave-in.

39. Where employees or equipment required or permitted to cross over excavations six (6') feet in depth or wider than thirty (30") inches, walkways, or bridges with standard railing shall be provided.

40. Flagging and/or suitable warning devices will be required around all trench and excavation work at least three (3) feet (this distance can be exceeded if site specific requires) from the edge of the excavation.

41. Spoil piles shall be put **at least two** (2) feet back from the edge of the excavation.

42. A stairway, ladder, ramp or other safe means of egress shall be located in excavations/trenches that are four (4') feet or more in depth so as to require no more than twenty five (25') feet of lateral travel for employees.

43. Do not enter any trench or excavation where oxygen deficiency (atmospheres containing less than 19.5% oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist. Such as excavations in landfill areas or excavations in areas where hazardous substances are stored nearby. The atmosphere in the excavation shall be tested before employees enter excavations greater than four (4') in depth.

44. Excavating equipment shall not be operated or parked near tops of cuts, banks and slopes if employees are working below.

45. Equipment (e.g., tractors, bulldozers, scrapers, Compaction equipment, water trucks, etc.) shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks and steep slopes.

46. Examine ladders for broken or missing rungs/steps as well as broken or split side rails. If a ladder is discovered to have a defective part, the ladder shall be immediately removed from service. Inspection of metal ladders shall include checking for corrosion of interiors of open and hollow ends.

47. Ladders shall reach three feet above the landing for safe access. All ladders shall be secured from displacement.
48. Extension ladders shall not exceed 44 feet in length.
49. Job-made ladders may be utilized on the job-site. Job-made ladders shall be of a quality and grade as referenced in section 1676 (b) (c) of the Cal-OSHA Construction Safety Orders.
50. Double cleat ladders shall not exceed 24 feet in length.
51. Single cleat ladders shall not exceed 30 feet in length.
52. Work shall be arranged so that the employee is able to face the ladder and maintain a “three-point “contact when climbing and working.
53. Portable extension ladders shall be placed at an angle that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder. Ladders shall not be used in horizontal position as platforms, runways, or scaffolds.
54. The area around the top and bottom of the ladder shall be kept clear.
55. Step ladders shall be used with the ladder in a fully opened manner, with legs placed on a solid surface. Employees shall not be permitted to stand of work on the top cap or the step below of a stepladder. Check each ladder for manufacturer’s recommendations posted on side rungs of ladder.

Appendix II

Heat Illness Prevention Plan

The following designated person or persons have the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

- 1. Derrick Wilkins, Safety Director (916)-871-0236**
- 2. Site Foreman.**

Supervisory and employee Training Include, but are not limited to:

Southwest Grading employees must know how to recognize, prevent, and treat heat illness. Water will be available at all times and workers must understand the importance of frequent consumption of fluids. Southwest Grading employees will receive training on how to prevent and treat heat illness symptoms.

Foreman will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps Foreman will follow when employees' exhibit symptoms consistent with heat illness.

Foreman will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.

Foreman will be trained in appropriate first aid and/or emergency responses to different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.

Foreman will be trained on how to track the weather at the job site (by monitoring predicted temperature highs). Foreman will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.

All employees and Foreman will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan including but not limited to; providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures and acclimatization contained in the company's written prevention procedures. Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

When the temperature is expected to **exceed 95 degrees Fahrenheit**, short 'tailgate' meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.

New employees will be assigned a "buddy" or experienced coworker to ensure that they understand the training and follow company procedures.

Introduction

Heat related illness can disable you and may lead to death
The government of California passed regulations to help workers combat heat illnesses effective
July 27th, 2006

What are the Heat Illnesses

This program will review the signs and symptoms of heat related illness and take necessary steps to combat it

Medical conditions resulting from the body's inability to cope with heat
Heat rash, sunburn, heat cramps, heat exhaustion, heat fainting, heat stroke

Personal Risk Factors

Age, weight, physical fitness, prescription and non-prescription drugs, water consumption, caffeine and alcohol consumption

Environmental Risk Factors

Air Temperature
Relative humidity
Degree of acclimatization
Radiant heat (sun)
Conductive heat (ground)
Air velocity (wind-air speed)
Workload severity and duration
Personal protective equipment and clothing

Heat Rash

Skin irritation caused by excessive sweating (also called prickly heat)

Signs and symptoms – red cluster of pimples or small blisters, usually located where skin rubs against skin or clothing

Treatment – move to cool, shaded, dryer area and allow skin to dry

Sunburn

Signs and symptoms – A burning of the skin from mild to severe - red, painful and abnormally warm skin.

Treatment – avoid repeated sun exposure, apply cold compresses or immerse sunburned area in cold water, do not break blisters

Seek medical attention for these symptoms: fever, fluid-filled blisters, severe pain

Prevention – cover up skin (wear appropriate clothing), wear hard hat with extended or neck shade, wear safety glasses with Z87.1 UV protection, limit exposure whenever possible.

Heat Cramps

Signs and symptoms – painful spasms of muscles caused by low salt and lack of water

Treatment – drink water, clear juices, or sports drinks, rest in shade, or sit in location where A/C is available i.e. jobsite air-conditioned trailer or air-conditioned vehicle (vehicle must be cooled before entering). Contact your supervisor so medical attention can be given if painful cramps persist or on low salt diet or has history of a heart condition

Heat Fainting

Symptom – loss of consciousness

Treatment – move to a cool shaded area, or move to air conditioned location i.e. jobsite trailer or air conditioned vehicle. Apply cool water to skin followed by fanning, contact supervisor so medical treatment can be given

Results from loss of fluids through sweating and from not drinking enough fluids

The person still sweats

Heat Exhaustion

Signs and symptoms – heavy sweating, thirst, headache (frontal part of head), dizziness or fainting, weakness, tiredness, extreme physical fatigue, nausea, vomiting, upset stomach, pale, cold, clammy and moist skin, muscle cramps, mental confusion, anxiety or agitation, dark colored urine, difficulty in breathing (fast and shallow), refusal to drink water, loss of consciousness

Treatment – move to a cool shaded area, or to an air conditioned location i.e. jobsite trailer or air conditioned vehicle. If fully awake water may be given slowly, remove or loosen heavy clothing and apply cool compresses.

Call 9-1-1 Emergency Medical Service

Heat Stroke

Signs and symptoms: The most serious heat illness. May lead to death, this is a medical emergency – dial 9-1-1 Signs and symptoms – dry, hot skin with no sweating, mental confusion, loss of consciousness, seizures, high body temperature.

Treatment – call 9-1-1 immediately, move to cool shaded area or to an air conditioned location i.e. jobsite trailer or air conditioned vehicle), loosen or remove heavy clothing, apply cool water to the skin followed by fanning, if conscious give sips of cold water, monitor pulse and breathing

Prevention of Heat Illness

Water / Fluids - encourage workers to drink plenty of fluids throughout the day as in conditions where temperatures reach **(80 degrees F.)** and especially when temperature is **(95 degrees F. or above)** or when strenuous work is being performed. The human body can lose over a quart of fluid per hour just by sweating. **It is recommended that employees drink 1 cup of water every 15 minutes (32 ounces per hour) or more if needed. The water location needs to be as close as practical.** The Foreman will make certain that water containers are kept clean – 5 gallon water containers will be washed with soap and water and rinsed thoroughly prior to first use and on a daily basis when in use. Individual one time use drinking cups will be available with water containers. If Water containers are not being used, individual bottled waters will be made available.

The water must be cool and in very hot weather ice may be used to keep the water cool. Both potable and bottled water is acceptable. Water containers cannot be refilled from non-potable sources i.e. firefighting systems or a water hose.

The water must be cool, and in very hot weather ice may be used to keep the water cool. Water must be readily accessible throughout each shift. One quart of cool water per hour/ per worker

must be readily accessible throughout the shift. Both potable and bottled water is acceptable. Avoid alcohol – Avoid caffeine – Coffee and most soft drinks.

Every employee is encouraged to watch out for their fellow workers especially new employees and those returning from an illness or vacation –

Remember to drink fluids throughout the shift –remind your fellow workers to drink water to stay hydrated - even if the temperature is below 80 degrees F.

Shade Definition/Sources – Shade means blockage of direct sunlight. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions. Canopies, trees if the canopy of the trees is sufficiently dense to provide substantially complete blockage of direct sunlight (flecks of sunlight are acceptable as compliant sources of shade as long as, overall, the shade provides substantially complete blockage of sunlight), temporary structures that are well ventilated, umbrellas, air-conditioned jobsite trailer or air-conditioned vehicle (must be cooled prior to having person enter). Metal storage sheds and other similar buildings do not provide protection from sunlight that meets the definition of shade unless they provide a cooling environment i.e. they must be mechanically ventilated or open to air movement. Do not use shade from equipment as a shade source.

Remember: Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool.

Shade shall be provided as close as practical to the work area. If the prediction on the previous day is for the temperature for the area is 80 degrees F or above, shade must be up as of the beginning of the shift and present throughout. If less than 80 degrees, shade shall be provided in a timely manner when requested by an employee. The amount of shade must be sufficient to accommodate at a minimum 100 percent of employees on site and allows for employees to sit comfortably.

Temperature- means the dry bulb temperature in degrees Fahrenheit using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g. with the hand or some other object, from direct contact by sunlight.

Prior to each workday, the Jobsite Foreman will monitor the weather (using <http://www.nws.noaa.gov/> or with the aid of a simple weather app on their phone at the worksite. This critical weather information will be taken into consideration, to determine, when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

Service forecasts the temperature and information are broadcast on NOAA Weather radio and can be accessed at: <http://www.weather.gov/view/states.php?state=ca&map=on>.

Rest Breaks – employee suffering from heat illness or believing a preventative recovery period is needed will be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Employees shall not be left unattended while taking this break. The Superintendent shall be notified immediately.

Clothing – wear clothing that provides protection from the sun but allows airflow to the body, hard hat extensions and neck shades can decrease the impact of direct heat, safety glasses with Z87.1 UV protection

Acclimatization – temporary adaption of the body to work in the heat. Most people require 4-14 days to adapt. Employees are requested to inform their supervisor if they have had any heat illness in the past. When possible to do the heaviest work during the coolest time of the day and use equipment to do the work.

The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

During a heat wave or heat spike, the work will start earlier and end earlier than normal.
New employees, or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early- morning or evening).

The supervisor, or the designee will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms. New employees will be assigned a “buddy” to monitor their condition every 20 to 30 minutes for discomfort or symptoms of heat illness.

During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.
Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

Heat Wave- means any day in which the predicted high temperature for the day will be at least (10*) ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days. During a heat wave or heat spike, the work day will be cut short or rescheduled (example conducted at night or during cooler hours). Prior to a heat wave or heat spike a safety meeting will be held, to review the company heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High Heat Procedures: When temperatures reach 95 degrees, Southwest Grading will complete a job site safety meeting to remind Subcontractors to drink plenty of water during

their shift, identify shade, heat illness prevention and emergency procedures. If Southwest Grading has a new employee or a new hire or a worker returning from an illness, they shall be observed by the Foreman or by designee for signs/symptoms of heat illness for 14 days.

Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable. Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness.

The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own. Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently.

When the supervisor is not available, a designated alternate responsible person must be assigned, to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

Employees will be reminded constantly throughout the work shift to drink plenty of water and take Preventative cool-down rest break when needed.

Employees shall notify Derrick Wilkins, 916-871-0236, by verbal communication or by electronic device such as a cell phone if they need assistance.

Indoor Heat Illness Prevention

When temperatures indoors reach or exceed 82 degrees Fahrenheit, Southwest Grading will provide the following:

-Plenty of cool, fresh drinking water, free of charge, throughout the day.

-Preventative cool-down rest periods in areas that are below 82°F, blocked from direct sunlight, and shielded from objects that give off heat. Employees may ask for a cool-down break if needed and may rest long enough until they feel healthy enough to return to work.

During a heat wave, all new employees and employees new to working in the heat will be closely observed for 14 days for signs of heat related illness.

“Heat wave” is defined by any day in which the predicted high outdoor temperature for the day will be at least 80°F and at least 10°F greater than the average high daily outdoor temperature for the preceding five days.

Temperature will be monitored and recorded when it is suspected that the temperature reaches or exceeds 82°F.

Control measures such as insulation, heat-reflective surfaces, air conditioning, fans, ventilation, modified work practices will be used, as well as personal heat-protective equipment like cooling vests, jackets, and neck wraps, when certain conditions are met.

Southwest Grading provides training on various heat illness prevention topics, such as recognizing signs and symptoms of heat illness, contacting emergency medical services, and the employer's heat illness prevention program.

Emergency Response – effective treatment always requires action when early signs and symptoms of heat illness appear, if you or your co-worker feels any of the following symptoms: Unusual fatigue, weakness, muscle cramps, nausea, dizziness or any of the above mentioned heat illness symptoms inform your supervisor immediately and move to cool shaded area – canopies, temporary structures umbrellas, air conditioned jobsite trailer or an air condition vehicle that has been cooled prior to having a person enter such vehicle. **Do not use equipment for shade.**

Remember signs and symptoms can progress quickly to a more serious condition. Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.

Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary. Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.

All foremen and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift. When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable. Once emergency service responders have been called (to reduce the progression to more serious illness).

Under no circumstances will the affected employee be left unattended.

At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.

During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing. Employees and supervisors training will include every detail of these written emergency procedures.

Procedures for Handling a Sick Employee:

When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.

Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital! If an employee does not look

OK and displays signs or symptoms of severe heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

CLEAR DIRECTIONS TO THE JOBSITE MUST BE GIVEN TO THE EMS.

Appendix III

HAZARD COMMUNICATION PROGRAM

A. Company Policy

To protect the health and safety of our employees, we have developed this Hazard Communication Program:

- 1.) As a company, we intend to provide information about hazardous chemical substances used in construction through a comprehensive hazard communication program.
- 2.) This written Hazard Communication Program applies to all operations which **MAY** expose employees to hazardous chemicals as a result of normal work conditions or as the result of a reasonable foreseeable emergency.
- 3.) This written Hazard Communication Program is available, upon request, to employees, their designated representative (collective bargaining agent), and the Chief of the Division of Occupational Safety and Health.
- 4.) Unless notified otherwise the Superintendent of each job site is designated as the person responsible for implementing this written program.

B. Identification of Hazardous Chemicals Used In the Workplace

- 1.) "Hazardous chemicals" are materials or mixtures which pose physical or health hazards.
- 2.) "Exposure" is any situation arising from work conditions where an employee **MAY** ingest, inhale, absorb, or otherwise come in contact with a hazardous chemical.
- 3.) Each foreman shall maintain on each job site a list of all of the hazardous chemicals to which employees may be exposed at the job site, using the same chemical name referenced on the appropriate Safety Data Sheet (SDS) for those substances.
- 4.) A master list of all the hazardous chemicals on the project as well as a complete set of SDSs shall be maintained at the main office. It is the foreman's responsibility to provide the office with the initial list of hazardous chemicals at his/her job site and any changes, additions, or deletions which occur.

PROP 65

1. South west Grading is responsible for obtaining updates of Prop 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Prop 65 list, the additional warning requirements will take effect within 12 months from the date of listing.

C. Labels

- 1.) When hazardous chemicals are received, the foreman shall examine the containers to determine if the labels provide the following information:
 1. **The Product Identifier:** which includes: Common name, chemical name or both.

2. **Signal word:** such as: Danger or Warning

3. **Hazards Statements or Phrases:** which describes kinds of physical, health and/or environmental hazards. The hazard statement will also describe the degree of hazard, such as: "May cause drowsiness".

4. **Hazard Pictograms:** There are three hazard categories and ten hazard classes. The three hazard categories include: Physical hazards, health hazards and environmental hazards. The nine hazard classes include:

GHS – Hazard Pictograms and correlated exemplary Hazard Classes								
Physical Hazards					Health Hazards			
Explosives		Flammable Liquids		Oxidizing Liquids		Compressed Gases		Corrosive to Metals
								
Acute Toxicity								Env. Hazards
		Skin Corrosion		Skin Irritation		CMR ¹⁾ , STOT ²⁾ , Aspiration Hazard		Hazardous to the Aquatic Environment

1) carcinogenic, germ cell mutagenic, toxic to reproduction / 2) specific target organ toxicity

5. **Precautionary Statements include:** Prevention, Response, storage and disposal ("Store in well-ventilated area").

6. **Manufacture, Importer or other responsible party:** Name, address, phone number.



2.) **Secondary Container:** When hazardous chemicals are transferred into portable containers, the foreman shall ensure that the portable containers are labeled with the following information:

- a. Name of product.
- b. Signal Word.
- c. Hazards statement(s).
- e. Pictograms.
- d. Precautionary statements.

Portable containers may be labeled with an extra copy of the manufacturer's label or with a printed label which includes the above information.

EXCEPTION: When an employee transfers a hazardous chemical into a portable container for his/her own immediate use, the portable container need not be labeled.

- 3.) Each foreman shall ensure that the labels on containers of hazardous chemicals are not removed or defaced, unless the containers are immediately re-labeled with the above information.
- 4.) Containers without complete labels or with defaced labels will not be used on the job.
- 5.) Current labels hazard rating: GHS 1- most sever & 4- least sever

Classification	Category 1	Category 2	Category 3	Category 4	Category 5
GHS Pictograms					[None]
Signal Word	Danger	Danger	Danger	Warning	Warning

D. Safety Data Sheets/MSDS

1.) Safety Data Sheets (SDS's) are documents which supply information about a particular hazardous chemical or mixture. Manufacturers are required to provide SDS's when the hazardous chemical is sold to distributors or end users. The SDS's shall have 16 parts of required information such as:

- Identification
- Hazards identification
- Composition/Information on ingredients
- First-aid measures
- Fire-fighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and Chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations

- Transportation information
- Regulatory information
- Other information, such as date of preparation or last revision

2.) The Office Manager will be responsible for obtaining the master sets of SDS's and other information on all hazardous chemicals used.

3.) Each Superintendent / foreman shall maintain at each job site a completed SDS for each hazardous chemical used, or a statement from the manufacturer that the chemical is not hazardous. These can be found in the job trailer. A hazardous chemical shall not be used when an SDS for the chemical is not "In Hand", unless there is a statement from the manufacturer that the chemical is not hazardous.

4.) The foreman shall provide an SDS to an employee, upon request, during his/her work shift. An SDS shall also be available, upon request, to an employee's designated representative, physician and to a representative of OSHA or NIOSH.

5.) The foreman shall be alert to other employers (such as subs) whose work on the job site may expose our employees to additional hazardous chemicals. When it appears such exposure will occur, SDS's for the chemical must be obtained by the foreman and employees must be trained as required in Section E.

6.) When doing renovation or remodeling work, the foreman shall be alert to the dangers which might exist for our employees who work under or near unlabeled pipes which contain hazardous chemicals, and shall take proper precautions.

E. Information and Training

1.) When employees are exposed, or could be exposed, to hazardous chemicals in their work area, they shall be provided information and training by the foreman based on the data contained in the SDS's for those hazardous chemicals.

2.) Training shall be provided before employees are assigned duties which may cause exposure to hazardous chemicals. Training shall also be given when new hazardous chemicals are introduced into the work area or when an SDS is changed.

3.) Information and training shall be conducted and documented as a Hazard Communication Training Record, and shall provide at least the following:

- Content of the Hazard Communication Standard, 29 CFR 1926.59 or 5194.
- Identification of the hazardous chemicals to which employees are exposed.
- The availability and location of this written Hazard Communication Program (including list of chemicals) and SDS's.
- The methods and observations that can be used to detect the presence of a hazardous chemical in the work place (odor, visual appearance or monitoring).
- Any physical or health hazards associated with the use of a hazardous chemical or mixture being used in the work area.

- f. Proper precautions for handling, including specific procedures the company has implemented to protect workers from exposure such as personal protective equipment, work practices and emergency procedures.
- g. Details of the Hazard Communication Program, including how to read an SDS and labeling system.
- h. Emergency procedures for spills, fires, disposal and first aid.
- i. The right of employees, their physicians or their collective bargaining agents, OSHA and NIOSH, to receive information on hazardous chemicals to which they may be exposed.

NOTE: It is critically important that employees understand the training. If you have any additional questions, contact the Safety Director.

F. Non-Routine Task Training

When employees are assigned to a non-routine task that may expose them to hazardous chemicals for which they have not been trained, they shall be trained before beginning the task.

G. Access to Information by Other Employers

When employees of another employer (as an example, a sub) may be exposed to hazardous chemicals while working on one of our job sites, the employer shall be provided with a list of the hazardous chemicals we are using at that job site by the foreman. The foreman shall also give the employer access to our collection of SDSs as well as suggestions for appropriate protective measures needed for exposure to such chemicals. Names and addresses of suppliers or manufacturers of the hazardous chemicals we use shall also be provided so that the employer may obtain SDS's and other information.

When another employer uses hazardous chemicals while working on one of our job sites, that employer shall provide by Southwest Grading, Inc. with a copy of the employer's written Hazard Communication Program and a list of the chemicals to which our employees may be exposed, as well as a copy of the SDS's for those chemicals.

H. Potentially Hazardous Chemicals Commonly Found on Construction Projects

Acetone	Acetylene gas
Adhesives	Aluminum etching agent
Ammonia	Anti-freeze
Arsenic compounds	Asbestos
Asphalt (petroleum) fumes	Benzene (and derivatives)
Bleaching agents	Carbon Black
Carbon monoxide (in cylinders)	Caulking, sealant agents
Caustic soda (sodium hydroxide)	Chromate salts
Chromium	Cleaners
Cleaning agents	Coal tar pitch
Coatings	Cobalt
Concrete curing compounds	Creosol
Cutting oil (oil mist)	De-emulsifier for oil
Diesel gas, diesel oil	Drywall
Dusts (brick, cement block)	Enamel
Etching agents	Ethyl alcohol
Fiberglass, mineral wool	Foam insulation
Freon 20, R20 (and others)	Gasoline (petrol, ethyl)

Glues
Greases
Hydraulic brake fluid
Hydrogen (in cylinders)
Insulations
Kerosene
Lime (calcium oxide)

Graphite
Helium (in cylinders)
Hydrochloric acid
Inks
Iron
Lead
Limestone

Appendix IV

TRENCHING AND EXCAVATION *Title 8, Section 1540.*

Trenching and excavation are recognized among the most hazardous of construction operations. Dangers include cave-ins, fire, and asphyxiation due to lack of oxygen, inhalation of toxic fumes, drowning, and even electrocution.

OSHA requires that workers in trenches and excavations be protected. For that reason, Southwest Grading, Inc. has developed a Trenching and Excavation Training Program and several forms that address the variety of hazards workers face.

All trenching and excavation operations greater than 5 feet in depth require a trenching permit to be filed with the local Cal/OSHA office. The permit will require a Competent Person to perform daily pre-entry inspections. Competent Person training must be documented and kept at the office.

Excavation and trenching operations require pre-planning to determine whether sloping or shoring systems are required before entering the trench. Employees should be protected from hazards of cave-ins, oxygen deficiencies and hazardous atmospheres. Competent person pre planning should take place prior to performing the task to determine the safest way to proceed.

Inspections

Inspections should be made by a competent person. Inspections should be made before the start of each work shift and repeated after rain or snowfall, freezing or thawing, and after any other occurrence which may increase a hazard. Inspections should include checking for any evidence of damage, defects or loose parts in the shoring system (if applicable). Employees should not enter the excavation until any problems have been corrected and the competent person has approved the excavation for entry.

Inspections should include looking for any evidence of possible cave-ins, hazardous atmospheres, water accumulation, undermining, or material breaking off the sides of the excavation.

Beware of disturbed ground

Trenches in disturbed soil may require additional sheeting and bracing, as will hard compact ground, if there is filled ground nearby. For example, a trench wall which is near another previously filled trench is unstable, although it might appear to be hard compact material.

Heavy loads in area

Don't park heavy equipment next to a trench. Nearby structures—such as buildings, curbs, trees and utility poles—exert stress on trench shoring.

Vibration

If you are digging a trench near a roadway or where other operations create vibration, make certain the shoring/sloping design reflects these conditions.

Excavations Less Than 5 Feet Deep

Excavations less than 5 feet deep do not require sloping or shoring if a "competent person" examines the ground and finds no indication of a potential cave-in. Where employees need to enter excavations greater than 4 feet deep, ladders, stairs, or ramps should be provided so employees are not required to travel more than 25 feet to reach an exit.

Vehicular Traffic

Employees who may be exposed to vehicular traffic should wear the appropriate safety apparel. Measures should be put in place to rout traffic away from or safely around excavations. Employees exposed to vehicular traffic should wear a class 2 or higher rated safety vest. Traffic barriers, traffic cones, and high visibility warning signs placed around the working area with a minimum of 6 feet from the leading edge of the trench.

Water Accumulation

Water table depths and water accumulation in excavations can cause the trenches to cave-in. The height of the local water table should be determined if there is a possibility of water entering or accumulating in the trench or if there is a possibility of rain or snowfall occurring during operations. If rain or snow falls or water enters the excavated area between work shifts, the excavation should be thoroughly inspected and re-certified by the "competent person" on site before anyone re-enters the trench.

Employees and Equipment Crossing

Employees and equipment crossing over the trench should cross over the excavation on walkways, bridges or other approved means. Walkways and bridges should be constructed to withstand the weight of Employees and their tools. Walkways shall be secured in place and no less than 20in wide. When trenches are 30in wide and more than 6ft. deep, a standard guardrail must be added to the walkway. The cross over location should be determined by the "competent person" and cross over several feet on both sides of the trench to avoid a possible cave-in.

Trenching and Shoring over 5 feet

Excavation and trenching operations require pre-planning to determine whether sloping or shoring systems are required before entering the trench. Employees should be protected from hazards of cave-ins, oxygen deficiencies and hazardous atmospheres. The competent person on site should pre plan the excavation set up and inspect the excavation as required.

Inspections for Excavations Over 5 Feet

Prior to starting work, a **Trenching Permit** shall be obtained from CAL OSHA's office for excavations deeper than 5 ft. Inspections should be made by a "competent person" Inspections should be made before the start of each work shift and repeated after rain or snowfall, after freezing or thawing, and after any other hazard which may increase an occurrence. . Inspections should include checking for any evidence of damage, defects or loose parts in the shoring system, and the depth of the trench to determine if shoring is required.

Employees should not enter the excavation until any such problems have been corrected.

Inspections should also include looking for any evidence of possible cave-ins, hazardous atmospheres, water accumulation, undermining, or material breaking off the sides of the excavation.

Excavations More Than 5 feet Deep Requirements

Excavations more than 5 feet deep require sloping and or shoring designed by a licensed engineer. Excavations deeper than 20ft. are required to be developed by a qualified engineer. Have an identification plate indicating specifications, limitations, and proper use. Documentation from the manufacturer identifying the trench box/shield by serial number, specifications, limitations and proper use. Shoring systems should be inspected before installation, after installation, in the beginning of every shift, and any time the competent person suspects a problem or changed condition. Shoring bracing, and/or underpinning should be installed to stabilize any affected structure. Sidewalks, pavement and similar structures should not be undermined unless a protective support system is provided.

Hazardous Atmospheres.

A Competent person should first examine the trench for hazards of cave-ins, oxygen deficiencies and hazardous atmospheres. If hazardous atmospheres exist, than follow the permitted Confined Space requirements. Ladders should be secured at the top and at the base. No equipment or materials should be carried when climbing the ladder. Once employees reaches location have material handed to them. The ladder should be placed in a safe location within 25' of the Team Members working area.

Soil Types

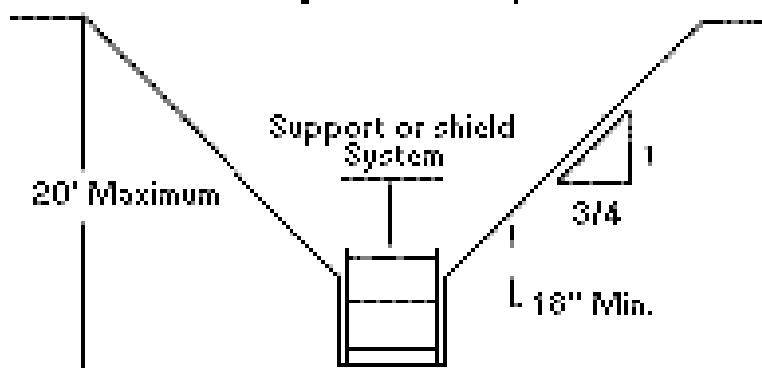
Soils and rock should be classified by a competent person as Stable Rock, **Type "A"** **Type "B"**, or **Type "C"** classification should be based on at least one visual and one manual analysis. Layered systems should be classified in accordance with its weakest layer. Deposits should be reclassified as necessary to reflect changing conditions. Stable Rock is a natural mineral matter that can be excavated with vertical sides and remain intact.

Type "A" is cohesive soils that consist of Clay, silty clay, sandy clay, clay loam

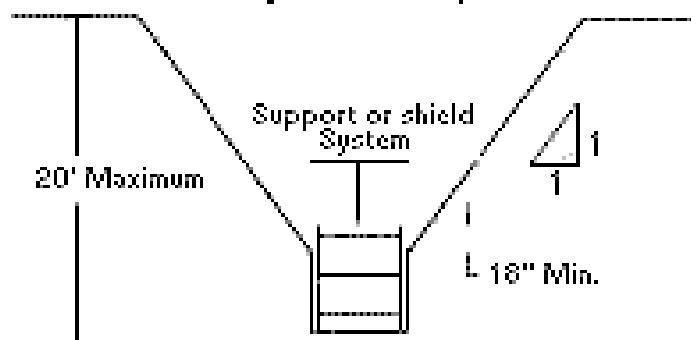
Type "B" consists of granular gravel, silt loam, and sandy loam.

Type "C" consist of granular soils that are wet, gravel, loamy sand, and submerged rock that is not stable.

TYPE A SOIL
Supported or shielded
Vertically sided lower portion



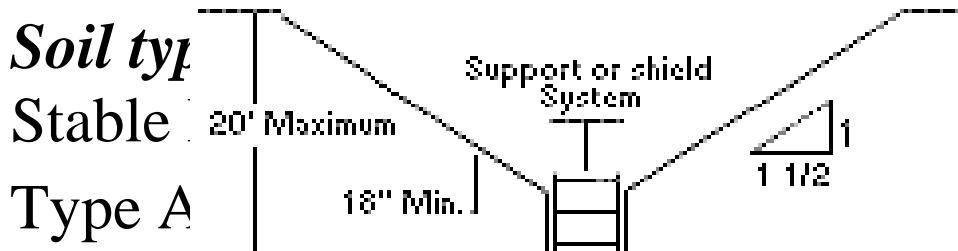
TYPE B SOIL
Supported or shielded
Vertically sided lower portion



20 ft.
type and
are as fc

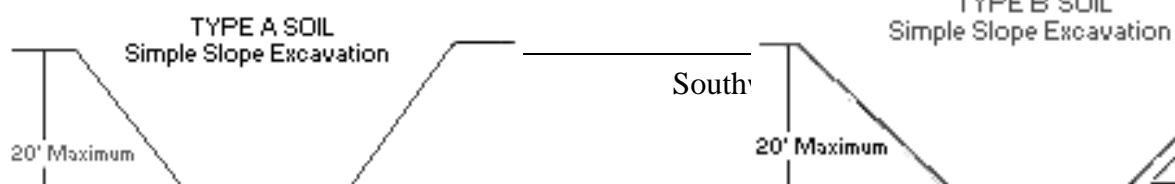
SLOPING. Maximum
allowable slopes for
excavations less than
(6.09 m) based on soil
angle to the horizontal

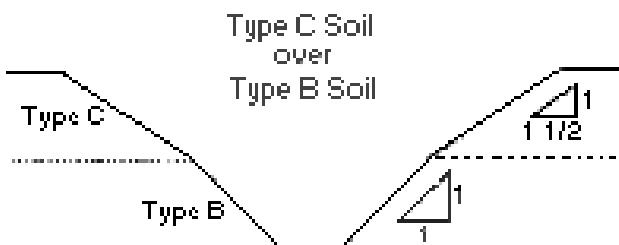
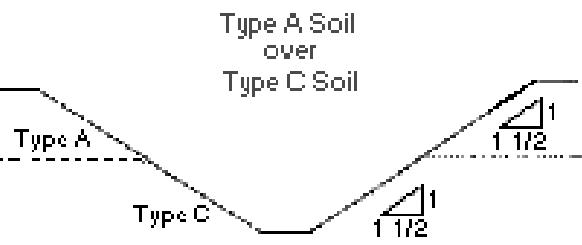
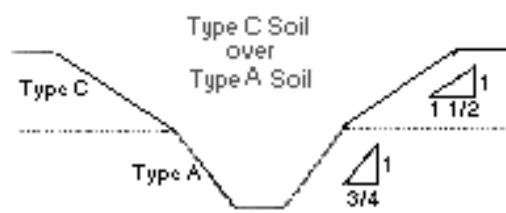
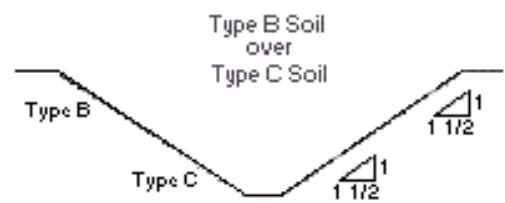
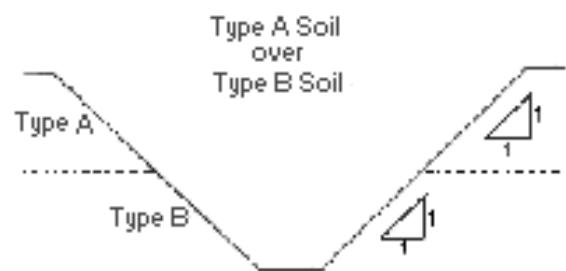
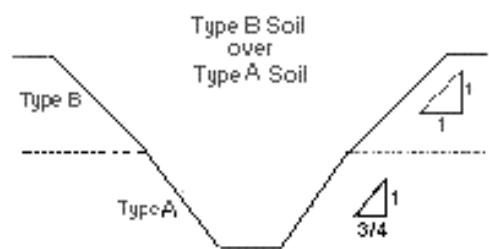
TYPE C SOIL
Supported or shielded
Vertically sided lower portion

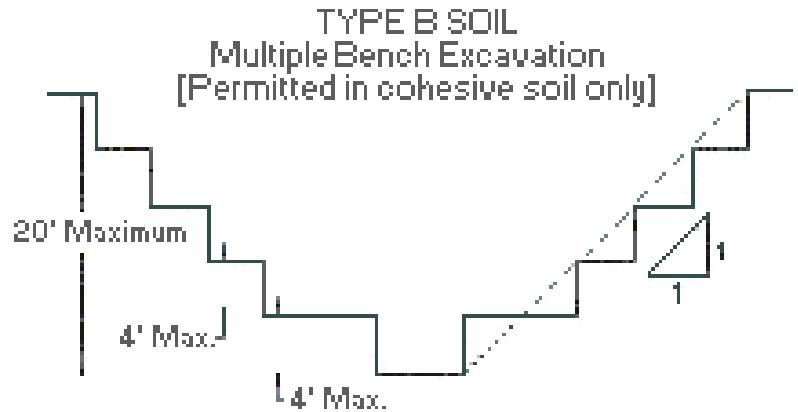
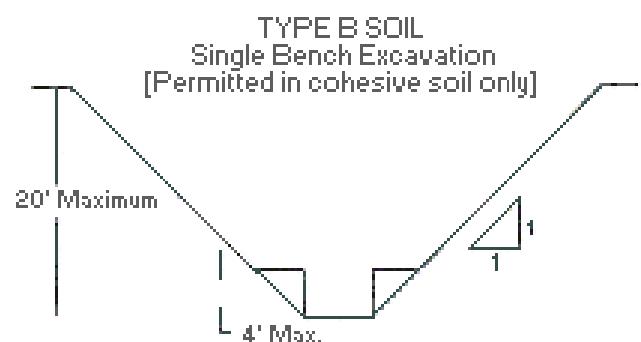


Soil type	Slope angle
Stable	90°
Type A	53°
Type B	45°
Type C	34°

Type A (short-term) $1/2:1$ 63° (For a
maximum excavation depth of 12 ft.)







Appendix V

SILICA WRITTEN EXPOSURE CONTROL PLAN

PURPOSE

Exposure to crystalline silica can lead to silicosis, a serious and sometimes fatal respiratory disease, lung cancer and other respiratory and/or kidney disease. The primary root of exposure is through inhalation. Excessive amounts of silica dust may be generated during activities such as: sandblasting, rock drilling, roof bolting, foundry work, stonecutting, drilling, quarrying, brick/block/concrete cutting, gunite operations, drywall sanding, lead-based paint encapsulating applications, asphalt paving, cement products manufacturing, demolition operations, hammering, and chipping and sweeping concrete or masonry. This section applies to all occupational exposures to respirable crystalline silica in construction work, except where employee exposure will remain below 25 micrograms per cubic meter of air (25 µg/m³) as an 8-hour time-weighted average (TWA) under any foreseeable conditions.

The following written exposure control plan is designed to protect employees who may come into contact with silica during the course of their work. Operations that may contain exposure crystalline silica will comply with T8 CCR 1532.3 Respirable Crystalline Silica.

1. COMPETENT PERSON(S)

a. A Competent Person will be the Job Site Foreman designated for the project and will have the following responsibilities:

- i. Identify existing and predictable silica related hazards
- ii. Make frequent and regular inspections of the jobsite, materials, and equipment
- iii. Implement this exposure control plan
- iv. Refer to qualified person(s) for further guidance as necessary
- v. Insure that Table 1 controls are functioning effectively

2. TRAINING

a. Employees will be trained in the following:

- i. Health hazards associate with silica exposure
- ii. Tasks in the workplace that could result in silica exposure
- iii. Protective measures to protect employees from silica exposure including engineering controls, alternative work practices, and respiratory protection
- iv. The identity of the competent person(s)

v. The purpose and a description of the medical surveillance program

3. MEDICAL SURVEILLANCE

a. Medical surveillance will be made available at no cost for each employee who will be required to use a respirator for 30 or more days per year. Medical surveillance will be in compliance with T8 CCR 1532.3 (h)

Note: No employees are required to wear a respirator for 30 or more days per year.

4. WORKPLACE INSPECTIONS

a. Routine workplace inspections will be conducted on the project to assess potential dust generating tasks and implement adequate control methods.

5. DESCRIPTION OF TASKS

a. Tasks on this project that will involve potential silica exposure controls may include the following:

- i. Using walk behind saw (Soft-Cut)
- ii. Using handheld power saws for cutting or removing concrete
- iii. Using jackhammers and powered chipping tools for concrete removal or surface disturbance
- iv. Conducting general housekeeping/cleaning

Note: See Exhibit-1 for additional information.

6. CONTROL METHODS

a. Engineering controls, work practices, and respiratory protection will be in conjunction with Table 1 unless otherwise noted. Note: Currently none of Southwest Gradings operations require respiratory protection

b. Equipment and/or tasks that are not included within Table 1 will require exposure monitoring and implementation of necessary controls depending on monitoring results.

c. If exposure control methods listed in Table 1 are not used then the employer must do the following:

- i. Perform an exposure assessment to assess the exposure of each employee who is or may reasonably be expected to be exposed at or above the action level.
- ii. Protect workers from exposures above the permissible exposure limit (PEL) of 50 micrograms per cubic meter of air averaged over an eight-hour day;

7. HOUSEKEEPING

a. Not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible.

b. Cleaning with compressed air will not be permitted unless the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created or no alternative method is feasible.

8. RESTRICTION TO WORK AREAS

a. Access will be restricted to work areas where potential silica dust exposure is present by the use of barricading systems.

TABLE 1: Specified Exposure Control Methods When Working with Materials Containing Crystalline Silica

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		< 4 hours/shift	> 4 hours/shift
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ▪ When used outdoors.	None APF 10	APF 10 APF 10

	<ul style="list-style-type: none"> ▪ When used indoors or in an enclosed area. 		
(x) Jackhammers and handheld powered chipping tools	<p>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</p> <ul style="list-style-type: none"> ▪ When used outdoors. ▪ When used indoors or in an enclosed area. <p>OR</p> <p>Use tool equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <ul style="list-style-type: none"> ▪ When used outdoors. ▪ When used indoors or in an enclosed area. 	<p>None</p> <p>APF 10</p> <p>None</p> <p>APF 10</p>	<p>APF 10</p> <p>APF 10</p> <p>APF 10</p> <p>APF 10</p>

<p>(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials</p>	<p>Operate equipment from within an enclosed cab.</p> <p>When employees outside of the cab are engaged in the task, apply water and/ or dust suppressants as necessary to minimize dust emissions.</p>	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>
<p>(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials</p>	<p>Apply water and/or dust suppressants as necessary to minimize dust emissions.</p> <p>OR</p> <p>When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.</p>	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>

APPENDIX VI Wild Fire Smoke

EMERGENCY AIR QUALITY/ WILD FIRE SMOKE REGULATION

Cal OSHA put in place an regulation that addresses respiratory protection during wild fires. Each jobsite is to keep track of the air quality, especially during the wild fire season.

You can use any of the following websites to monitor the air:

- Air Now website
- U.S. Forest Service Wildland Air Quality Response Program website
- California Air Resources Board website
- Air Pollution Control District (local) website
- Air Quality Management District (local) website

AQI Forecasts and the current AQI for PM2.5 can also be obtained directly from the EPA, California Air Resources Board, local Air Pollution Control District, or local Air Quality Management District.

When the air quality is 151 to 300 (Unhealthy-Very Unhealthy Levels) | Regardless of the pollutants, make everyone on your jobsite aware of the air quality, complete an Air Quality Safety training and recommend the workers wear an N95 respirator. If workers express the need for an N95 respirator, they are required to sign a *Voluntary Use of Disposable Respirators* form (located in this section); they would not be required to have the fit testing and medical exam.

When the air quality is 301 to 500 (Hazardous Levels) | **All outside work will be required to shut down until the air quality improves to a safer level below 301.** At this level, the air quality is considered hazardous.

Air Quality Index (AQI) Values	Levels of Health Concern	Colors
<i>When the AQI is in this range:</i>	<i>...air quality conditions are:</i>	<i>...as symbolized by this color:</i>
0 to 50	Good	Green
51 to 100	Moderate	Yellow
101 to 150	Unhealthy for Sensitive Groups	Orange
151 to 200	Unhealthy	Red
201 to 300	Very Unhealthy	Purple
301 to 500	Hazardous	Maroon

Appendix VII

CORRECTIVE ACTION NOTICE

Employee: _____ Date of Notice: _____

Project Name: _____ Project Number: _____

Team Member's violation (check appropriate box below):

- First Violation - Written warning
- Second Violation - Two day suspension (the day of the notice and the following day)
- Third Violation - Immediate termination

Type of violation:

- Misconduct on the job (i.e., discrimination, harassment, horseplay, etc.)
- Safety
- Ignoring directions or warnings
- Other _____

Date violation occurred: _____

Approximate location on job where violation occurred: _____

Description of violation:

Employee signature

Supervisor signature

Appendix VIII

Southwest Grading Inc. New Employee Safety Check List

Supervisor: Check off each item as you discuss it with the new employee prior to having the employee start work.

- Company safety policy statement and review of injury prevention goals.
- General safety rules and enforcement.
- Who to report safety hazards, unsafe work conditions and risky work practices to.
- Equipment pre use inspection.
- Equipment operation.
- Location of First Aid Supply.
- Heat Illness Prevention.
- Meeting with Foreman for review of job responsibilities and job specific safety rules.
- Proper lifting and material handling techniques
- Appropriate safety equipment; selection, use, care and replacement
- Emergency shut down procedures for injury, illness, fire, and job hazards
- Injury reporting requirements and procedures.

I acknowledge that information on the above subjects was provided during my orientation.

Employee Signature

Date

Supervisor Signature

Date

APPENDIX IX **Accident Investigation Form**

WHEN Date: _____ Day of Week: _____ Time: _____

WHERE Accident Location: _____

WHO Injured: _____ Job: _____

Length of Employment: _____

WHAT Type of Injury: _____ Loss Time Injury: Yes
 No

Unsafe Condition: Yes No

Unsafe Act: Yes No

HOW

Description of Incident (What was employee doing, what equipment or structures were involved and had employee been trained?):

WHY

What was the unsafe condition?:

What was the unsafe act?:

CONTROLS

Corrective Measures:

Follow-up:

REVIEWERS

Foreman: _____

Date: _____

Dept. Manager: _____

Date: _____

Safety Manager: _____

Date: _____

Corrective action(s) taken and date:

APPEND X

Respirator Voluntary Use Form

I _____ am requesting to use a disposable paper filter respirator, also known as a dust mask for my personal comfort.

I will be performing the following work task(s): (Example – sweeping floor, etc.): _____

I clearly described the task I am to perform to my supervisor and upon evaluating the task they determined I should not be exposed to a hazardous chemical or substance.

I have been supplied the following dust mask:

Brand: _____ Model: _____

Please read the following:

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

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

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

I have read the above section from the OSHA standard for respiratory protection and understand its content. I further understand that I am responsible for the care, maintenance/upkeep, and proper storage of this respirator. Instructions on the proper wear were made available to me.

Signature: _____ Date: _____

JHA

DESCRIPTION OF TASK:**POTENTIAL HAZARDS:****PREVENTATIVE MEASURES:**

PROPER TOOLS & EQUIPMENT		CHECK OFF HAZARDS & ADD CONTROLS AS NEEDED
● Do I have the PPE necessary for this task? Yes/No		<input type="checkbox"/> IMPALEMENT HAZARDS
● Employees are trained to use power tools? Yes/No		Employees are trained to identify
● Equipment operators are trained? Yes/No		Impalement hazards. Employees will install
● IIPP, SDS's, first aid kit and fire extinguishers are available? Yes/No		Approved OSHA covers. Our employees will
● All guards are in good working condition? Yes/No		Maintain the covers.
● Hand tools are in good working condition? Yes/No		
PPE/EQUIPMENT	PPE/EQUIPMENT	
<input type="checkbox"/> SAFETY GLASSES	<input type="checkbox"/> POWER TOOLS (need GFI)	<input type="checkbox"/> SILICA PREVENTION
<input type="checkbox"/> REFLECTIVE SAFETY VEST	<input type="checkbox"/> PENNANT FLAGGING FOR LEADING EDGES, 6ft FROM EDGE	Employees are trained to identify silica hazards
<input type="checkbox"/> CHEMICAL GLOVES	<input type="checkbox"/> PROPER RIGGING	Employees will have the option to use vacuums,
<input type="checkbox"/> WORK GLOVES	<input type="checkbox"/> FACE SHIELD	Water and/or respirators if silica hazards are
<input type="checkbox"/> INSULATED GLOVES	<input type="checkbox"/> MOTORIZED EQUIPMENT	Identified.

<input type="checkbox"/> FACE SHIELD	<input type="checkbox"/> CAUTION/DANGER TAPE	<input type="checkbox"/> HOUSE KEEPING
<input type="checkbox"/> HEARING/EAR PROTECTION	<input type="checkbox"/> LADDERS (PROPER LENGTH)	Employees will be required to maintain a clean
<input type="checkbox"/> BODY HARNESS	<input type="checkbox"/> BARRICADES	Job site and pick up all loose materials and
<input type="checkbox"/> RESPIRATOR/DUST MASK	<input type="checkbox"/> HEAVY EQUIP. INSPECTED	Tools.
<input type="checkbox"/> NOMEX/TYVEX SUIT	<input type="checkbox"/> CRANE	
<input type="checkbox"/> SILICA PREVENTION USED	<input type="checkbox"/> LASER IN USE SIGN POSTED	
<input type="checkbox"/> SKIDSTEER BOBCAT		<input type="checkbox"/> HEAT STRESS PREVENTION
GENERAL NOTES:		When predicted to be at or above 80degrees
		Shade will be identified. At least 2 gallons of per
		Employee will be available. All employees will be
		Trained on signs/symptoms of heat illness.
		<input type="checkbox"/> SLIP/TRIP/FALLS Hazards
		Pick up all loose material, tools and trash. Watch
		Step when near footings and excavations.
		<input type="checkbox"/> POWER TOOLS
		Only trained employees will use power tools.
		Inspect tools for damaged guards and cords
		Prior to use. Do not alter any tool. Watch hand
		And foot placement. Work on saw horses if
SAFETY DATA SHEETS (SDS)		Possible.
<input type="checkbox"/> NECESSARY	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> REVIEWED
NOTES/COMMENTS:		
NOTES/COMMENTS:		
HIGH RISK WORK AND/OR PERMITS		EMERGENCY EQUIPMENT

<input type="checkbox"/>	RESCUE EQUIPMENT/TOOLS
<input type="checkbox"/>	FIRST AID KIT
<input type="checkbox"/>	FIRE EXTINGUISHER
<input type="checkbox"/>	EYE WASH STATION
<input type="checkbox"/>	OTHER:

Tenets of Operation

1. Always operate within design and environmental limits.
2. Always operate a safe and controlled condition.
3. Always ensure safety devices are in place and functioning.
4. Always follow safe work practices and procedures.
5. Always maintain integrity of dedicated systems.
6. Always comply with all applicable rules and regulations.
7. Always address abnormal conditions.
8. Always follow written procedures for high-risk or unusual situations.
9. Always involve the right people in decisions that affect procedures, equipment, and people.

My signature verifies that I fully understand the task(s), I have the training, knowledge, tools, and PPE required to perform this job safely.

Print Name

Signature

Company

Date

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3

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Covid Procedures

Southwest Grading has the overall authority and responsibility for implementing the provisions of this COVID- 19 Prevention Program (CPP) in our workplace. In addition, all managers and Foreman are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

APPLICATION OF THE IIPP

COVID-19 is a recognized hazard in our workplace, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a) All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b) COVID-19 is treated as an airborne infectious disease. Applicable California and County orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Remote work.
 - ii. Encouraging physical distancing.
 - iii. Reducing population density indoors.
 - iv. Moving indoor tasks outside.
 - v. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided.
3. Procedures to investigate COVID-19 illnesses at the workplace include:
 - a) Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. **CPP 2023 Appendix A: Investigating COVID-19 Cases** will be used to document this information.
 - b) Effectively identifying and responding to persons with COVID-19 symptoms at the workplace.
 - c) Encouraging employees to report COVID-19 symptoms to the HR Manager and to stay home when ill.
 - d) A COVID-19 response team includes but is not limited to, the Safety Committee, and (where applicable) the site Forman.
4. Effective procedures for responding to COVID-19 cases at the workplace include:
 - a) Immediately excluding COVID-19 cases according to the following

requirements:

- i) COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
- ii) COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - (1) The infectious period.
 - (2) Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4° F or higher has resolved without the use of fever-reducing medication.
- iii) Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- iv) Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

- b) Review current ([CA Department of Public Health \(CDPH\)](#)) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- c) If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- d) Upon excluding an employee from the workplace based on COVID-19 or a close contact, management will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and leave policies.

Workplace Violence Prevention Plan

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: 07/03/2024 **Date of Last Revision(s):** N/A

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazard **RESPONSIBILITY**

The WVPP administrator(s), Derrick Wilkins, has the authority and responsibility for implementing the provisions of this plan for Southwest Grading.

Responsible Persons	Job Title/Position	Phone #	Email
Derrick Wilkins	Safety Director	(916) 632-6760	derrick@swgrading.com

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Southwest Grading ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence: Management will have safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
- Designing and implementing training
 - Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
 - Reporting and investigating workplace violence incidents.
 - Reporting Procedures: Employees are encouraged to report any incident of violence or threatening behavior as soon as possible. This can be done through various channels such as direct reporting to a supervisor, human resources department, or via an anonymous method if available.
 - Investigation Process: Once an incident is reported, a thorough and impartial investigation is conducted. This often involves interviewing the victim(s), the accused, and any witnesses, as well as reviewing surveillance footage if available. The aim is to gather all relevant facts to understand the context and severity of the incident.
 - Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- Zero-Tolerance Policy: Encompasses all employees, clients, visitors, and anyone who has a relationship with the company. It ensures that any act of violence, threats, harassment, or intimidation is taken seriously and dealt with promptly.
- Immediate Response and Support: In cases of immediate danger, employees are advised to contact security or law enforcement directly. Organizations also provide support to victims of workplace violence, which may include medical care, counseling, and legal assistance as needed.
- Corrective Actions: Based on the findings of the investigation, appropriate corrective actions are taken. This can range from mediation and conflict resolution training to disciplinary measures against the perpetrator, including termination of employment in severe cases.
- Confidentiality and Protection from Retaliation: Ensure that reports of workplace violence are treated confidentially to protect the individuals involved. They also emphasize protection from retaliation for those who report incidents, ensuring that employees feel safe and supported when coming forward.

- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Southwest Grading Workplace Violence Prevention Plan (WVPP)

- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Clear Policy Communication: Regularly inform all employees about the WVPP details, expectations, and behavioral standards to prevent workplace violence.
- Mandatory Training: Conduct training for both supervisory and nonsupervisory employees on identifying potential violence, reporting procedures, and conflict resolution.
- Leadership Example: Leaders must model respectful behavior and swift, appropriate responses to any reports of violence, setting a standard for the entire organization.
- Accountability Measures: Implement and enforce clear consequences for policy violations to maintain a zero-tolerance stance on workplace violence.
- Confidential Reporting: Confidential channels for employees to report concerns without fear of retaliation.
- Support Systems: Provide support to victims and reporters of workplace violence, including counseling and legal assistance if needed.
- Employee Involvement: Engage employees in the development and review of the WVPP to foster a collective responsibility for maintaining a safe workplace.
- Provide retraining to employees whose safety performance is deficient with the WVPP.

- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by memos/emails or certificate of recognition from the owner/management of the company.
- Discipline employees for failure to comply with the WVPP.
- Initial Violation: For a first, minor offense (e.g., a verbal altercation without physical threats), the employee might receive a formal written warning. This warning would detail the nature of the violation, reference the specific WVPP policy violated, and outline expected behavior changes. It may also include a mandatory referral to conflict resolution training or counseling.
- Intermediate Violation: If the employee commits another violation or if the initial misconduct is more severe (e.g., intimidation or minor physical aggression), the discipline could escalate to a suspension without pay. The length of the suspension would depend on the severity of the conduct. During this time, the employee might be required to participate in

additional, specialized training related to anger management or undergo a behavioral assessment.

- Severe Violation: For serious violations (e.g., physical violence), or if the employee has a history of repeated offenses, termination may be the most appropriate action. In such cases, the decision to terminate should be made in consultation with Human Resources to ensure that the process complies with labor laws and the organization's policies.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Language Accessibility: Southwest Grading will ensure that all communications, training materials, and resources related to workplace violence prevention are available in the first languages of all employees. This may involve

translating documents and providing interpreters for training sessions and meetings to accommodate non-English speakers or those more comfortable in another language.

- Open Door Policy: Our open door policy that encourages employees to speak freely with their supervisors about any concerns or incidents related to workplace violence without fear of reprisal. Supervisors should be trained to actively listen and provide appropriate support or direction.
- Regular Check-Ins: Check-ins between supervisors and their team members will be done. These meetings are an opportunity to discuss any concerns related to workplace safety, including potential violence risks. These check-ins can also be used to reinforce the importance of reporting suspicious or inappropriate behavior.

- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
- Employees can anonymously report a violent incident, threat, or other violence concerns.
- To contact emergency services from a Southwest Grading workplace phone, first dial 911 from a landline or your mobile device.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates during company meetings for example, quarterly meetings, to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

COORDINATION WITH OTHER EMPLOYERS

Southwest Grading will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, Southwest Grading will ensure that if its employees experience workplace violence incident that Southwest Grading will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Southwest Grading will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by verbally reporting the incident as soon as possible, followed by submitting a written report within 24 hours. If that's not possible, employees will report incidents directly to the WVPP administrator, Derrick Wilkins.
- In alignment with our organization's commitment to a safe and respectful workplace, we enforce a strict non-retaliation policy. This policy is fundamental in ensuring that all employees feel secure and supported when reporting incidents of workplace violence, harassment, or any other concerns without fear of reprisal.

Here are how instances of retaliation are addressed within our framework:

- a. Upon receiving a report of retaliation, Southwest Grading will initiate an immediate and thorough investigation. This process is conducted impartially by a designated team or individual with expertise in handling such matters, typically involving HR professionals and, when necessary, external consultants.
- b. Based on the findings of the investigation, a determination is made. If it is concluded that retaliation has occurred, the organization will take appropriate disciplinary action against the perpetrator(s). This can range from written warnings to suspension, demotion, or even termination of employment, depending on the severity of the retaliation.
- c. Following an incident of retaliation, the organization will review its policies and practices to identify and implement preventive measures to further strengthen the non-retaliation policy. This may involve additional training for employees, revising reporting and investigation procedures, and reinforcing the organization's commitment to a retaliation-free workplace through regular communication to all staff.

EMERGENCY RESPONSE PROCEDURES

Southwest Grading has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by alarm systems and or PA announcements will be used to alert employees of emergencies. The alarms could be audible alarms, visual alarms, or both.
- Southwest Grading will have evacuation or sheltering plans.

Evacuation Procedures:

- a. Preparation and Awareness:
 - i. All employees can reference maps highlighting evacuation routes and emergency exits. These maps are posted in strategic locations throughout the workplace, including common areas, break rooms, and near main entrances and exits.
 - ii. Regular training sessions and drills are conducted to familiarize employees with the evacuation process and routes.
- b. Activation of Evacuation:
 - i. In the event of an emergency requiring evacuation (e.g., fire, gas leak), the alarm system will be activated. This may include audible alarms and visual signals.
 - ii. Management and or supervisors will assist in directing the evacuation and ensuring that all areas have been cleared.
- c. Evacuation Routes and Exits:
 - i. Employees must follow the marked evacuation routes leading to emergency exits. These routes are designed to provide the safest and fastest exit from the building.
 - ii. Elevators are to be avoided during evacuation. Stairwells and fire escapes should be used instead.
- d. Assembly Points:
 - i. Once outside, employees are required to proceed to predetermined assembly points located a safe distance from the building. These locations are marked on the evacuation maps.
 - ii. At the assembly points, roll calls will be taken to ensure all employees are accounted for.

e. Re-entry:

i. Employees must not re-enter the building until it has been declared safe by emergency services or the designated authority within Southwest Grading.

Sheltering-in-Place Procedures:

a. When to Shelter in Place:

i. Sheltering in place will be necessary during emergencies where it is safer to remain indoors (e.g., active shooter).

f. Notification:

i. Notification to shelter in place will be given through the company's communication system, which may include intercom announcements, emails, or text messages.

f. Instructions for Sheltering:

ii. Employees should immediately go to an interior room or corridor with the fewest windows or to designated shelter areas.

iii. Close all doors, windows, and any other openings to the outside to seal the room as much as possible.

iii. Remain in the shelter location until notified that it is safe to leave.

h. Communication:

h. Keep lines of communication open through the company's communication system for updates and instructions during the sheltering period.

- How to obtain help from staff, security personnel, or law enforcement.

a. Emergency Situations: For immediate danger or emergencies, always dial 9-1-1 first. This connects you directly to local emergency services who can dispatch police, fire, or medical assistance.

b. After contacting emergency services, or if the situation does not require 9-1-1, notify the WVPP Administrator.

• In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	Phone #	Email
Derrick Wilkins	Safety Director	(916)632-6760	derrick@swgrading.com

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Southwest Grading to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Daily or weekly review of all submitted and reported concerns, including anonymous ones.
- Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted at least quarterly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Job Title	Area/Department/Specific location
Office Admin/Management	Office Locations
Field Supervisors and or Safety Management	Field/Jobsites/Warehouse

Inspections for workplace violence hazards include assessing:

- The need for violence surveillance measures, such as mirrors and cameras.
- Lighting and visibility. Good lighting can be a deterrence.
- Procedures for employee response during a robbery or other criminal act, including employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent

acts by persons who are service recipients of our establishment.

- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The availability of employee escape routes.

- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]

Check-In System: Implement a check-in system where workers regularly report their status to a supervisor at predetermined intervals. This ensures that any irregularities or lack of communication can be quickly addressed.

Buddy System: Whenever possible, use a buddy system for tasks in isolated areas. Having two or more workers together can significantly reduce the risk of workplace violence and provide immediate assistance if an incident occurs.

Emergency Procedures: Ensure all workers, especially those in isolated areas, are well-trained in emergency procedures, including how to respond to workplace violence, medical emergencies, and other critical situations.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Southwest Grading will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented.
- Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examen the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Form]
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.

- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Consequences of the incident, including, but not limited to:
- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident.
- Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Southwest Grading will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Southwest Grading has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Southwest Grading has for interactive questions and answers with a person knowledgeable about the plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
 - How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
 - Employee routes of escape.
 - Emergency medical care provided in the event of any violent act upon an employee
 - Post-event trauma counseling for employees desiring such assistance.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Southwest Grading ensures that the WVPP plan shall be in physically and or digitally and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the

WVPP, unless the employee or designated representative agrees to receive an electronic copy.

- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. 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 co-employees.

RECORDKEEPING

Southwest Grading will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
 - Maintain violent incident logs for minimum of five (5) years.
 - Maintain records of workplace violence incident investigations for a minimum of five (5) years.
- The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.

- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Southwest Grading WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Southwest Grading's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
 - Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Southwest Grading will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Derrick Wilkins, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow,

business operations, and overall health and safety as it relates to workplace violence prevention.

Print Name:

Signature:

Date:

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date the incident occurred (Day, Month, Year) -

Enter the time (or approximate time) that the incident occurred -

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on a separate sheet of paper if necessary.]

Workplace violence committed by:

Circumstances at the time of the incident: Write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.

Where the incident occurred:

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Were there any injuries? Yes or No. Please explain:
- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Print Name and Title: _____

Signature: _____

Date: _____