CITADEL
ROOFING & SOLAR

SAFETY MANUAL

All Managers, Superintendents, Supervisors, and Safety Personnel are responsible for applying and maintaining the Injury and Illness Prevention Program (IIPP) in their work areas. As well as, answer any questions employees may have about the IIPP.

A copy of this manual is available at every jobsite, in Supervisor's or Crew Leader's vehicle, and/or a copy in the jobsite trailer.

This safety manual was given to _____, after job-specific training in his preferred language was conducted.

Trainer_____ Date_____

Latest Revision: 11/25/2024

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CITADEL ROOFING & SOLAR

Safety Program Tabs

1 - Safety Policy

2 - Injury Illness Prevention Program (Inc. C19PP & WPVPP)

3- Code of Safe Practices

4 - Heat Illness Prevention Program (indoor & outdoor)

5 - Emergency Action Plan

6 - Fall Protection Procedures

7 - Ladder Safety Training

8 - Operating Rules for Industrial Trucks

9 - Lock Out Tag Out Program

10 - Hazard Communication Program

11 - Exposure Control Plan for Respirable Crystalline

12 - Respiratory Protection Program

13 - Sample SDS

14 - Appendixes

15 - Translated Documents - Spanish

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SAFETY PROGRAM TABLE OF CONTENTS

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CITADEL
ROOFING & SOLAR

SAFETY POLICY

It is the policy of Citadel Roofing & Solar (CRS), and the Company President, to provide employees with a reasonably safe place to work. To this end, no employee will be permitted to perform any work for which he/she has not been properly trained and equipped, or for which he/she feels is unsafe.

The purpose of CRS's Safety Program is to establish a safety culture that demonstrates management's firm commitment to employee safety as an integral part of conducting business and performing work. It is the intent of CRS to foster and promote the concept of an Injury Free Environment. This calls for the elimination of unsafe acts, unsafe conditions, and near-miss incidents. Our company's safety culture encompasses a collaborative team effort between management, supervisors and employees, **and** a personal commitment to the success and ownership of this Safety Program by all employees.

The Safety Program applies to all work performed at each Jobsite, as well as at the Main Office, Warehouse. Following our Safety Program will help all employees to reduce at-risk behaviors, and control or eliminate unsafe job conditions. Furthermore, it will facilitate cooperation and communication within CRS. Employees who violate or fail to enforce safety and health rules, orders or standards, or expose themselves or others to safety or health hazards will be subject to disciplinary measures.

Every employee is expected to perform all work in a safe manner. In addition, each employee is obligated to comply with the requirements of Cal/OSHA, as well as applicable federal, state and local safety regulations, and CRS's Safety Program policies, procedures, rules and regulations. It is understood that all CRS personnel will follow this Safety Program.

All Supervisory personnel are responsible for the actions of those they supervise, **and** for maintaining safe and healthy working conditions in their areas of responsibility. As such, they will be held accountable for enforcing all policies, procedures, rules and regulations. To effectively motivate employees, and to monitor safe work practices, all Superintendents, Foremen, and Supervisory personnel will familiarize themselves with our Safety Program.

The Safety Administrator for the CRS Safety Program is Daniel Reyes, Safety Manager. Daniel Reyes will be assisted in his safety duties by each jobsite's Superintendent and Foreman, the Fleet Manager for the Warehouse, and VP of HR for the Main Office.

Dieter Folk
President
CRS

Daniel Reyes
Safety Manager
CRS

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INTRODUCTION

CRS has developed and implemented this written Injury & Illness Prevention Program (IIPP) as part of our Health and Safety Program. The work performed by CRS's personnel is varied, both in nature and location. Under all circumstances, the intent of CRS is to:

- Comply with the requirements and spirit of the California Code of Regulations (Title 8), other State Plan Regulations, Federal OSHA Regulations, and any other applicable regulations.
- Provide a safe and healthy work environment for employees.

Accordingly, effective June 1, 2015, (the date Citadel Roofing & Solar began its business) Citadel Roofing & Solar implemented this IIPP in compliance with Senate Bill 198, encoded as Labor Code 6401.7, and the California Code of Regulations (CCR), Title 8, Sections 3203 and 1509. CRS expects and requires all employees to follow the requirements set forth in this IIPP.

RESPONSIBLE PERSON

CRS has designated the **Safety Manager** as the **Responsible Person** for the IIPP. It is the responsibility of the **Safety Manager** to ensure overall implementation, administration, and enforcement of the IIPP. In addition, each **Safety Inspector, Jobsite Superintendent**, along with **General Superintendent**, has the responsibility for enforcement of the program at their jobsite(s), the **Fleet Manager** for the Fleet Vehicles, the **Warehouse Managers** for the warehouse locations and the **VP of HR** and **Office Managers** for the office locations.

The duties of the **Safety Manager – Daniel Reyes:**

- Establish procedures for identifying, evaluating and correcting workplace hazards
- Establish procedures for investigating occupational injuries and illnesses.
- Establish and/or review methods and procedures for correcting unsafe and unhealthy conditions and work practices.
- Ensure that employees receive training programs on general and specific safety and health practices for the CRS and on each of their job assignments.
- Ensure that there is a procedure for communicating to employees, in an
- understandable manner, CRS's safety and health rules and procedures.
- Adopt a written Code of Safe Practices that relates to CRS's operations and
- ensures compliance with safe and health work practices.
- Conduct investigations of all accidents that require medical treatment. Each investigation must include back-up documentation.

- Ensure that records on training, inspection, and corrective measures are properly maintained, as required by this Injury & Illness Prevention Program and other required programs in accordance with Cal/OSHA, Fed/OSHA and other regulatory agencies.
- Responsible for the Safety Inspectors

The duties of the **VP of Human Resources – Stephanie Crichton and Risk Manager – Rebecca Sekol:**

- Recognize employees, where appropriate, for following the safety rules, policies and procedures.
- Conduct investigations of all accidents requiring medical treatment, with documentation of each investigation (with assistance of the Safety Manager).
- Report all accidents/incidents to the Safety Manager immediately.
- Ensure that recommendations and work orders are written up for unsafe conditions and unsafe acts, and they are completed, including dates of correction noted.
- Maintain bulletin board(s) with current safety and health materials, required postings, and other matters to be communicated to employees.
- Maintain an employee suggestion box and ensure any employee suggestions are reviewed and responded to.
- Attend training meetings when conducted and stay current on safety and health matters as they relate to the company.
- Ensure safety meetings are conducted on a weekly basis

The duties of the **Safety Inspectors, General Superintendents, Jobsite Superintendents, Warehouse Managers and Fleet Manager:**

- Know and enforce the safety rules, policies and procedures.
- Ensuring safety is communicated to employees in an understandable manner via training, postings, personal contacts, and other forms of communication as appropriate.
- Note unsafe acts and unsafe conditions in department or area of responsibility and take steps necessary to control or eliminate them.
- Conduct inspections of work areas, and document good conditions and work practices, as well as items needing correction or improvement, and document corrective actions.
- Immediately report all injuries, no matter how slight, to a Superintendent and Safety Manager immediately.

- Ensure that recommendations and work orders are written up for unsafe conditions and unsafe acts, and they are completed, including dates of correction noted.
- Attend training meetings when conducted and stay current on safety and health matters as they relate to the company.
- Maintain Code of Safe Practices, address and telephone number of the nearest hospital and clinic, and other jobsite OSHA required documents for your location or the jobsite.
- Conduct weekly safety meetings with their crews on a weekly basis.

The duties of **all Employees:**

- Promptly report any unsafe conditions you find to management.
- Follow all safety rules, policies and procedures.
- Keep your work area clean and free of hazards.
- Immediately report all injuries, no matter how slight, to management.
- Attend all safety meetings as they are conducted.
- Review the safety bulletin board(s) periodically for updated safety and other information.
- Attend a safety orientation meeting upon hire/rehire, which covers the company Safety Program's key points.
- Sign an acknowledgement form confirming your agreement to follow the company's Safety Program and its rules, policies, and procedures.

CODE OF SAFE PRACTICES

CRS has adopted a Code of Safe Practices that relates to the company operations. The Code of Safe Practices is contained in the Appendices attached to this IIPP. All employees will comply with the Code of Safe Practices.

CRS's Code of Safe Practices is posted in a conspicuous location at each office location. For the Main Office, the Code of Safe Practices is posted (on the bulletin board in the lunchroom). For Jobsites, the Superintendent/Foreman will have a copy of the Code of Safe Practices readily available in their vehicle.

EMPLOYEE COMPLIANCE/DISCIPLINARY POLICY

It is your responsibility to follow all company safety policies and operating procedures. When needed, you will be provided with additional training and information or re-training to maintain your knowledge and skills.

Failure to comply with safe work practices will lead to some form of disciplinary action, depending on the serious nature of the infraction and the number of past instances. CRS reserves the right to discharge employees "at will" for serious safety infractions.

Employees found performing work in an unsafe manner that may endanger themselves or another employee will be subject to discipline up to termination.

The **General Superintendent, Superintendent**, and/or the **Safety Manager/Inspectors** will determine the course of action best suited for violation (See Form D). The typical steps for discipline consist of:

First Violation - Verbal warning, with documentation by the Superintendent to employee's personnel file. Possibility of written warning, suspension, and/or termination (depending on severity of infraction).

Second Violation - Written warning. Documentation with notice sent to the Safety Manager. Possibility of suspension, and/or termination.

Third Violation - Suspension or termination of employment, with documentation (including written warning) by the Superintendent, General Superintendent and Safety Manager/Inspector.

Fourth Violation - Termination of employment

- All safety violations, whether verbal or written, will be discussed with you, the General Superintendent, your Superintendent, and the Safety Manager.
- All documentation related to any disciplinary actions taken will be kept on file.

INCENTIVE PROGRAM

Citadel Roofing and Solar has also established a Quarterly Safety Incentive Program for employees that follow all safety policies. All qualifying employees receive a reward at the end of the quarter.

COMMUNICATION OF SAFETY AND HEALTH MATTERS

The elements of CRS's IIPP and all aspects of its Safety and Health Program will be communicated in a readily understandable manner to all employees. CRS's approach is to provide verbal and written communication in English and Spanish, and, where possible, demonstrate pictorially/visually to all employees.

It is the policy of CRS to encourage all employees to report hazards existing at their workplace/jobsite to their Superintendent/Foreman/Supervisor or the Safety Manager so that corrective action can be taken in a timely manner.

CRS's procedure is for employees to report hazards verbally to their Superintendent/Foreman or Safety Manager. The Superintendent/Foreman or Safety Manager will document the reported hazard on a notification or inspection form.

Employees who report hazards will not be disciplined nor will they suffer any reprisals due to their actions.

Employees will be kept informed of the requirements of the CRS's IIPP with:

- Weekly jobsite tailgate meetings by each Foreman.
- Periodic Jobsite Foremen and Superintendents Meetings by the Safety Manager/Inspectors.
- Quarterly Field Employees Safety Meeting by Safety Manger/Inspectors
- Safety Posters posted in the Warehouse by the Safety Manager/Inspectors
- Orientation for new employees by Safety Manager/Inspectors
- When needed, safety bulletins will be sent with payroll to employees

HAZARD ASSESSMENT: IDENTIFY AND EVALUATE WORKPLACE HAZARDS

The goal of this IIPP is to identify and evaluate unsafe work conditions and practices so that accidents, injuries, and job-related illnesses are minimized, if not eliminated. To this end, CRS has instituted the procedures described in this section of the IIPP.

The principal approach to reducing accidents at CRS is through periodic scheduled and unscheduled inspections. Inspections will be conducted as follows:

- Jobsites and Jobsite Sheds – Daily visual; Weekly documented inspections – Foreman or Superintendent
- Jobsites and Jobsite Sheds – Periodic (see Appendix E). – by the Safety Manager and Safety Inspectors
- Warehouse – Daily visual inspection
- Main Office – Daily visual inspections

Inspections will be conducted at the following intervals, in addition to those times mentioned above:

- At the effective date of this program.
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace that represent a new occupational safety and health hazard.
- Whenever the company is made aware of a new or previously unrecognized hazard (See Appendix B).

The following approaches will be used periodically to further evaluate the workplace:

- CRS Daily Safety Plan Checklist done by every crew daily before beginning their work.
- Records Review, including worker' compensation summaries, OSHA Logs, accident reports, injury reports, new Safety Data Sheets, noise monitoring data, and purchase orders, by the Safety Manager, Human Resources and President.
- Jobsite Pre-Planning evaluations of anticipated hazards and controls by the Superintendent, Safety Manager, and/or Project Manager prior to the start of selected jobs.

ACCIDENT, INJURY AND ILLNESS INVESTIGATIONS

When employee accidents, injuries, or illnesses on the job require medical care, the internal investigation will be completed within 24 hours of occurrence/knowledge by the General Superintendent, Safety Manager, Safety Inspector or Management. The investigator(s) will complete the First Report of Injury/Illness Form. The completed First Report of Injury/Illness form will be forwarded to CRS's Human Resources, Safety Manager, and President. An Accident Investigation Form (a copy of which is included in this IIPP) is to be completed.

- The investigation will determine at least the following:
- Who and what was directly involved in the accident.
- Who and what was indirectly involved in the accident.
- Where and when the accident occurred.
- The cause of the accident, if known.
- Steps or procedures to take to prevent recurrence, if known.

Copies of the completed Accident Investigation Form (see Appendix C) will be sent to Human Resources, Safety Manager, and President. The completed First Report of Injury/Illness and DWC-1 (when required) forms will be forwarded to CRS's workers' compensation insurance carrier by Human Resources.

Serious Injury/Illness: (Defined by Cal/OSHA as an amputation of body part, physical disfigurement, loss of eye, hospitalization [admitted] or death. Exposure to hazardous substance above permissible exposure limit is also often considered a Serious Injury/Illness by Cal/OSHA.) For any Amputation of body part, Physical Disfigurement, Loss of Eye, Hospitalization (admitted) or Death, the Safety Manager or Human Resources will contact Cal/OSHA within **eight hours** of the injury/illness/event (see Appendix G).

METHODS AND PROCEDURES FOR CORRECTING UNSAFE OR UNHEALTHY CONDITIONS, WORK PRACTICES, AND WORK PROCEDURES IN A TIMELY MANNER

All unsafe or unhealthy work conditions, work practices, and work procedures identified will be evaluated and corrected in a timely manner, as determined by the severity of the hazard. Under no conditions will CRS personnel be required to, or permitted to, work under conditions which pose a clear or imminent hazard.

Problems that cannot be corrected immediately will be assigned to the Safety Manager and/or Safety Inspector to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be developed or obtained by the Safety Manager (see Appendix B).

When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or property, the following steps will be followed:

1. Remove all potentially endangered employees off the roofs and away from hazard.
2. Provide employee(s) responsible to correct the condition with necessary safeguards.
3. Correct the problem.
4. Document the corrective action and date corrected in accordance with this Section. The documentation will be completed by the Safety Manager and/or Safety Inspectors. Documentation will be maintained on file by the Safety Manager.

Unsafe or unhealthy work conditions, work practices, and work procedures needing more permanent corrective action will be documented by using: **the Safety Violation Notification Form.** (See Appendix B at end of IIPP)

Unsafe work practices and work procedures will be immediately corrected by providing the affected employee(s) with retraining to be provided by the Safety Manager or Safety Inspectors.

All Operating Procedures will be reviewed at least annually and whenever new chemicals or equipment are introduced into the system, or when there is a process or procedure change. When changes are made, affected employees will receive additional instruction, with documentation of instruction.

TRAINING AND INSTRUCTION

All employees will receive training and instruction in the following areas:

1. General safety and health work practices
2. Specific instruction with respect to hazards unique to the job assignment

Training of employees at CRS regarding this IIPP will occur:

- When the program is first established
- To all new employees
- To all employees given a new job assignment for which training has not previously been received
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace that represent a new hazard
- Whenever the company is made aware of a new or previously unrecognized hazard

In accordance with this IIPP, training will be provided by:

- The Superintendent/Foreman/Supervisor (assisted by the Safety Manager) will conduct training for Jobsite, Shop/Yard, and Office employees at their locations and/or the Main Office periodically.

Additionally, training will be provided to Superintendents, Foremen and Supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

In accordance with this IIPP, training will be provided by:

- The Safety Manager will conduct training for the Superintendents, Foremen, Supervisors and Fleet Manager, at their locations and/or the Main Office periodically.

Furthermore, training will be provided for the Safety Managers:

- The Insurance Broker's Risk Control Consultant (or other designated consultants) will conduct training for the Safety Manager and other Management, at the Main Office or other selected location periodically.

This IIPP will be made an integral part of existing occupational safety and health training programs at CRS.

PERIODIC MEETINGS OF CONSTRUCTION SUPERVISORY EMPLOYEES

CRS holds quarterly meetings with all the company's construction-related supervisory personnel. The purpose of each of these meetings is to discuss safety problems and accidents that have occurred. The desired outcome of these discussions is the correction of safety problems and prevention of future similar accidents. The Safety Manager and/or Safety Inspectors conduct these meetings. These meetings are held at the company's Main Office or alternate, pre- arranged location. Each meeting will be documented, with minutes recorded.

TOOLBOX/TAILGATE SAFETY MEETINGS

CRS's Superintendent or Foreman at each jobsite conducts toolbox/tailgate safety meetings with all CRS's jobsite personnel once every week. The topic to be discussed will be pertinent to the operations/work taking place or to be conducted. Topics may either be selected by the jobsite's Superintendent or Foreman or the Safety Manager. Each toolbox/tailgate meeting will be documented with the same detail as other training and instruction.

MAINTENANCE OF RECORDS

CRS will keep records of the actions taken to implement and maintain this IIPP. The records will be maintained on file for a minimum of one year. The records kept by CRS relating to this IIPP will not adversely affect the retention of medical and exposure records in accordance with Title 8, California Code of Regulations, Section 3204 “Access to Employee Exposure and Medical Records.”

Records of scheduled and unscheduled periodic inspections, as well as other records, including methods used to identify and evaluate workplace conditions and work practices, will also be retained for a minimum of one year. Records relating to the inspections will include, at a minimum, the person(s) conducting the inspection or evaluation; the unsafe conditions and work practices that have been identified; and action(s) taken to correct the identified unsafe conditions or work practices.

Records and documentation of safety and health training for each employee will include, at a minimum, the name of employee and/or employee number; date(s) of training; training topic(s); training format; and instructor(s). These records and documentation will be maintained for at least one year.

LABOR/MANAGEMENT SAFETY AND HEALTH COMMITTEE

A Labor/Management Safety and Health Committee has not been established at CRS and none is planned for the near future.

ACCESS TO PROGRAM

All employees are provided access of this program at their request in their preferred language (English or Spanish). A printed copy (free of charge) will be provided to any employee when requested within 5 days of request. Access will also be given to any designated representative of any employee.

COVID-19 Prevention Program (CPP) for Citadel Roofing and Solar

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: December 9, 2020

Authority and Responsibility

Dieter Folk (President), Stephanie Knupfer (VP HR) and Daniel Reyes (Safety Manager), has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program 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.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Daily COVID-19 Checklist** Form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspection Form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by informing their direct Supervisor or Manager of any unforeseen risk related to COVID-19.

Employee screening

Our employees are required to self-screen at home prior to coming to work. Office employees complete a daily health questionnaire and take their temperature reading using a touchless thermometer provided by the company. Field Employees acknowledge their screening process through the Daily COVID-19 Checklist Form by answering health questions and temperature reading.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspection Form**, and corrected in a timely manner based on the severity of the hazards, as follows:

- Hazard will be immediately abated.
- All necessary retraining will be done immediately.
- If needed, disciplinary action will be taken according to our Disciplinary Actions Procedures.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we always ensure at least six feet of physical distancing in our workplace by:

- Eliminating the need for employees to be in the workplace – remote work arrangements when necessary.
- Reducing the number of persons in an area at one time, including visitors.
- Reducing the amount of people allowed in the conference room at one time.
- Visual cues such as signs and floor markings to indicate where employees and others should be located.
- All office cubicles have partitions for separation.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. When distance cannot be achieved, face coverings will be always required.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings, such as surgical masks will be provided free of charge through our Field Superintendents and Safety Department.

Any employee that is not wearing a face covering where required may be subject to disciplinary action. Face mask will be provided, and retraining will be conducted immediately.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Update: Effective immediately (1/28/22), face masks are optional in the office. Offices are opening to full capacity.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Face coverings are always required.
- In the office, we have set up plexiglass partitions in certain areas (e.g. receptionist) and floor signage to help eliminate the risk.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Occasionally having doors open for brief time periods to increase air circulation.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Provide appropriate number of disinfectant wipes or sprays (depending on availability). Ensuring adequate supplies and adequate time for it to be done properly.
- Professional cleaning and disinfecting of office areas are conducted twice times per week. Employees are asked to sanitize shared workspaces (e.g. conference room) or equipment with provided disinfecting spready and/or wipes.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- All employees that may have been near or interacted with affected employee will be asked to quarantine at home.
- We will schedule testing for all those who may have come into contact.
- Any work areas/surfaces affected by employee will be disinfected and sanitized as soon as possible.

Shared tools, equipment, and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by wiping with a disinfectant wipe or using a disinfectant spray with a paper towel before and after each use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users with provided sanitizing spray and/or wipes.

Hand sanitizing

To implement effective hand sanitizing procedures, we:

- Encourage and allow time for employee handwashing.
- Provide hand sanitizing stations throughout the office. When supplies are unavailable, other hand sanitizer and wipes are available.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to, and how:
    - All employees will notify their Superintendent, Manager, or Safety Department immediately.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing. Such as, availability through health plans or local testing centers.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Testing will be provided at no cost to the employee.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
    - COVID-19 is an infectious disease that can be spread through the air.
    - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
    - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: Employee COVID-19 Prevention Plan Training Form will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure during their infectious period, as follows:
    - For symptomatic confirmed cases, 2 days before the confirmed case had any symptoms (symptom onset date is day 0) through Days 5–10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
        - Starting any time after Day 5, the infectious period has ended if the COVID-19 case has no fever for 24 hours and symptoms have improved, with no testing necessary.
        - After Day 10, the infectious period has ended if the COVID-19 case has no fever for 24 hours, whether or not other symptoms are improving, with no testing necessary

- For asymptomatic confirmed cases, 2 days before the positive specimen collection date (collection date is day 0) through Day 5 after positive specimen collection date for their first positive COVID-19 test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer provided sick leave.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test may not be required for an employee to return to work.
- If an order to isolate or quarantine 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Dieter Folk - President

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Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	**Places and times**	**Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers**	**Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation**

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Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

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Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present in the workplace):		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

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<table>
<tr><td colspan="4">Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</td></tr>
<tr><td rowspan="2">All employees who may have had COVID-19 exposure and their authorized representatives.</td><td>Date:</td><td colspan="2"></td></tr>
<tr><td>Names of employees that were notified:</td><td colspan="2"></td></tr>
<tr><td rowspan="2">Independent contractors and other employers present at the workplace during the high-risk exposure period.</td><td>Date:</td><td colspan="2"></td></tr>
<tr><td>Names of individuals that were notified:</td><td colspan="2"></td></tr>
<tr><td>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</td><td></td><td>What could be done to reduce exposure to COVID-19?</td><td></td></tr>
<tr><td>Was local health department notified?</td><td></td><td>Date:</td><td></td></tr>
</table>

*Should an employer be made aware of a non-employee infection source COVID-19 status.

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Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

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COVID-19 Prevention in Employer-Provided Housing (Overnight stays in a hotel)

Assignment of hotel rooms

We will ensure that shared hotel room assignments are prioritized in the following order:

- Employees who usually maintain a household together outside of work, such as family members, will share a hotel room without other persons.
- Employees who work in the same crew or work together at the same worksite will share a hotel room without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will share a hotel room only when no other housing alternatives are possible.
- Employees that express concern about sharing a hotel room with another employee will not share a hotel when feasible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Screening

We will encourage employees to report COVID-19 symptoms to **their direct manager or Supervisor.**

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any applicable local or state health officer orders.

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COVID-19 Prevention in Employer-Provided Transportation to and from Work

This section does not apply:

- **If the driver and all passengers are from the same household outside of work, such as family members.**
- **To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.**

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer and/or disinfecting spray in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

WORKPLACE VIOLENCE PREVENTION PROGRAM

INTRODUCTION

Citadel Roofing & Solar has developed and implemented this written Workplace Violence Prevention Program (WVPP) as part of our Health and Safety Program. The work performed by Citadel Roofing & Solar's personnel is varied, both in nature and location. Under all circumstances, it is the intent of Citadel Roofing & Solar to:

- Comply with the requirements and spirit of the California Labor section 6401.9, amended because of Senate Bill 553 in California signed into law September 30, 2023.
- Provide a safe violence-free work environment for all employees.

Accordingly, effective July 1, 2024 (date in which SB 553 goes into effect), Citadel Roofing & Solar implemented this WVPP in compliance with Senate Bill 553, encoded as Labor Code 6401.9. Citadel Roofing & Solar expects and requires all employees to follow the requirements set forth in this WVPP.

SCOPE

This program applies to all employees involved in any authorized work related to Citadel Roofing & Solar, regardless of location.

DEFINITIONS

- "Injury" means an injury to an employee that meets the recording criteria listed in title 8, section 14300.7(b)(1).
- "Threat of violence" means a statement or conduct that causes a person to fear for their safety because there is a reasonable possibility the person might be injured, and that serves no legitimate purpose.
- "Workplace violence" means any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes the following:
    a. 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.
    b. An incident involving the 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.
- Four workplace violence types:
    1. "*Type 1 violence*" means workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace with the intent to commit a crime.
    2. "*Type 2 violence*" means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    3. "*Type 3 violence*" means workplace violence against an employee by a present or former employee, supervisor, or manager.

4. "*Type 4 violence*" means workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

EXCEPTION: *The term workplace violence does not include lawful acts of self-defense or defense of others, or self-inflicted harm that does involve violence or threats of violence to others.*

RESPONSIBLE PERSON

Citadel Roofing & Solar has designated the Safety Manager as the Responsible Person for the WVPP. It is the responsibility of the Safety Manager to ensure overall implementation, administration, and enforcement of the WVPP. In addition, each Manager, General Superintendent, Supervisor/Jobsite Superintendent, and Human Resources has the responsibility for enforcement of the program with their employees.

The duties of the **VP of Human Resources – Stephanie Chrichton** and **Safety Manager – Daniel Reyes**:

- Establish procedures for identifying, evaluating, and correcting workplace violence.
- Establish procedures for investigating any potential workplace violence.
- Establish and/or review methods and procedures for correcting unsafe work environment.
- Ensure that employees receive training on this program. As well as the required annual retraining.
- Ensure that there is a procedure for communicating to employees, in an understandable manner, of any workplace violence.
- Allow all employees to report any potential or actual workplace violence without fear of retaliation.
- Conduct investigations of all cases of workplace violence that require medical treatment. Each investigation must include back-up documentation.
- Ensure that records on training, investigations, and corrective measures are properly maintained, as required by this Workplace Violence Prevention Program and other required programs in accordance with Cal/OSHA or any other regulatory agencies.
- Create and maintain a Violent Incident Log

The duties of **Management and those in Supervisory roles**:

- Know and enforce the workplace violence prevention plan.
- Ensure safety is communicated to employees in an understandable manner via training, postings, personal contacts, and other forms of communication as appropriate.
- Note unsafe work environments in department or area of responsibility and take steps necessary to control or eliminate them.
- Immediately report all instances of workplace or threat of workplace violence, no matter how slight, to Human Resources and/or Safety Manager immediately.
- Attend training meetings when conducted and stay current on safety and health matters as they relate to the company.

The duties of all **Employees**:

- Follow all safety rules, policies, and procedures.
- Immediately report all workplace violence or threat of workplace violence, no matter how slight, to management.
- Attending all safety meetings as they are conducted.
- Review the safety bulletin board(s) periodically for updated safety and other information.
- Attend a safety orientation meeting upon hire/rehire, which covers the company Workplace Violence Prevention Program.
- Sign an acknowledgement form confirming your agreement to follow the company's WVPP and its rules, policies, and procedures.

IMPLEMENTATION

Citadel Roofing & Solar will conduct training with all current employees prior to the July 1, 2024, effective date. All new employees hired after July 1, 2024, will receive training on the WVPP during their first onboarding date. Each employee will then be retrained on an annual basis.

REPORTING CASES WORKPLACE VIOLENCE

All employees will be trained and aware that they can report any cases of workplace violence or threat of workplace violence to their Manager, Safety Manager, or Human Resources without fear of retaliation.

RESPONDING TO CASES OF WORKPLACE VIOLENCE

All cases of workplace violence or threat of workplace violence will be handled with the same level of importance. The Safety Manager and/or Human Resources will conduct thorough investigations. Statements will be taken from the employee reporting the incident, all other employees involved, and any witnesses. Depending on the severity of the case, local authorities may be notified. No employee will be retaliated against for making a report.

Any employees involved may be placed on temporary leave while the investigation is conducted, to ensure the safety of all employees.

Investigations should be completed within a weeks' time. As well as all necessary corrective actions.

The Violent Incident Log (requirements outlined below) will be updated at the end of the investigation. Each incident will be assigned a "type of violence" at the conclusion of the investigation.

Records of workplace violence will be kept for a minimum of 5 years.

COMPLIANCE

It is your responsibility to follow all company safety policies and procedures. When needed, you will be provided with additional training and information or retraining to maintain your knowledge.

Failure to comply with the Workplace Violence Prevention Plan will lead to some form of disciplinary action, depending on the serious nature of the infraction and the number of past

instances. Citadel Roofing & Solar reserves the right to discharge employees "at will" for serious violations of the program.

- Employees found threatening, endangering themselves or other employees will be subject to disciplinary action up to and including termination.
- Management or Supervisors found not reporting any threats of or acts of workplace violence will be subject to disciplinary action up to and including termination.

Human Resources and/or the Safety Manager will determine the course of action best suited for violation. Standard disciplinary procedures are outlined in our Disciplinary Procedures document.

- All safety violations, whether verbal or written, will be discussed with you, your Manager, Human Resources, and the Safety Manager.
- All documentation related to any disciplinary actions taken will be kept on file.

VIOLENT INCIDENT LOG

Citadel Roofing & Solar will maintain a log of all incidents of workplace violence, regardless of it resulting in an injury. This log will include information on every workplace violence incident, based on employee statements, witness statements, and investigation findings.

The log will include the following:

- Incident date, time, location
- Workplace violence "Type" (1, 2, 3, and/or 4 – defined above)
- Detailed description of the incident
- Classification of who committed the violence
- The circumstances at the time of the incident
- Where the incident occurred
- Specific incident characteristics, such as physical attacks, weapon involvement, threats, sexual assault, animal incidents, or other events
- What the consequences of the incident were, including any involvement of law enforcement
- What steps were taken to protect employees from further threat or hazard
- Who completed the log, including their name, job title, and date completed

(**Note:** We will exclude personal identifying information that would identify any person involved in a violent incident.)

COMMUNICATING TO EMPLOYEES

The elements of Citadel Roofing & Solar's WVPP and all aspects of its Safety and Health Program will be communicated in a readily understandable manner to all employees. Citadel Roofing & Solar's approach is to provide verbal and written communication in English and Spanish, and, where possible, demonstrate pictorially/visually to all employees.

If we have found any threats of or acts of workplace violence, we will communicate with employees the outcome of the investigation, steps taken to prevent recurrence, and the importance of their overall safety and reporting these matters immediately.

EMERGENCY RESPONSE

In case of an immediate emergency, all employees will be communicated with immediately and evacuated from any threat as quickly and safely as possible. The appropriate emergency response agencies will be notified. Employees will be notified when the threat has been cleared and they are safe to return to normal work practices.

TRAINING

Citadel Roofing and Solar will provide effective training and make sure the requirements of this program are understandable. This may include providing training in their language (where feasible).

Training will cover:

- Familiarization with the program.
- Definitions and requirements of Labor Code section 6401.9.
- How to obtain a copy of the program.
- How to participate in the development, implementation, and updates to the program.
- How to report workplace violence.
- Understanding job-specific violence hazards.
- Purpose of violent incident log and how to obtain records.
- Opportunity for interactive discussions with someone knowledgeable about the employer's program.

Training will be conducted during the following:

- Onboarding date
- Annually
- After a threat of or act of workplace violence

REVIEW OF PROGRAM

The Workplace Violence Prevention Program will be reviewed annually, when a deficiency is observed or apparent, and after any workplace violence incident.

CODE OF SAFE WORK PRACTICES

This Code of Safe Practices is posted at a conspicuous location at each location with an Office or Jobsite Trailer (including the Main Office and Shop) and is provided to each Jobsite Superintendent and Foreman who will have it readily available.

The following safe practices, within the Code of Safe Practices, if DISOBEYED may result in the employee being immediately suspended and/or terminated.

IMMEDIATE SUSPENSION OR TERMINATION

1. Any employee found under the influence of drugs or intoxicating substances on the job shall be immediately removed from the job. And any employee known to be under the influence of drugs or intoxicating substances shall not be allowed on the job while in that condition.
2. Throwing or otherwise dropping materials, tools, or other objects from buildings or structures without first providing proper precautions to protect others from falling objects.
3. Any employee ascending or descending a ladder must face the ladder and use both hands while climbing.
    a. Carrying items in hand while ascending or descending a ladder is prohibited. Employee must always maintain 3 points of contact.
4. Employees working at any unprotected heights above 15 feet must wear safety harnesses with each lanyard or self-retracting lifeline tied to a minimum 5,000 lb. anchorage. Their will only be one person per anchor.
    a. This includes employees working in scissors lifts, where fall protection is required. Employees working in aerial lifts will use a safety harness and lanyard that prevents them from falling out of the basket.
5. Never take down guardrails, remove barriers, or uncover holes: (1) without the authorization of your Foreman/Superintendent/Supervisor, (2) without providing protection (flagging, barricades) for other employees at least six feet back from the edge, and (3) without providing for your own fall protection.
6. Whenever floor openings or holes are created, they must be immediately protected by 42-inch-high guardrails with toe boards or covers. If covers are used, they must be strong enough to support 4 times the maximum intended loads to be imposed upon them and must be secured to prevent accidental displacement.
7. Whenever a cover over a floor opening has been removed, such as for bringing in equipment or material, immediately replace the cover upon completion of material handling. Failure to do so could result in immediate suspension and/or termination.
8. Whenever a fall hazard is created, it must be guard railed or otherwise protected immediately.
9. Only employees who possess valid operator's certification cards are permitted to use powder-actuated tools.
10. Bobcats, forklifts, gradalls, aerial lifts and scissors lifts will only be operated by trained operators.
11. Only trained personnel are permitted to operate/use manlifts. Operator must ensure

that manlift is properly secured to boom lift prior to use.

12. Only authorized/approved manlifts shall be used. Do not use a pallet, debris box, or any unapproved method as a manlift.
13. Only authorized and trained employees will operate any rolling or motorized equipment.
14. No one is permitted to tamper, adjust, or otherwise “mess with” any electrical panel boxes, circuits, equipment, and any other electrical device associated with the building structure, unless he/she is properly trained and certified.
15. Handling or tampering with any electrical equipment, machinery, or air or water lines in a manner not within the scope of your duties is prohibited.
16. Before using any tools or equipment, all guards and other protective devices must be in place, properly adjusted and operate properly.
17. Do not remove, tamper with, or defeat any guard, safety device or interlock.
18. Any horseplay, scuffling, and other acts, such as fighting, at the job which may have an adverse influence on the safety, or the wellbeing of employees is prohibited and will result in immediate termination.
19. Possession of a gun or any other weapon on the job is prohibited and will result in immediate termination.
20. Theft or intentional damage to any company, other contractors, or any other job-related property or materials is prohibited, and will result in immediate termination.
21. Report all injuries, suspected injuries, and illnesses promptly to your Foreman/Superintendent/Supervisor and Safety Manager immediately so arrangements can be made for medical treatment or first aid, if necessary.
22. All chemical spills and leaks must be reported immediately to your Foreman/Superintendent/Supervisor and Safety Manager, so that appropriate measures can be taken for clean-up and proper disposal of contaminated materials.

SOLAR ELECTRICAL CODE OF SAFE PRACTICES

The following document describes specific safety practices for any solar and/or electrical work. Standard code of safe practices are also still applicable to all Citadel Roofing and Solar employees.

All solar and/or electrical work is performed under the supervision of a certified or licensed electrician.

General Solar Safety Rules

1. Be aware of your surroundings. This includes any co-workers or homeowners that may come into your work area.
2. Stay 2-3 feet clear of anything when working with electrical wiring panels or boxes.
3. Never cut a wire without knowing what it is, before you cut. Cut only one wire at a time.
4. Wear gloves when handling solar panels
5. Fall protection must be worn when a worker is exposed to a fall higher than 15 feet. Safety monitors are not allowed.

Electrical Hazards

1. At a minimum, stay 10 feet away from all overhead power lines.
2. Do not use worn/Damaged electrical cords
3. Do not overloaded outlets
4. Only the use of non-conductive fiberglass ladders will be allowed on solar jobs.
5. No warning signs
6. Working under wet conditions
    a. ELECTRICITY & WATER DO NOT MIX
    b. The risk of electrical shock is greater in areas that are wet or damp. Take proper precaution.
7. Lack of or insufficient protective devices
8. Each employee who may be exposed to hazardous energy is required to be trained in Lockout/Tagout (LOTO) procedures, the method of keeping energy (electricity) or equipment from being set in motion and endangering employees. Employees are responsible to comprehend and follow all elements of this program, without exception
9. Conductive fish tapes shall not be used in raceways entering enclosures containing exposed energized parts unless such parts are isolated by suitable barriers
10. Never use test meters with damaged prongs. Replace with manufacturer approved prongs.
11. Beware of surroundings when cutting or carrying metal such as aluminum rails, strut or conduit.
    a. Use two hands when cutting with a saw
12. Use proper PPE for the electrical job
13. Know where breakers and boxes are located in case of an emergency
14. Do not block access to circuit breakers
15. Before working at heights or carrying long objects (solar panels), check area for overhead power lines.
16. Post enough warning signs to make people aware of the safety hazard (controlled access zones).
17. Maintain access and working space around all electrical equipment as required.

Power Tools and Electric Cords

1. Use Ground Fault Circuit Interrupters (GFCI) cords and equipment
2. Inspect all your electrical equipment on a daily basis

    a. Tools should not have missing prongs
    b. Damaged cords
3. Use cords or equipment that are rated for the level of amperage or wattage that you are using.
4. If any tools appear damaged do not use. Tag “Do not use” so that any other coworker does not use the defective tool.
5. Use only grounded or double insulated power tools
6. Do not repair electrical cords or equipment unless qualified and authorized.

Electrical Circuits

1. Whenever you begin work or are returning, you must check-test-check, to ensure that the equipment has been de-energized. Never assume the equipment is dead.
2. Have your proper electrical PPE on while check-test-check is being conducted.
    a. Arc Flash Face Shield
    b. Electrical Gloves
    c. Leather Gloves (over Electrical Gloves)
    d. Safety Glasses
3. Once you have tested and assured equipment has been de-energized, you may remove your PPE
4. Lockout and Tagout (LOTO) all circuits being worked on to prevent anyone else from re-energizing the source.
    a. LOTO devices may only be removed by the person who installed them.
        i. Unless that person has left the premises and/or jobsite, another authorized employee may remove the LOTO equipment
5. No “live” work (working on energized equipment) is permitted without the approval of Management
6. Close unused openings (including conduit knockouts) in electrical enclosures and fittings with appropriate covers, plugs, or plates.

Service / Maintenance

1. To minimize hazards when servicing a system, follow these steps in order:
2. Shut off AC circuit breaker (this places solar into a no-load condition).
3. Shut down any and all AC or DC disconnects.
4. Verify you are “qualified” and properly trained to perform the required task.
5. Provide justification why and obtain management approval if the work must be performed in an “energized” condition, if applicable.
6. Determine if a Hazard Analysis has been performed to identify all hazards (shock, arc-flash, etc.).
7. Perform a job briefing and identify job or task specific hazards.
8. Provide barriers or other means to prevent access to the work area by “unqualified” workers.
9. Follow LOTO procedures.
10. If safe to do so, go to the roof combiner box or penetration jack, whichever is more accessible, and disconnect the MC connectors or remove fuses.

Electrical accidents

1. Shut off the power supply if the victim is still in contact with the energized circuit
2. Do not touch the victim if they are still in contact with a live electrical circuit.
3. If the system power cannot be shut off quickly, prying someone away from a live circuit should only be done with a non-conductive item such as a dry board. Be especially careful if the area is wet.
4. Do not leave the victim unless there is no other option. Stay with the victim while Emergency Medical Services is contacted by someone else.
5. If qualified and willing, administer First Aid and CPR as necessary.

The following safe practices, within the Code of Safe Practices, if disobeyed by employees will follow the progressive disciplinary action as outlined in the Employee Compliance/Disciplinary Policy section in the IIPP.

GENERAL SAFETY RULES

1. Employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their supervisor.
2. Foremen/Superintendents/Supervisors shall insist that employees observe and obey every rule, regulation, and order as is necessary to the safe conduct of their work and shall take such action as is necessary to obtain compliance.
3. Upon learning of a job-related accident or illness, the Jobsite Superintendent will determine the extent of the injuries or illness, seek medical treatment for the injured/ill employee, and report the incident immediately to the Safety Manager.
4. The Jobsite Superintendent is required to reported his/her employee's accident/illness to the Safety Manager immediately if his/her employee is fatally injured, has a body part amputated, sustains physical disfigurement, or is hospitalized for more than 24 hours for other than observation.
5. Sexual harassment is not permitted. Pornographic and suggestive materials are not permitted on the job.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. All jobsite employees must attend weekly "tool-box" safety meetings.
8. No one will knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose him/her or others to injury.
9. All employees will fix safety hazards within their authority or notify their Foreman/Superintendent/Supervisor or Safety Manager of the hazard. While the hazard exists, employees will warn other employees or their Foreman/Superintendent/Supervisor.
10. If you are unsure of how to do a task safely ask your supervisor, or the Safety Manager if he is onsite.
11. Do not operate any tools or equipment you have not been trained and authorized to use.
12. Use machines or equipment with inoperative or missing guards, safety devices, or interlocks is prohibited.
13. Report any safety hazards or defective equipment immediately to your supervisor or Safety Manager.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING

14. Inappropriate footwear or shoes with thin or badly worn soles or uppers will not be worn on the job. Only work boots may be worn on the jobsite.
15. Wear appropriate clothing and PPE for the job:

a. Shirt (minimum shirt or as specified by job Foreman/Superintendent/Supervisor).
b. Full length trousers on the jobsite and in the Shop.
c. Acceptable work boots on the jobsite and in the Shop (no sandals, tennis or similar shoes).
d. Safety glasses with side shields, where required.
e. Gloves, if needed.
f. Earplugs, if needed.
g. Dust masks, if needed.

16. Hardhats must be worn at all times while the ground at jobsites and when working on roofs that are 2 stories or higher.
17. Monogoggles must be worn over eyeglasses which are not safety approved.
18. Reflective safety vests are required to be worn when working in roadways or on road shoulders, and when working around any heavy equipment.
19. Respirators of the proper type must be worn when performing any operation where sufficient oxygen exists, but where air contaminants at harmful levels are present, to prevent inhaling of harmful amounts of dust, toxic fumes, mists or vapors.
20. Respirators with high-efficiency particulate/air (HEPA) filters must be worn if there is a potential for hazardous dust exposure at the work site, such as silica, lead, asbestos, etc.
21. Plastic coated or rubber gloves must be worn when working with caustics, acids, solvents, concrete and cement. Wrist band type gloves must be used when handling hot material.
22. Hearing protection must be worn when the sound level in the work area meets or exceeds 90 dB(A) for an 8-hour time weighted average. At or above 115 dB(A) for any time duration, there shall be no exposure without protection.
23. Use earplugs or earmuffs when noise prevents conversation in a normal voice at a distance of 3 feet. (This is a “rule of thumb” that indicates noise levels are exceeding 90 decibels.)
24. Double protection (e.g., earplugs and muffs) must be used for noises exceeding 104 decibels.
25. Welding, flash or safety goggles, face shields, or similar eye or face protective equipment, must be worn during any work where there is any possibility whatsoever of injury to your eyes or face.
26. The above equipment and/or any other type of safety equipment not listed, but necessary for the safe performance of your job, must be requested from your Foreman/Superintendent/Supervisor.

MATERIAL HANDLING

27. When lifting heavy objects, lift with your legs instead of the lower back. Keep the load close to your body and get help when appropriate. Never lift more than you feel capable of lifting. Ask for help when it is needed. Always follow the following safe lifting procedures:

a. Bend knees, not your back.
b. Keep load close to your body.
c. Keep back straight.
d. Lift with your legs.
e. Never lift and twist. Move your feet.

28. Ask for assistance when lifting or moving loads over 50lbs.
29. Plan for the movement of materials by removing obstacles and tripping or other hazards before commencing. Whenever vision is obstructed by the load, another employee shall walk in front of the load to guide movement.
30. Do not run over electrical cords; Re-route them or pass them over the load.
31. When using hand trucks and dollies, slow down at corners and other places blind to oncoming traffic, and take blind turns as wide as practical.
32. Balance the load on hand trucks and dollies to reduce muscle strain and minimize tipping. Do not try to right a hand truck or dolly that has begun to tip; Jump out of the way of the handles and the load.
33. Do not lower a palletjack load until all other employees in the area are several feet away from the load.
34. When carrying long items, slow down at blind turns and make turns wide; carry with the front edge angled down or angled up to avoid striking oncoming persons.
35. Materials shall not be stacked carelessly or so high as to topple over.
36. Unbound boxes, sacks, or loose material shall have a header course at least every fourth row for stability.
37. Floors, scaffolds, or other stockpile areas shall not be overloaded.
38. Tools, equipment and materials must not be thrown up or down form one working level to another. They must be carried or sent up or down by the use of a hand line or other safe suitable method.
39. Tools, equipment and materials are not to be left around where they may fall or be kicked off to a lower level.

HOUSEKEEPING

40. Work areas must be kept clean and orderly.
41. Keep stored materials orderly and stack materials in an orderly manner.
42. Place debris in containers or piles to minimize tripping hazards.
43. Do not block stairs, aisles, or hallways with scaffolds, debris or storage any longer than is necessary.
44. Do not leave loose materials on stairs, or in aisles or hallways, which create a slipping or tripping hazard.
45. Clean-up oil, grease, or other material spills immediately.
46. Use absorbent material (e.g., dry soil or kitty litter) to minimize the potential for loss of footing.
47. Bend over or remove protruding screws or nails in used materials and storage crates, and when stripping forms.

CITADEL
ROOFING & SOLAR

CHEMICALS – SOLVENTS, ACIDS, CAUSTICS, HOT TAR, ETC.

48. Read the warning labels before using a chemical; and always be sure to follow the manufacturer's instructions in the Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS).
49. Proper personal protective equipment (PPE) must be worn at all times when working around or with, or handling chemicals. Direct skin contact is prohibited.
50. Use personal protective equipment as required by the MSDS or SDS for the chemical handled, used, etc.
51. Use of cloth or leather gloves is prohibited, as they can absorb the chemical resulting in skin exposure.
52. Only trained and authorized persons are permitted to mix chemicals.
53. Do not take shortcuts or experiment when working with chemicals.
54. Gasoline is not allowed to be used for cleaning purposes at any time.
55. All chemicals (except for aerosol containers, spray bottles and those chemicals being used during that day or shift) must be stored in secondary containment, leak proof containers at all times while on the job. And, secondary containment containers must protected from the weather elements – heat, rain, etc.
56. Spills must be cleaned-up immediately. Measures shall be taken to insure walking surfaces are slip-resistant.
57. Cleanse thoroughly after handling potentially hazardous substances and follow instructions on the MSDS or SDS.
58. Only soap and water shall be used for cleansing purposes. Use of solvents, gasoline or other chemicals is prohibited, as they can cause dermatitis.
59. Remove chemicals spilled on your body as quickly as possible by flushing with large quantities of water.
60. Know the location of emergency showers and eyewash stations when working with chemicals.
61. Store chemicals in accordance with manufacturer's instructions.
62. Keep containers closed when not in use.
63. Smoking is prohibited in any areas where flammable gasses or volatile liquids are in use or stored.
64. All containers must be correctly labeled as to their contents and hazards.
65. Only use approved and labeled containers for chemical storage. The use of empty food or beverage containers is prohibited.
66. Chemicals shall not be transferred to secondary containers, unless those secondary containers are adequate for the purpose and have a pre-printed labeled affixed containing the name and hazard information.
67. Never use air pressure to remove chemicals from drums or other vessels.
68. Keep stoppers fastened whenever drums are moved; whether they are full or empty.
69. Inspect containers daily and report leaks immediately to your Foreman/Superintendent/Supervisor.

70. Use fans to disperse airborne chemicals in the work area.
71. Sparking and open flame tools and equipment are prohibited inside work areas where there is a potential for reaching the Lower Explosive Limit (LEL) for flammable liquids present.
72. Thoroughly ventilate chemical storage areas before entering.
73. Storing or eating food or drinks where they may be contaminated by the chemicals used in the work area is prohibited.

COMPRESSED AIR

74. Use of compressed air to clean yourself, clothing, or work areas is prohibited.
75. Work areas must be cleaned with a broom, mop or vacuum, not with compressed air.
76. Hose fittings and couplings must be inspected before using any air powered equipment.
77. Blowing compressed air toward another person is prohibited.
78. An approved safety check valve must be installed at the manifold outlet of each supply line for hand-held pneumatic tools.
79. Wire all air hose connections or use a whip check.

HAND TOOLS

80. Damaged tools will be removed from service and tagged “DEFECTIVE.”
81. Only appropriate tools will be used for the job.
82. The design capacity of hand tools should not be exceeded by unauthorized attachments.
83. Wrenches will not be used as hammers.
84. Hold knives or box cutters so that a slip or miss will not cause an injury. Cut in the direction away from your or any other person’s body.
85. Cutting tools should be used at the proper angle and kept sharp.
86. Do not store knives in your pocket.

POWER TOOLS

87. Damaged power tools will be removed from service and tagged “DEFECTIVE.”
88. Electrical power tools must be grounded or double insulated before use.
89. Use of power tools without guards in place is prohibited.
90. Never use damaged or defective power tools.
91. Before drilling into a floor, wall or ceiling, be sure that gas and electric lines are not in the way.
92. Power tools shall not be operated where danger of flammable vapors, gasses and liquids exist, or where dust or water is present.
93. Portable power tools shall not be lifted or lowered by means of the power cord. Rather, ropes shall be used.

94. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

ELECTRICAL

95. Power cords must have no exposed inner wires or spliced cords.
96. All extension and power cords (other than those on double insulated tools and equipment) must have plugs with a ground pin (3-prong), and none of the prongs can be loose or missing.
97. Insulation on all cords, and the condition of plugs and sockets, must be checked before use. If found defective, remove from service immediately and repair or destroy.
98. Electrical cord and plug repairs, including repairs to power tools and equipment, shall be made only by qualified employees.
99. Exposing electric cords, including extension cords, to damage from vehicles and driving equipment over them is prohibited.
100. Place extension cords so they do not create a tripping hazard.
101. Energized wiring in junction boxes, circuit breaker panels and similar places must be covered at all times, except when being accessed.
102. Lockout procedures will be used where appropriate.
103. Machines being repaired will have the electricity shutoff at the control box or circuit breaker, and locked by each person working on the machine, so they cannot be reactivated, except by the person(s) performing the repairs.
104. Metal ladders shall not be used when working on or near electrical circuits or equipment.
105. Employees, tools, materials and equipment must stay at least 10 feet away from overhead power lines, including elevated loads and tag lines.
106. If working within 10 feet of any buried or overhead power lines, have power turned off with circuit breaker locked and tagged, or have the local utility company mask the wires.
107. Properly ground electrical equipment.
108. Use only three-wire grounded receptacles and extension cords.
109. Do not stand in water when operating electrical equipment.
110. Use ground fault circuit interrupters (GFCIs) for all supplied temporary power.

LADDERS

111. Always check a ladder's condition before each use, including weak or damaged rails and loose or broken rungs.
112. Broken, damaged or defective ladders must not be used. DESTROY them immediately.
113. Ladders taken out of service must be tagged "DO NOT USE," and reported immediately to your Foreman/Superintendent/Supervisor.
114. Always use a ladder with the correct type of safety feet for the surface.

115. Support all ladders on a flat, stable surface.
116. Keep ladders free of grease, oil, chemicals and other slippery substances.
117. Ladders shall not be painted.
118. Do not splice together short ladders to make one ladder.
119. Ladders shall not be placed against moveable objects.
120. When two or more ladders are used to reach a work area, they must be offset with a landing or platform between the ladders.
121. The areas around the top and the base of ladders must be free of tripping hazards, such as loose materials, trash, and electrical cords.
122. Ladders that project into passageways or doorways, where they could be struck by employees, moving equipment, or materials being handled, must be protected by barricades or guards.
123. Straight ladders will be set up so that the angle is 1-foot horizontal for every 4 feet vertical.
124. Straight and extension ladders will extent at least 3 feet above the top level,
125. Straight and extension ladders will be tied-off or otherwise secured in place to prevent tip over.
126. A-frame ladders shall not be used as straight ladders.
127. A-frame ladders must be fully opened to permit the spreader bars to lock.
128. Arrange your work so that you are able to use both hands and face the ladder when climbing or descending the ladder.
129. Three (3) points of contact with the ladder must be maintained at all times when climbing up and down the ladder.
130. Keep your “belly button” between the ladder’s side rails, and never shift a ladder while your weight is on it.
131. Standing on the top step, top cap or back step of a ladder is prohibited at all times.
132. Ensure that your hands and the bottoms of your shoes are free from dirt and grease before climbing a ladder.
133. Use of a ladder for any purpose other than what is designed for is prohibited.
134. Climbing or standing on shelves, chairs or other objects is prohibited; you must use a step stool or ladder.
135. Only one person will be allowed to climb the ladder at a time.
136. No one will be allowed to carry anything up a ladder in their hands. Hands and feet must be free to maintain 3 points of contact at all times while climbing a ladder (e.g. two hands and one foot or two feet and one hand).

HEIGHT WORK

137. Never work in an elevated position above vertical rebar, stakes, etc. unless these protruding objects are properly covered.

138. When working over six feet in elevation above vertical rebar, stakes, etc., the use of railings or a safety harness is required.

139. Before working on any scaffold, check that it has good footing, is proper bracing, is fully planking, with planking that overlaps its supports 6 to 12 inches, and has a guardrail in place at heights of 7½ feet or more above the surface below.

140. No one is permitted to work on a scaffold with only a single plank; the working surface must be at least two planks wide.

141. Any damage to scaffolds, false work, or other supporting structures must be reported immediately to your Foreman/Superintendent/Supervisor and repaired before use.

142. Barrels, boxes, rebar and other makeshift substitutes for scaffolds will not be used to reach an elevated work area.

143. Avoid “jumping down” shortcuts; use stairs, ladders, ramps, and walkways.

GUARDRAIL AND/OR HOLE OPENING

144. Work which requires the opening of guardrails or the removal of hole covers must be approved in advance by your Foreman/Superintendent/Supervisor.

145. When alternate means of fall protection is used to safely perform work, the Foreman/Superintendent/Supervisor will protect other employees in the vicinity of the fall exposure.

146. Whenever alternate fall protection is to be used, the Foreman/Superintendent/Supervisor shall write up a Work Area Specific Plan for providing alternate fall protection, and submit the Plan to the Safety Manager for acceptance.

147. No work shall proceed in the area until the written Work Area Specific Plan has been accepted by the Safety Manager.

FALL PROTECTION EQUIPMENT AND LIFELINES

148. Each employee will inspect his/her safety harness and lanyard daily before using them for any defects including, but not limited to, cuts, holes, burns, and rust, and any other damage or deterioration.

149. Any defective safety harness and lanyard will be immediately removed from service. Report to your Supervisor and/or Safety Manager immediately to have it replaced.

150. All lifelines and lanyards must be used in such a manner as to prevent them from being cut or otherwise damaged.

151. When vertical lifelines are used, not more than one employee will be attached to any one lifeline at a time.

152. All lifelines will be inspected by the employee using the lifeline immediately prior to each use.

153. Any lifeline showing signs of excessive wear, damage or deterioration will require the lifeline to be immediately removed from service.

FIRE PREVENTION

154. Report any fire **immediately** to your **Foreman/Superintendent**, and the **Safety Manager**.
155. In case of fire, turn off all electrical equipment and walk to the nearest exit. Follow your Foreman's/Superintendent's or the Safety Manager's directions.
156. Never block access to firefighting equipment or fire exits.
157. Never block fire suppression systems.
158. The use of open fires is prohibited at all times.
159. Properly arrange stored and in use materials to providing adequate aisle ways and good housekeeping.
160. Place oily rags in approved covered metal containers.
161. Use only approved solvents for cleaning and degreasing; the use of gasoline and similar flammable products is prohibited.
162. Gasoline and diesel must only be stored in FM Approved or UL Listed safety cans equipped with flash arrestors.

HOT WORK

163. Hot work is defined as a process or procedure that could result in a fire if not properly controlled. Common types of hot work include welding, burning, cutting, brazing, soldering.
164. Hot work is permitted only during normal working hours.
165. Permits will be issued by the Foreman/Superintendent/Supervisor the day before work is to be performed, and the work area will be inspected to verify that adequate control has been established. A copy of the permit will be available at the point of work.
166. A dedicated fire extinguisher will be in place within 50-feet of the point of work for which a Hot Work Permit is issued.
167. Each Foreman/Superintendent/Supervisor and his/her employees will take the necessary precautions when welding or burning above walls to assure that protection is maintained on both sites of any wall, floor or other structure, and that areas below and adjacent are protected on multilevel buildings.
168. All welding, cutting, burning and other types of hot work must be stopped at least **one hour prior** to the end of the work day or work shift.

MACHINERY AND EQUIPMENT

169. Inspect machinery and equipment daily prior to use to verify they are in good working condition, and document all inspections.
170. Unguarded or damaged machines and equipment must be immediately reported to your Foreman/Superintendent/Supervisor and removed from service.
171. Do not attempt to repair any machinery or equipment unless authorized to do so.
172. "Lockout Tagout" procedures shall be used during all repair and service work.

173. The machine or equipment must be locked-out, tagged and physically blocked from operation.
174. All repairs are to be completed by an authorized person or a 3rd party, and cannot be used until repaired or replaced.
175. Employees shall not work under machinery or equipment supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists fail.
176. Air hoses shall not be disconnected at compressors until hose lines have been bled.
177. Eye and face protection will be worn wherever there is exposure to flying or falling particles, chemical splashes or hazardous light rays.
178. Loose or frayed clothing, necklaces, finger rings, loose jewelry, etc., shall not be worn around moving machinery, equipment or other sources of entanglement.

MOTORIZED VEHICLES AND HEAVY EQUIPMENT

179. Inspect motor vehicles and heavy equipment daily before operating to verify they are in good working condition, and document all inspections.
180. Immediately remove defective motor vehicles and heavy equipment from the job for repairs.
181. Employees shall not work under motor vehicles and heavy equipment supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
182. Seatbelts must be worn at all times when driving or operating motor vehicles and heavy equipment.
183. Riders are not allowed on forklifts, skiploaders, or backhoes; one seat means one person only on equipment.
184. Do not ride on the forks of a lift truck, or in front-end loader or backhoe buckets, or on a load, rigging, hook, or ball.
185. Riding in the back of box trucks and pickup trucks is prohibited at all times.
186. Crowding or pushing when boarding or leaving any vehicle or other conveyance is prohibited.

HOT WORK ROOFING OPERATIONS

187. At no time while handling or exposed to injury from hot tar, will an employee without a shirt or appropriate footwear.
188. Employees handling buckets of hot tar will not carry anything else that will interfere with the safety of this operation.
189. Employees tending kettles or carrying buckets of hot tar shall wear gloves that fit snugly at the wrists and long sleeved shirts fastened at the wrists.
190. Portable fire extinguishers shall be kept at or near the kettle, and attached, if practicable, to the tongue of the kettle, away from the danger zone.
191. Kettle covers must be equipped with a handle that projects at least 14 inches away from the surface of the cover or lid.

192. Kettle covers shall be closed and latched when in transit and the kettle should be slop-proof when cover is closed.

193. When parked, means shall be provided to prevent inadvertent movement of the kettle.

194. The gallows frame shall be securely anchored before hoisting materials.

195. Only muscular power shall be used to hoist materials by means of a gallows frame. The use of a winch or power hoist is prohibited.

196. Hod carriers shall avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.

197. Never use roof gutters for support.

CONTOLLED ACCESS ZONES

198. Before starting any job, set caution tape and/or signs below your work area where any items, tools, or materials may fall and possibly endangering other trades.
    a. Never throw anything (tile, tools, ropes, etc…) from the roof, without making sure there is clearance and no other workers may be injured.

199. If someone removes your caution tape, warn them and notify your supervisor. Whenever you can replace caution tape so that it is visible.

200. Always set caution tape at eye level. This will help other see and avoid from taking down your caution tape.

201. Remove caution or danger tape when job is completed or at the end of the day.

PHYSICAL HAZARDS

202. Do not stand near moving equipment.

203. Do not stand or walk under elevated loads or ladders.

204. Do not stand near unguarded excavations or trenches.

205. Do not enter excavations or trenches 5 feet or more in depth that are not properly shored, benched or sloped as specified by Cal-OSHA Construction Safety Orders.

Trainer/Entrenador:	**Date/Fecha:**
Supervisor:	**Crew Leader/Encargado:**
Employee/Empleado	**Employee/Empleado**

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HEAT ILLNESS PREVENTION PLAN
CITADEL ROOFING AND SOLAR

Responsibility

Every Manager, Superintendent, Supervisor, Safety Personnel, and Crew Leader has overall authority and responsibility for implementing the provisions of this program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program in their assigned work areas and for ensuring workers receive answers to questions about the procedures in a language they understand.

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

This plan is in English and Spanish. It is maintained at our worksite in each crew leads vehicle. It is available to workers or their representatives upon request.

Procedures for the Provision of Water:

1. Fresh, pure, suitably cool water will be provided to workers free of charge. We have ice machines and water dispensers at our warehouse locations. We provide each crew with a 5-gallon water container (or more if needed). When working on a construction job site, water can be replenished by using the potable water from the model homes. Some general contractors also set up a replenishment area.

2. Supervisors will ensure that the water is fresh, pure, and suitably cool. Supervisors, Crew Leaders, or Safety Personell will visually examine the water throughout the day as needed and pour some on their skin to ensure that the water is suitably cool.] During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort.

3. The water will be located as close as practicable to the areas where the employee is working (given the working conditions and layout of the worksite), to encourage frequent drinking of water. If the work area prevents the water from being placed as close as possible to the workers, workers may use individually labeled water bottles or smaller personal water containers so that they may have drinking water readily accessible.

4. Workers will be reminded and encouraged to frequently consume small quantities of water throughout their shift. During high temperatures, crews are mandated to go over their High Heat Procedures checklist (when temperatures are projected above 80 degrees) which reminds them of water consumption. During periodic inspections throughout the day, Superintendents and Safety personnel will remind and encourage workers to drink water. In some cases, reminders may be sent via text.

5. All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources

(e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

6. For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage workers to drink plenty of water and to remind workers of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind workers throughout the work shift to drink water.

Procedures for Access to Cool-Down Areas for Indoor Places of Employment

1. Cool-down areas(s) will be located at warehouse breakrooms. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by use of air conditioning and fans (where needed).

2. The cool-down area(s) will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other. To ensure this, we will make sure break periods are staggered to avoid overcrowding and sufficient seating.

3. Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

Procedures for Access to Shade for Outdoor Places of Employment

1. Shade will be as close as practicable to the workers when the outdoor temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an worker. In construction work, the interior of the building will provide ample room and shade for the crews on site. When needed, the company will provide a shade structure for use that is suitable for the number of people in the crew.

Note: The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

2. Enough shade will be available at the site to accommodate all of the workers who are on a break at any point in time. During meal periods, there will be enough shade for all workers who choose to remain in the general area of work or in areas designated for recovery and rest periods. To ensure that the provided shade will be enough, we will rotate workers in and out of breaks, including meal periods, and recovery and rest periods, if the number of workers in the crew is higher than the number that can fit comfortably under the shade.

3. Workers will be informed of the location of the shade and will be encouraged to take a five-minute

cool-down rest in the shade. Such access will be permitted at all times. A worker who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. See the section on Emergency Response for additional information.

4. As crews move, shade structures will be relocated to be placed as close as practicable to the workers so that access to shade is provided at all times. To ensure this is done, Crew Leaders will be responsible for moving the shade structures to an appropriate location. Superintendents and Safety personnel will verify this through their periodic inspections. All workers on a recovery, rest break, or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

5. Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect workers throughout the workday, as the shade moves.

6. In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection. Alternative procedures will be determined as needed based on location and job site specific layout.

Procedures for Temperature Assessment for Indoor Places of Employment

1. A thermometer will be used throughout the workplace to monitor temperature or heat index. Monitoring instruments will be maintained according to manufacturer's recommendations and the instruments used to measure the heat index shall be based on the heat index chart in Appendix A of Section 3396. The locations for the temperature measurements will be:

   A. Near entrances/exits of the building

   B. Inside the breakroom areas

2. The temperature or heat index will be measured and recorded by the Warehouse Manager. Workers will be actively involved in the planning, conducting, and recording of measurements of temperature or heat index. Warehouse managers will train and designate appropriate personnel to assist in the planning, conducting, and recording of measurements of temperature or heat index.

3. Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements.

4. Initial temperature or heat index measurements shall be taken where workers work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.

5. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.

Procedures for Monitoring the Weather for Outdoor Places of Employment

1. The supervisor will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked with the aid of the internet or built in phone applications, calling the National Weather Service phone numbers (see California phone numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected.

   CALIFORNIA Dial-A-Forecast

   Eureka 707-443-7062

   Hanford 559-584-8047

   Los Angeles 805-988-6610

   Sacramento 916-979-3051

   San Diego 619-297-2107

   San Francisco 831-656-1725]

2. Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (e.g., 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).

3. The supervisor will use a phone application through internet connected device throughout the job site and throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented. See the high-heat procedures section for additional information.

Procedures for Control Measures for Indoor Places of Employment

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:
  - Wearing clothing that restricts heat removal or
  - Working in an area with high radiant heat.

1. Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough

to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.

2. The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:
    - Cooling fans or air conditioning
    - Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index

3. The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:
    - Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. For newly hired workers and unacclimatized existing workers, gradually increase shift length over the first one to two weeks.
    - Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
    - Schedule work at cooler periods or times of day, such as early morning or late afternoon.
    - Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.
    - Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

4. The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:
    - Water and/or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.

High-Heat Procedures for Outdoor Places of Employment

High-Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor places of employment.

1. 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 workers 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 cell phones will be used for this purpose.

2. Frequent communication will be maintained with workers working by themselves or in smaller groups by cell phone, text, or email to be on the lookout for possible symptoms of heat illness. The worker(s) will be contacted regularly and as frequently as possible throughout the day since a worker in distress may not be able to summon help on their own.

3. Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, an alternate responsible person will be designated by the supervisor ahead of time and the responsible person must be assigned to observe and look for signs and symptoms of heat illness. The crew leader will be the designated alternate responsible person. If a supervisor, designated responsible person, or any worker reports any signs or symptoms of heat illness in any worker, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

4. Workers will be reminded throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed. Supervisors and Safety personnel will remind employees during periodic inspections, as well as, cell phone text messages.

5. Pre-shift meetings will be held before the commencement of work to review the high-heat procedures, encourage workers to drink plenty of water, and remind workers of their right to take a cool-down rest when necessary.

Procedures for Handling a Heat Wave for Outdoor Places of Employment

Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

1. During a heat wave, all workers will be closely observed by a supervisor or designee. Supervisors and Safety personnel will observe and communicate with all workers throughout the day.

2. During a heat wave or heat spike, the workday will be cut short or rescheduled (e.g., conducted at night or during cooler hours).

3. During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures, the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

4. Each worker 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.

Procedures for Acclimatization:

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness

by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the worker to heat to which the worker's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to.

1. The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which workers haven't been exposed for several weeks or longer.

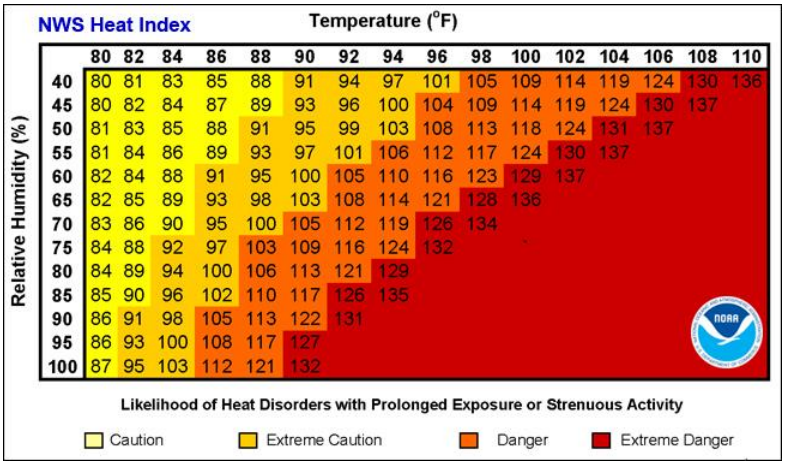
2. New workers and those who have been newly assigned to a high-heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during hot portions of the day and the heaviest work activities during the cooler parts of the day).

3. The intensity of the work will be lessened during a two-week break-in period by using procedures 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). Steps taken to lessen the intensity of the workload for new workers will be documented.

4. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.

5. Workers and supervisors will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.

6. During a heat wave or heat spike, the work will be cut short, will be rescheduled, or if at all possible cease for the day.



Procedures for Emergency Response:

1. Effective means of bringing emergency services to the worker in need, or the worker in need to emergency services will be ensured by:

   A. For outdoor places of employment, when a crew is assigned to a particular worksite, the workers and the foreman will be provided a map of the site that will allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features, and distances to major roads) to avoid a delay of emergency medical services.

   B. For indoor places of employment, workers and the foreman will be provided a map of the worksite that will allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features, and distances to major roads) to avoid a delay of emergency medical service. There are also emergency maps posted throughout the building.

   C. The supervisor will designate a worker or workers to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated worker(s) shall be given reflective vests or flashlights to direct emergency personnel to the sick worker's location, which may not be visible from the road or

highway.

2. Effective communication will be ensured by voice, direct observation, mandatory buddy system, or electronic means, such as cell phone, or text and will be maintained so that workers can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then cell phone or text may be used for this purpose.

3. Appropriately trained and equipped personnel will be made available at the site to render first aid.

4. Determinations will be made if there is a language barrier present in the workplace that might inhibit the calling of emergency services. The following will be the measures taken to ensure emergency services can be promptly called such as designating English-speaking supervisors, safety personnel, or workers.

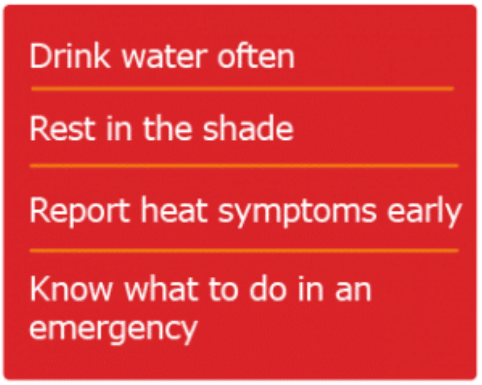
5. To ensure that emergency medical services can be called, all supervisors will have access to or carry communication devices, such as cell phone or text. These communication devices will be checked prior to each shift to ensure that they are functional.

6. When a worker shows signs or symptoms of severe heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected worker be left unattended.

7. During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

8. Workers and supervisors will be trained in these written procedures for emergency response.

Procedures for Handling a Sick Worker:



1. When a worker displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will evaluate the sick worker and determine whether resting in the shade or cool-down area(s) 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 or cool-down area(s), as their condition could take a turn for the worse.

2. When a worker 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 immediately called by any employee available on site or can be directed to assigned safety personnel.

3. Emergency service providers will be called immediately if a worker displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (e.g., cool the worker by placing the worker in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). We will not let a sick worker go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.

4. If a worker displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness,

staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.

Procedures for Worker and Supervisor Training:

To be effective, training must be understood by workers. Therefore, it must be given in a language and vocabulary the workers understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered. Training records will be maintained at our office locations or an online storage cloud.

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

2. Supervisors and workers will be trained as it is Citadel Roofing and Solar 's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the workers' right to exercise their rights under this standard without retaliation.

3. Supervisors and workers will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.

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

5. All workers and supervisors will be trained prior to working. Training will include all aspects of implementing this company's written procedures, including access to sufficient water and shade or cool-down area(s), cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Workers and supervisors will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized.

6. In addition to initial training, workers will be retrained annually.

7. Workers will be trained on the steps 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, how to transport ill workers to a point where they can be reached by an emergency responder, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite, if necessary.

8. When the temperature is expected to exceed 80 degrees Fahrenheit, short "tailgate" meetings will be held to review the weather report, reinforce heat illness prevention with all workers, provide reminders to drink water frequently, inform them that shade or cool-down area(s) will be available, and remind them to be on the lookout for signs and symptoms of heat illness.

9. New workers will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow company procedures.

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CITADEL
ROOFING & SOLAR

Corporate Office: 4980 Allison Parkway, Vacaville, CA 95688-9346

Emergency Action Plan

Company Contacts:

- **Name**: Daniel Reyes
- **Title**: Safety Manager
- **Telephone/Cell**: 408-708-6180
- **Email**: dreyes@citadelrs.com

- **Name**: Dieter Folk
- **Title**: President
- **Telephone/Cell**: 707-486-6961
- **Email**: dfolk@citadelrs.com

Alerts:

In the event of an emergency, employees are alerted by:

Field Employees

- Verbal Announcement
- Jobsite superintendent
- Depending on jobsite, signal horn may be used.
- Phone

Office, Yard, and Shop Employees

- Verbal Announcement
- Alarm system
- Signal Horn
- Public Address System Announcement

Identify the emergency signal for each emergency situation (i.e. earthquake, fire, general evacuation) -
Fire – All employees must evacuate the building as soon as possible.
Earthquake – **Office Employees** will drop and cover under any desk or table until earthquake has passed.

Policy

In the event of fire or other emergency, ALL employees shall evacuate immediately.

- When a serious emergency and/or incident occurs where emergency response (medical, fire, and/or police) teams will be needed, CALL 9-1-1 IMMEDIATELY
- Report any type of possible threat (whether to building or person(s)) immediately.

Routes*:*

In the event of an emergency, employees shall evacuate

<u>Field Employees</u>

- By using the ladder to descend from roof. Ladder should provide access from roof to ground and move away as far as possible from danger. Location meeting point*:*
  _____
  _____
  _____

<u>Office, Yard, and Shop Employees</u>

- Employees shall evacuate by means of the *nearest* available marked exit and meet by the parking lot entrance on Allison Parkway.

Extinguishers*:*

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee who has been properly trained and when it is safe enough to do so, may use extinguishers to attempt to extinguish the fire before evacuating.

Operations*:*

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

Duties*:*

The following employees are to perform rescue or medical duties during an emergency:

Field Employees

- Crew Leader (on-site)
- Supervisor (if on-site at time of emergency)
- Safety Manager (if on-site at time of emergency)

Office, Yard, and Shop Employees

- Office, Yard, and Shop Managers

Assembly:

After an emergency evacuation, employees are to gather in the following location(s) –

Field Employees

- At the designated location at each job site for evacuation purposes (locations may vary and as long as said location is not near, or could cause, any danger/harm to the employees).

Office, Yard, and Shop Employees

- At the designated evacuation meeting point (as long as evacuation meeting point is not near, or could cause, any danger/harm to the employees).

Accounting:
After an emergency evacuation, the procedure for accounting for all employees is -

Field Employees

- Each crew leader will review their Daily Safety Plan and ensure that all employees who signed daily safety plan are accounted.

Office, Yard, and Shop Employees

- Office, Yard, and Shop Managers will use posted employee roster to account for all office, yard, and shop employees.

Nearest Hospitals to Corporate Office

Name	Address	Phone	Miles
NorthBay VacaValley Hospital	1000 Nut Tree Rd. Vacaville, CA 95687	707-446-4000	2.52
California Medical Facility	1600 California Dr. Vacaville, CA 95696	707-448-6841	4.07

Field Employees

- Nearest hospitals and/or clinics will be determined and communicated prior to beginning work on jobsite (sample of form used below). Because jobsite locations vary, so will hospital and/or clinics.

CITADEL ROOFING AND SOLAR

Jobsite Emergency Action Plan

Job Name _____ **Builder** _____

Jobsite Superintendent _____

Jobsite Phone Number _____

Job Address / *Direcciones del Trabajo*	
Most Known Cross Streets / *Calles que Cruzan Mas Conocidas*	
Nearest Hospital / *Hospital mas Cercano*	
Emergency Meeting Point / *Punto de Encuentro de Emergencia*	
List of CPR Trained on site / *Lista de Entrenados en RCP en el sitio*	
Site Specific Safety Requirements / *Los requisitos de Seguridad especificos del sitio*	
Supervisor Contact Information / *Informacion de Contacto de su Supervisor*	
Safety Manager Contact Information / *Informacion de Contacto de su Gerente de Seguridad*	
Location of Federal & State Labor/OSHA poster and emergency info	*Locacion de el afiche con informacion de emergencia de Federal y Estado (Labor o OSHA):* **Job Trailer / Oficina del Sitio**
Location of Nearest potable Water / *Localización de agua potable más cercana*	**Public Faucet / Grifo Publico**

Emergency Contact Numbers / Numeros de Contactos de Emergencia

Local Police / *Policia Locales*	**911 /**
Local Fire Department / *Bomberos Locales*	**911 /**
Poison Control Center / *Servicio de Información Toxicológica*	**1 (800) 222-1222**

Trainer/Entrenador:	**Date/Fecha:**
Supervisor:	**Crew Leader/Encargado:**
Employee/Empleado	**Employee/Empleado**

San Jose Bay Area

Salinas – Hollister – Gilroy/Morgan Hill – San Jose – Santa Clara – Fremont/Hayward, CA

Safety Contact: Josue Caravantes (209) 416-6387 **Safety Manager:** Daniel Reyes (408) 708-6180

Salinas

Nearest Clinic:

Concentra Urgent Care
190 Leavesley Rd, Gilroy, CA 95020 **Phone:** (408) 848-0444

Nearest Hospital:

Salinas Valley Memorial Hospital
450 E Romie Ln, Salinas, CA 93901**Phone:** (831) 757-4333

Hollister

Nearest Clinic:

Concentra Urgent Care
190 Leavesley Rd, Gilroy, CA 95020 **Phone:** (408) 848-0444

Nearest Hospital:

Hazel Hawkins Memorial Hospital
911 Sunset Dr, Hollister, CA 95023 **Phone:** (831) 637-5711

Gilroy/Morgan Hill

Nearest Clinic:

Concentra Urgent Care
190 Leavesley Rd, Gilroy, CA 95020 **Phone:** (408) 848-0444

Nearest Hospital:

St. Louise Regional Hospital
9400 No Name Uno, Gilroy, CA 95020 **Phone:** (408) 848-2000

San Jose

Nearest Clinic:

Concentra Urgent Care
1887 Monterey Road, San Jose, CA 95112 **Phone:** (408) 288-3800

Nearest Hospital:

Regional Medical Center
225 N Jackson Ave, San Jose, CA 95116 **Phone:** (408) 259-5000

Santa Clara

Nearest Clinic:

Concentra Urgent Care
988 Walsh Avenue, Santa Clara, CA 95050 **Phone:** (408) 988-6868

Nearest Hospital:

Kaiser Permanente Santa Clara
700 Lawrence Expy, Santa Clara, CA 95051 **Phone:** (408) 851-1000

Fremont/Hayward

Nearest Clinic:

Concentra Urgent Care
3161 Walnut Ave, Fremont, CA 94538 **Phone:** (510) 796-1000

Nearest Hospital:

Washington Hospital
2000 Mowry Ave, Fremont, CA 94538 **Phone:** (510) 797-1111

San Joaquin

Mountain House – Tracy – Lathrop – Stockton – Manteca/Modesto – Turlock, CA

Safety Contact: Josue Caravantes (209) 416-6387 **Safety Manager:** Daniel Reyes (408) 708-6180

Mountain House

Nearest Clinic:

Concentra Urgent Care
3140 Balfour Road Suites C, Brentwood, CA 94513 **Phone:** (925) 626-3801

Nearest Hospital:

Sutter Tracy Community Hospital
1420 N Tracy Blvd, Tracy, CA 95376 **Phone:** (209) 835-1500

Tracy

Nearest Clinic:

Concentra Urgent Care
1429 West Fremont Street, Stockton, CA 95203-2627 **Phone:** (209) 546-7767

Nearest Hospital:

Sutter Tracy Community Hospital
1420 N Tracy Blvd, Tracy, CA 95376 **Phone:** (209) 835-1500

Lathrop

Nearest Clinic:

Concentra Urgent Care
1429 West Fremont Street, Stockton, CA 95203-2627 **Phone:** (209) 546-7767

Nearest Hospital:

San Joaquin General Hospital
500 W Hospital Rd, French Camp, CA 95231 **Phone:** (209) 468-6000

Stockton

Nearest Clinic:

Concentra Urgent Care
1429 West Fremont Street, Stockton, CA 95203-2627 **Phone:** (209) 546-7767

Nearest Hospital:

San Joaquin General Hospital
500 W Hospital Rd, French Camp, CA 95231 **Phone:** (209) 468-6000

Manteca/Modesto

Nearest Clinic:

Concentra Urgent Care
1524 McHenry Avenue, Modesto, CA 95350-4500 **Phone:** (209) 575-5801

Nearest Hospital:

Sutter Health Memorial Medical Center
1700 Coffee Rd, Modesto, CA 95355 **Phone:** (209) 526-4500

Turlock

Nearest Clinic:

Concentra Urgent Care
1340 Mitchell Road, Modesto, CA 95351-4923 **Phone:** (209) 581-9711

Nearest Hospital:

Emanuel Medical Center
825 Delbon Ave, Turlock, CA 95382 **Phone:** (209) 667-4200

Sacramento Valley

Galt – Elk Grove – Rancho Cordova – Folsom – Fair Oaks, CA

Safety Contact: Allan Suarez (408) 318-0669 **Safety Manager:** Daniel Reyes (498) 708-6180

Galt

Nearest Clinic:

Concentra Urgent Care
1429 West Fremont Street, Stockton, CA 95203-2627 **Phone:** (209) 546-7767

Nearest Hospital:

Adventist Health Lodi Memorial
975 S Fairmont Ave, Lodi, CA 95240 **Phone:** (209) 334-3411

Elk Grove

Nearest Clinic:

Concentra Urgent Care
1675 Alhambra Blvd, Sacramento, CA 95816 **Phone:** (916) 451-4580

Nearest Hospital:

Sutter Medical Plaza Elk Grove
8170 Laguna Blvd, Elk Grove, CA 95758 **Phone:** (916) 691-5900

Rancho Cordova

Nearest Clinic:

Concentra Urgent Care
10670 White Rock Road, Rancho Cordova, CA 95670 **Phone:** (916) 364-1733

Nearest Hospital:

Mercy Hospital of Folsom
1650 Creekside Dr, Folsom, CA 95630 **Phone:** (916) 983-7400

Folsom

Nearest Clinic:

Concentra Urgent Care
10670 White Rock Road, Rancho Cordova, CA 95670 Phone: (916) 364-1733

Nearest Hospital:

Mercy Hospital of Folsom
1650 Creekside Dr, Folsom, CA 95630 **Phone:** (916) 983-7400

Fair Oaks

Nearest Clinic:

Concentra Urgent Care
10670 White Rock Road, Rancho Cordova, CA 95670 Phone: (916) 364-1733

Nearest Hospital:

Mercy Hospital of Folsom
1650 Creekside Dr, Folsom, CA 95630 **Phone:** (916) 983-7400

Sacramento Region

Yuba City – Plumas Lake – Roseville – Lincoln – Sacramento – Rocklin – Woodland, CA

Safety Contact: Allan Suarez (408) 318-0669 **Safety Manager:** Daniel Reyes (498) 708-6180

Yuba City / Plumas Lake

Nearest Clinic:

Concentra Urgent Care
2305 Sunset Boulevard, Rocklin, CA 95765 **Phone:** (916) 632-9606

Nearest Hospital:

Sutter Hospital North Valley
455 Plumas Blvd, Yuba City, CA 95991 **Phone:** (530) 749-5700

Roseville / Rocklin

Nearest Clinic:

Concentra Urgent Care
2305 Sunset Boulevard, Rocklin, CA 95765 **Phone:** (916) 632-9606

Nearest Hospital:

Sutter Roseville Medical Center
1 Medical Plaza Dr, Roseville, CA 95661 **Phone:** (916) 781-1000

Lincoln

Nearest Clinic:

Concentra Urgent Care
2305 Sunset Boulevard, Rocklin, CA 95765 **Phone:** (916) 632-9606

Nearest Hospital:

Sutter Medical Plaza Lincoln
685 Twelve Bridges Dr, Lincoln, CA 95648 **Phone:** (916) 865-1040

Sacramento

Nearest Clinic:

Concentra Urgent Care
4700 Northgate Blvd, Sacramento, CA 95834 **Phone:** (916) 929-6161

Nearest Hospital:

Kaiser Permanente Santa Clara
700 Lawrence Expy, Santa Clara, CA 95051 **Phone:** (408) 851-1000

Woodland

Nearest Clinic:

Concentra Urgent Care
3680 Industrial Blvd, West Sacramento, CA 95691 **Phone:** (916) 373-7575

Nearest Hospital:

Woodland Memorial Hospital
1325 Cottonwood St, Woodland, CA 95695 **Phone:** (530) 662-3961

North Bay

Rohnert Park – Santa Rosa – Healdsburg – Napa – Sonoma – Fairfield - Vacaville, CA

Safety Contact: Allan Suarez (408) 318-0669 **Safety Manager:** Daniel Reyes (498) 708-6180

Rohnert Park

Nearest Clinic:

Concentra Urgent Care
6174 State Farm Drive, Rohnert Park, CA 94928 **Phone:** (707) 586-4320

Nearest Hospital:

Providence Petaluma Valley Hospital
400 N McDowell Blvd, Petaluma, CA 94954 **Phone:** (707) 778-1111

Santa Rosa

Nearest Clinic:

Concentra Urgent Care
1221 N Dutton Avenue, Santa Rosa, CA 95401 **Phone:** (707) 543-8360

Nearest Hospital:

Providence Santa Rosa Memorial Hospital
1165 Montgomery Dr, Santa Rosa, CA 95405 **Phone:** (707) 525-5300

Healdsburg

Nearest Clinic:

Concentra Urgent Care
1221 N Dutton Avenue, Santa Rosa, CA 95401 **Phone:** (707) 543-8360

Nearest Hospital:

Healdsburg District Hospital
1375 University Ave, Healdsburg, CA 95448 **Phone:** (707) 431-6500

Napa

Nearest Clinic:

Concentra Urgent Care
2970 Hilltop Mall Road, Richmond, CA 94806 **Phone:** (510) 222-8000

Nearest Hospital:

Queen of the Valley Medical Center
1000 Trancas St, Napa, CA 94558 **Phone:** (707) 252-4411

Sonoma

Nearest Clinic:

Concentra Urgent Care
6174 State Farm Drive, Rohnert Park, CA 94928 **Phone:** (707) 586-4320

Nearest Hospital:

Sonoma Valley Hospital
347 Andrieux St, Sonoma, CA 95476 **Phone:** (707) 935-5000

Fairfield/Vacaville

Nearest Clinic:

Concentra Urgent Care
1855 Gateway Blvd., Concord, CA 94520 **Phone:** (925) 685-7744

Nearest Hospital:

North Bay VacaValley Hospital
1000 Nut Tree Rd, Vacaville, CA 95687 **Phone:** (707) 624-7000

East Bay

Alameda – Oakland – Martinez/Concord – Antioch/Brentwood – Walnut Creek, CA

Safety Contact: Josue Caravantes (209) 416-6387 **Safety Manager:** Daniel Reyes (408) 708-6180

Alameda/Oakland

Nearest Clinic:

Concentra Urgent Care
384 Embarcadero West, Oakland, CA 94607 **Phone:** (510) 465-9565

Nearest Hospital:

Highland Hospital
1411 E 31st St, Oakland, CA 94602 **Phone:** (510) 437-4800

Martinez/Concord

Nearest Clinic:

Concentra Urgent Care
1855 Gateway Blvd., Concord, CA 94520 **Phone:** (925) 685-7744

Nearest Hospital:

John Muir Health
2540 East St, Concord, CA 94520 **Phone:** (925) 682-8200

Antioch/Brentwood

Nearest Clinic:

Concentra Urgent Care
3140 Balfour Road, Brentwood, CA 94513 **Phone:** (925) 626-3801

Nearest Hospital:

Sutter Delta Medical Center
3901 Lone Tree Way, Antioch, CA 94509 **Phone:** (925) 779-7200

Walnut Creek

Nearest Clinic:

Concentra Urgent Care
1981 N. Broadway, Walnut Creek, CA 94596 **Phone:** (925) 932-7715

Nearest Hospital:

John Muir Health
1601 Ygnacio Valley Rd, Walnut Creek, CA 94598 **Phone:** (925) 939-3000

Central Valley

Los Banos – Merced – Madera – Fresno/Clovis – Visalia – Bakersfield, CA

Safety Contact: Daniel Reyes (408) 708-6180 **Safety Manager:** Daniel Reyes (498) 708-6180

Los Banos

Nearest Clinic:
Concentra Urgent Care
509 S I Street Ste. A, Madera, CA 93637 **Phone:** (559) 673-89020

Nearest Hospital:
Memorial Hospital Los Banos
520 W I St, Los Banos, CA 93635 **Phone:** (209) 826-0591

Merced

Nearest Clinic:
Concentra Urgent Care
509 S I Street Ste. A, Madera, CA 93637 **Phone:** (559) 673-89020

Nearest Hospital:
Mercy Medical Center Merced
333 Mercy Ave, Merced, CA 95340 **Phone:** (209) 564-5000

Madera

Nearest Clinic:
Concentra Urgent Care
509 S I Street Ste. A, Madera, CA 93637 **Phone:** (559) 673-89020

Nearest Hospital:
Madera Community Hospital
1250 E Almond Ave, Madera, CA 93637 **Phone:** (559) 675-5555

Fresno/Clovis

Nearest Clinic:

Concentra Urgent Care
7265 N First Street Suite 105, Fresno, CA 93720 **Phone:** (559) 431-8181

Nearest Hospital:

St Agnus Medical Center
1303 E Herndon Ave, Fresno, CA 93720 **Phone:** (559) 450-3000

Visalia

Nearest Clinic:

Concentra Urgent Care
2555 S East Avenue, Fresno, CA 93706 **Phone:** (559) 499-2400

Nearest Hospital:

Kaweah Delta Health Care
400 W Mineral King Ave, Visalia, CA 93291 **Phone:** (559) 624-2000

Bakersfield

Nearest Clinic:

Concentra Urgent Care
1800 WestWind Dr, Bakersfield, CA 93301-3055 **Phone:** (661) 327-9617

Nearest Hospital:

Memorial Hospital
420 34th St, Bakersfield, CA 93301 **Phone:** (661) 327-4647

Southern California

Multiple Cities throughout CA

Safety Contact: Jaime Vidaurri (818) 448-4679 **Safety Manager:** Daniel Reyes (408) 708-6180

Upland/Claremont

Nearest Clinic:
Concentra Urgent Care
2171 South Grove Ave, Ontario, CA 91761-4600 **Phone:** (909) 923-4080

Nearest Hospital:
Montclair Hospital Medical Center 5000 San Bernardino St, Montclair, CA 91763
Phone: (909) 625-5411

Gardena

Nearest Clinic:
Concentra Urgent Care
16630 S. Broadway St, Gardena, CA 90248-2716 **Phone:** (310) 768-8155

Nearest Hospital:
Memorial Hospital of Gardena
1145 W Redondo Beach Blvd, Gardena, CA 90247 **Phone:** (310) 532-4200

Ventura/Oxnard

Nearest Clinic:
Concentra Urgent Care
1851 North Lombard, Oxnard, CA 93030-8230 **Phone:** (805) 983-2234

Nearest Hospital:
St John's Regional Medical Center
1600 N Rose Ave, Oxnard, CA 93030 **Phone:** (805) 988-2500

Valencia/Santa Clarita

Nearest Clinic:
Concentra Urgent Care
25733 Rye Canyon Road, Valencia, CA 91355-1135 **Phone:** (661) 799-1776

Nearest Hospital:
Henry Mayo Newhall Hospital
23845 McBean Pkwy, Valencia, CA 91355 **Phone:** (661) 200-2000

Southern California

Multiple Cities throughout CA

Safety Contact: Jaime Vidaurri (818) 448-4679 **Safety Manager:** Daniel Reyes (408) 708-6180

Irvine

Nearest Clinic:

Concentra Urgent Care
2362 Morse Avenue, Irvine, CA 92614-6234 **Phone:** (949) 863-9103

Nearest Hospital:

Kaiser Permanente Orange County
6640 Alton Pkwy, Irvine, CA 92618 **Phone:** (833) 574-2273

Mission Viejo

Nearest Clinic:

Concentra Urgent Care
15751 Rockfield Blvd, Irvine, CA 92618 **Phone:** (949) 206-9100

Nearest Hospital:

Providence Mission Hospital
27700 Medical Center Rd, Mission Viejo, CA 92691 **Phone:** (949) 364-1400

West Lake Village/Thousand Oaks

Nearest Clinic:

Concentra Urgent Care
4934 Verdugo Way, Camarillo, CA 93012-8631 **Phone:** (805) 484-0095

Nearest Hospital:

Los Robles Regional Medical Center
215 W Jans Rd, Thousand Oaks, CA 91360 **Phone:** (805) 497-2727

San Pedro

Nearest Clinic:

Concentra Urgent Care
100 Oceangate #P245, Long Beach, CA 90802 **Phone:** (562) 432-2821

Nearest Hospital:

Providence Little Company of Mary Medical Center
1300 W 7th St, San Pedro, CA 90732 **Phone:** (310) 832-3311

Southern California

Multiple Cities throughout CA

Safety Contact: Jaime Vidaurri (818) 448-4679 **Safety Manager:** Daniel Reyes (408) 708-6180

Valley Village/Studio City

Nearest Clinic:

Concentra Urgent Care
2550 N. Hollywood Way Burbank, CA 91505 **Phone:** (818) 524-3730

Nearest Hospital:

Valley Presbyterian Hospital
15107 Vanowen St, Van Nuys, CA 91405 **Phone:** (818) 782-6600

Santa Maria/Nipomo/ Lompoc

Nearest Clinic:

Community Health Center
150 Tejas Pl, Nipomo, CA 93444 **Phone:** (805) 929-3211

Nearest Hospital:

Arroyo Grande Community Hospital
345 S Halcyon Rd, Arroyo Grande, CA 93420 **Phone:** (805) 489-4261

Moreno Valley/Perris

Nearest Clinic:

Concentra Urgent Care
16420 Perris Blvd, Suite Q, Moreno Valley, CA 92551 **Phone:** (951) 571-2450

Nearest Hospital:

Kaiser Permanente Moreno Valley Medical Center
27300 Iris Ave, Moreno Valley, CA 92555 **Phone:** (951) 243-2018

Santa Monica/ Pacific Palisades

Nearest Clinic:

Concentra Urgent Care
434 S. San Vicente Blvd, Los Angeles, CA 90048 **Phone:** (310) 360-6780

Nearest Hospital:

UCLA Santa Monica Medical Center
1250 16th St, Santa Monica, CA 90404 **Phone:** (310) 825-9111

Southern California

Multiple Cities throughout CA

Safety Contact: Jaime Vidaurri (818) 448-4679 **Safety Manager:** Daniel Reyes (408) 708-6180

Malibu

Neatest Clinic:
Concentra Urgent Care
4934 Verdugo Way, Camarillo, CA 93012-8631 **Phone:** (805) 484-0095

Nearest Hospital:
UCLA Santa Monica Medical Center
1250 16th St, Santa Monica, CA 90404 **Phone:** (310) 825-9111

Los Angeles

Nearest Clinic:
Concentra Urgent Care
1313 West 8th Street, Los Angeles, CA 90017-4420 **Phone:** (213) 401-1970

Nearest Hospital:
Kaiser Permanente Los Angeles Medical Center
4867 Sunset Blvd, Los Angeles, CA 90027 **Phone:** (833) 574-2273

San Dimas/Pomona

Nearest Clinic:
Concentra Urgent Care
801 Corporate Center Dr, Pomona, CA 91768-2628 **Phone:** (909) 623-1954

Nearest Hospital:
Ponoma Valley Hospital Medical Center
1798 N Garey Ave, Pomona, CA 91767 **Phone:** (909) 865-9500

Porter Ranch

Nearest Clinic:
Concentra Urgent Care
9700 De Soto Avenue, Chatsworth, CA 91311-4409 **Phone:** (818) 882-8100

Nearest Hospital:
West Hills Hospital and Medical Center
7300 Medical Center Dr, West Hills, CA 91307 **Phone:** (818) 676-4000

Southern California

Multiple Cities throughout CA

Safety Contact: Jaime Vidaurri (818) 448-4679 **Safety Manager:** Daniel Reyes (408) 708-6180

San Diego

Nearest Clinic:

Concentra Urgent Care
3930 Fourth Avenue, San Diego, CA 92103-3119 **Phone:** (619) 297-9610

Nearest Hospital:

Kaiser Permanente San Diego Medical Center
9455 Clairemont Mesa Blvd, San Diego, CA 92123 **Phone:** (858) 266-5000

FALL PROTECTION PROCEDURES

Purpose

Training has been provided to all field employees that are exposed to fall hazards to recognize and eliminate fall hazards. All field employees are also issued fall protection equipment.

When an employee is above OSHA's trigger height, they are responsible and required to be protected from falls at all times. Due the risk factor and potential injuries that may occur associated with a fall, company requirements may be stricter than OHSA's minimum requirement. Fall protection requires may vary depending on geographic location and type of roof being installed. Local requirements are gone over during new hire orientation, daily safety plan (which include regular tailgate topics). Guidelines for conventional fall protection minimum requirements are those set by the governing OSHA agency.

Superintendents, Supervisors, and Safety Managers will uphold employees to these fall protection procedures and insure compliance by employees. All Superintendents, Supervisors, and Safety Managers are trained in fall protection and are considered competent by Citadel Roofing and Solar.

Updates to Procedure

The following fall protection procedure was arranged by Daniel Reyes, Safety Manager for Citadel Roofing and Solar. Safety Managers may approve any job specific changes to this procedure. As long as additional practices, trainings, and procedures are implemented by a competent person. Changes must improve the current or provide additional fall protection. If any changes are made to this procedure all employees will be notified and trained. A copy of these fall protection procedures and any approved changes are maintained and available at the jobsite.

Worksite Assessment and Fall Protection System Selection

This fall protection procedure is intended to anticipate fall hazards to which our employees may be exposed. Specifically, we:

- Prior to the presence of our employees, make a thorough survey of the jobsite to determent the predictable hazards and extent of safeguard necessary to conduct work in a safe manner.
- Employees are not allowed to work/walk on surfaces that are unable to support them.
- Instruct workers with specifically and appropriately in order to prevent any exposure to unsafe conditions.
- Ensure employees follow procedures given and understand training provided.
- Apprise ourselves of the steps our specialty subcontractors have taken to meet their fall protection requirements.

Roofing Work on Low Slope Roofs (4:12 pitch or less)
On all roofing operations without perimeter walls, with wall openings or with a perimeter parapet wall less than 24 inch (California) and a pitch of 4:12 or less when working at heights of 15 feet or greater, we use one of the following fall protection systems to protect our employees:

- **Personal Fall Arrest System (PFAS**) with harness and rope/lanyard or Self Retracting Lifeline (SRL). Anchor points must be installed in accordance with manufacturer guidelines and support 5,000 pounds or 2:1 safety factor. Free fall distance allowed must not exceed 6 feet.
- **Warning Line System** set up 6 feet in from roof perimeters (10 feet when/if mechanical equipment is being used). Warning lines consist of a strong rope, wire or chain flagged at 6 foot intervals with high visibility. Lines cannot be set higher than 39 inches or sag lower than 34 inches. Upright support stanchions must not tip over during working wind conditions. Employees working outside the warning line system must be protected with a personal fall arrest system (PFAS) or Safety Monitoring System. Anchors for PFAS must be set inside warning line to minimize potential for unprotected workers outside the warning line system.
- **Sound Perimeter Scaffolds** with guardrails where the platform is no lower than 24 inches from the working level and a toeboard is required along the outward edge of scaffolding.
- **Guardrails** - The top rail is 42 to 45 inches high and a mid-rail is placed halfway to the deck. Toe boards are required. Stanchions should be spaced 8 feet apart. All railings should be capable of withstanding a load of 200 pounds. Wire or nylon rope can be used and flagged each 6 feet.

Roofing Work on Medium Slope Roofs (4:12 to 7:12)
The company has established standard fall protection requirements. Jobs with non-standard hazards will require a hazard analysis, worksite assessment and potentially a job-specific fall protection procedure. During all roofing operations with an eave height of 15 feet or more we use the following fall protection system to protect our employees:

- Personal Fall Arrest System with harness and rope/SRL. Anchor points must support 5,000 pounds or meet 2:1 safety factor. Free fall distance must not exceed 6 feet.
- Anchor points must support 5,000 pounds or meet 2:1 safety factor.
- Fall distance must not exceed 3 feet.

Roofing Work on High Slope Roofs (7:12 and greater)
Roofs with slopes 7:12 and greater will require fall protection regardless of height. Employees will be protected from a fall at the first step onto the roof. First and last employees on the roof must be protected from falls while installing or covering

anchors. Slide guards and/or positioning devices may be used and are not part of fall protection.

Unprotected Sides and Leading Edges
Employees must be protected when they are exposed to falls from sides and edges of walking/working surfaces (horizontal and vertical surfaces), which are 15 feet or more above lower levels.

Hoist Areas
When operations require the materials to be lifted by crane to a landing zone (and do not require an employee to lean through the access opening or out over the edge to receive or guide materials), we can select either personal fall arrest equipment or a guardrail system. When guardrails (or chains or gate) are removed to facilitate hoisting operations and one of our employees must lean through the access opening or out over the edge to receive or guide materials they will be protected by a personal fall arrest system.

Holes
When employees can trip on, into or through a hole (including skylights) or an object could fall through a hole and strike a worker, we use **covers** to prevent accidents. We understand that OSHA does not intend that a guardrail be erected around holes while employees are working at the hole, passing materials, and so on. Therefore, if the cover is removed while work is in progress, guardrails are not required because they would interfere with the performance of work. In this instance, CRS employees will use other conventional fall protection method(s), control access to area below the hole and/or use other effective methods to prevent tools or materials from falling into the hole. When work at the hole is complete, employees will immediately use one or more of the following methods to control the hazard:

1. Replace the cover
2. Establish temporary Controlled Access Zone with warning lines.
3. Erect guardrails

Ramps, Runways, and Other Walkways
We equip all ramps, runways, and other walkways with guardrails when employees are subject to falling 6 feet or more to lower levels.

Walking/Working Surfaces Not Otherwise Addressed
We realize there will be situations that are not covered by our written safety procedure for which we have the duty to provide fall protection. In these areas, employees exposed to falls of 15 feet or more to lower levels must be protected by a guardrail system, safety net system, or a personal fall arrest system.
Certain employees are authorized to inspect, investigate, or assess workplace conditions before construction work begins or after all construction has been completed. These employees are exempt from the fall protection rule during the performance of these duties.

Protection from Falling Objects
When employees are exposed to falling objects, we ensure they wear hard hats and also implement one of the following measures:

- Erect toe boards, screens, or guardrail systems to prevent objects from falling from higher levels.
- Erect a canopy structure and keep potential falling objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally moved.
- Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally moved.
- Cover or guard holes 6 feet or more above a lower level.

General Worksite Policy
If any one of the hazardous conditions described in the Workplace Hazard Assessment is not resolved for the area or piece of equipment posing a potential fall hazard, then do not perform that work until the hazardous condition is resolved. If you cannot remedy the condition immediately, notify a supervisor of the problem and continue to work safely in another area until all hazards are resolved.
If the situation calls for use of fall protection equipment such as harness, self-retracting lifeline or lanyard because the fall hazard cannot be reduced to a safe level, then the employee must don such protective equipment before beginning the work and use it as intended through the duration of the work.
Only employees trained in such work are expected to perform it.
All places of employment, including job sites shall be kept clean and orderly and in a sanitary condition.
All walking/working surfaces must be kept clean and, so far as possible, dry.

Training Program
All employees who might be exposed to fall hazards are trained in fall protection at New Hire training and as work progresses. Training includes, at a minimum:

1. The nature of the fall hazards in the work area;
2. The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
3. The use and operations of personal fall arrest systems and other protection to be used;
4. The role of workers in fall protection plans.

Written training records are maintained showing: Who was trained, date and location of training, Name/Signature of person providing training.
Fall protection equipment and raw materials for use in fall protection systems meet applicable ANSI & OSHA requirements. PPE (including PFAS) is issued to each individual at new hire training and/or as needed on each job site.
Supervisors have overall responsibility for the safety of their employees.
Re-training shall be provided when the following are noted:

- Hazardous Acts or Deficiencies in training
- Work place changes
- Fall protection systems or equipment changes that render previous training obsolete.

Enforcement
Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. Jobsite superintendents, as well as individuals in the CRS safety department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the requirements outlined in this procedure.

Incident Investigation
All reported incidents and accidents regardless of their nature are investigated. Documentation takes place as soon as possible so that the cause and means of prevention can be identified to prevent recurrence. In the event that an employee falls or there is some other related, serious incident (e.g., a near miss) occurs; this procedure will be reviewed to determine if additional practices, procedures, or training needs to be implemented to prevent similar types of falls or incidents from occurring.

Fall Rescue
CRS provides for prompt rescue of employees in the event of a fall or assures employees are able to rescue themselves. An example of employee training follows:
If you fall accidentally and are suspended and conscious:

- You need is to get your knees level or higher than your hips – the position you'd be in if you were sitting on a chair.
- Lift your knees into a sitting position and pull your harness rear straps forward and under your legs. This will relieve pressure on femoral artery and help prevent blood pooling in your legs.
- Relax as much as possible. Panic makes things worse.
- Use the foot wrap method (described in the following page) to relieve pressure if you are hanging on a rope.
- If someone falls and is hanging injured or unconscious, call 911 immediately and follow your emergency action plan.
    - If equipment is available and are certified for use, such as a lift, use only to help sustain an unconscious employee to prevent suspension trauma until medical personnel arrive.
- If someone falls and is conscious and uninjured, place a ladder and enable him/her to climb down. If area is inaccessible by ladder or forklift, call 911 and pass the suspended worker a work seat or improvised platform.
    - Do what you can to support a suspended worker to relieve the pressure points until rescue arrives. Suspension trauma can only affect someone who is immobile – specifically not using their leg muscles to any great extent. The danger is when someone is unable to move, or forgets to bother!

How to do a foot wrap

Necessary equipment

- A *personal fall-arrest system* (including *body harness*, *connectors*, secure *anchor*, vertical *lifeline*, *lanyard*, and a *rope grab*).

Foot wrap self rescue method is included in the new hire orientation training

Fig. 1

Grasp the lifeline hanging below you (that's the trailing end). Wrap it once under your right foot starting from the inside, then loop it over the top of the foot.

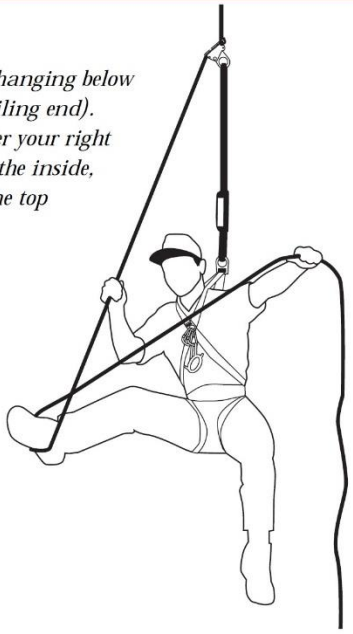


Fig. 2

Stretch the lifeline out horizontally and step into it with your left foot.

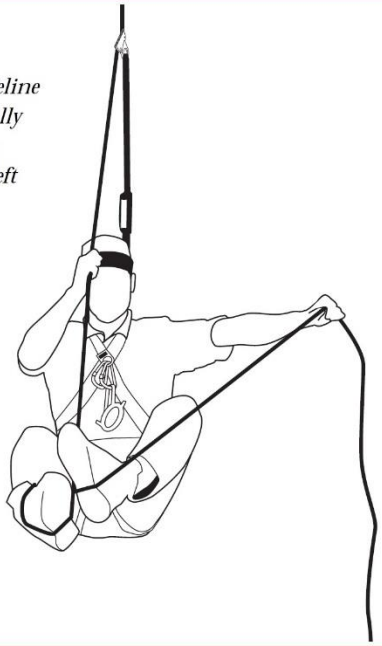


Fig. 3

Raise the trailing end of the lifeline and bring both parts together. You have now created a loop that will allow you to stand.

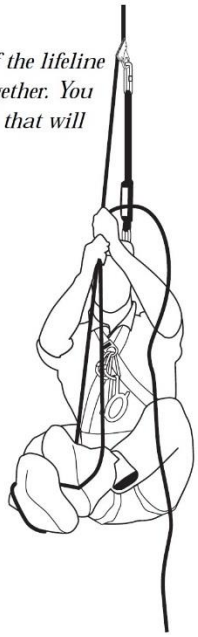
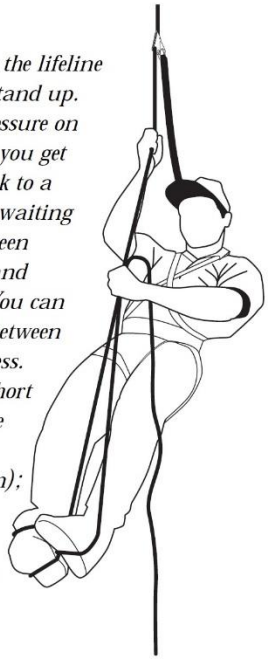


Fig. 4

Continue to hold on to the lifeline with both hands and stand up. This will relieve the pressure on your upper legs. When you get tired, you can shift back to a sitting position. While waiting for help, alternate between sitting in the harness and standing in the loop. You can also distribute weight between your feet and the harness. To climb up or down short distances, slide the rope grab up (to climb up) or down (to climb down); sit back down, grasp another bite of rope, then repeat the process.



Suspension Trauma
The pressure that results from hanging in a body harness can constrict blood flow between the lower extremities and the heart. If pressure isn't reduced promptly the victim could lose consciousness within minutes and die in as little as 10-15 minutes. Prompt rescue is critical.
That's why no one is allowed to work alone.

If worker has been suspended without leg movement for more than 10-15 minutes:

- The blood that is trapped in the legs may not be in very good condition, and may even kill the person if we let it all pour back into their brain!
- This is called the 'reflow syndrome' and is medically very complicated – you will not be able to control it once it starts, and the patient will die. Luckily you can prevent it from happening if you handle them with care!
- Pooled blood in the legs is 'stale' after 10-20 min.
- Drained of oxygen, saturated with CO2
- Loaded with toxic wastes (from the fat burning process)
- Re-elevating the legs returns this to the rest of the body in a massive flood
- Heart can be stopped
- Internal organs (especially the kidneys) can be damaged
- You have to stop this flood of stale blood – but still keep enough tricking to the brain to keep the person alive!

Anyone released from immobile suspension should be kept in a sitting position for at least 30 minutes.

- Lowering systems must be controlled to prevent the patient's body being laid flat as it reaches the ground
    - Keep them sitting up for 30 minutes
- Normal first-response and paramedic rules are WRONG
    - This is not 'fainting'!
    - You need to stop 'professionals' doing the wrong thing and laying your patient flat on a board or gurney.

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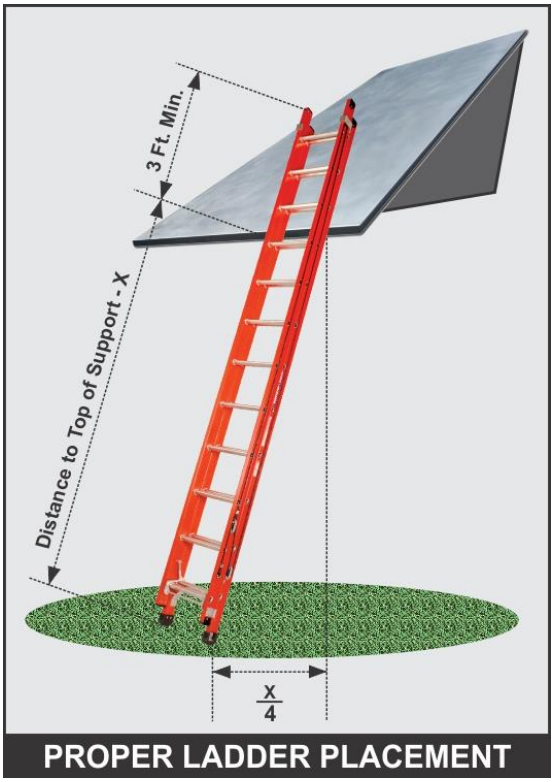
CITADEL ROOFING & SOLAR

Ladder Safety Training Sheet

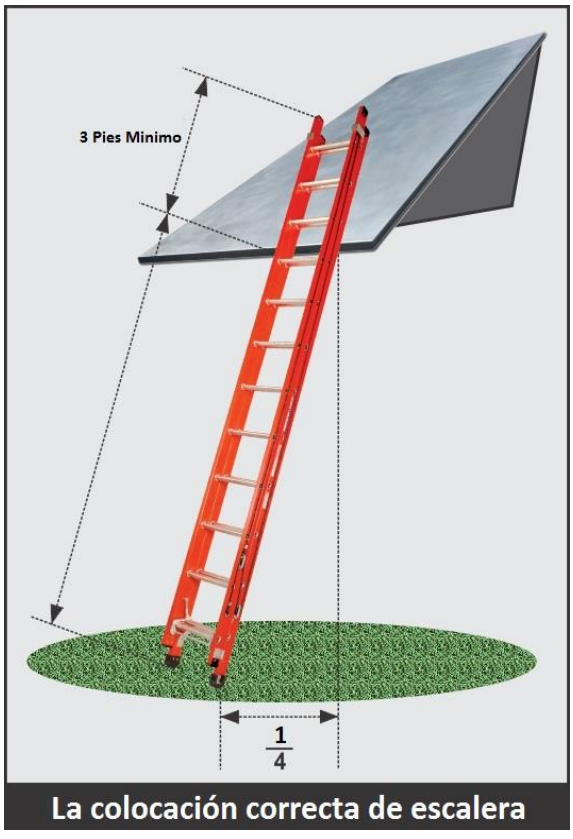


1. Always inspect your ladder before each shift. Make sure all rungs are in good condition. If a ladder is damaged, mark "DO NOT USE" and dispose of immediately.
2. Make sure you have the correct ladder for the job you are going to do. Your ladder should provide access from the ground to the roof. Ladders should extend 3 feet over the roof edge when properly setup and the correct size ladder is being used.
3. Make sure you ladder can support the weight of any individual on the crew;
    a. Type 1 – Supports up to 250 lbs. (includes any extra gear on employee)
    b. Type 1A – Supports up to 300 lbs. (includes any extra gear on employee)
    c. Type 1AA – Supports up to 350 lbs. (includes any extra gear on employee)
4. If you will be working near any electrical wires/hazards, your ladder must be a non-conductive ladder. Metal ladders are prohibited near any electrical wires/hazards.
5. Always use a ladder with the correct type of safety feet for the surface.
6. Support all ladders on a flat, stable surface.
7. Keep ladders free of grease, oil, chemicals and other slippery substances.
8. Ladders shall not be painted.
9. Do not splice together short ladders to make one ladder.
10. Ladders shall not be placed against moveable objects.
11. When two or more ladders are used to reach a work area, they must be offset with a landing or platform between the ladders.
12. The areas around the top and the base of ladders must be free of tripping hazards, such as loose materials, trash, and electrical cords.
13. Ladders that project into passageways or doorways, where they could be struck by employees, moving equipment, or materials being handled, must be protected by barricades or guards.
14. Straight ladders will be set up so that the angle is 1 foot horizontal for every 4 feet vertical.
15. Straight and extension ladders will be tied-off or otherwise secured in place to prevent tip over.
16. A-frame ladders shall <u>not</u> be used as straight ladders.
17. Keep your "belly button" between the ladder's side rails, and never shift a ladder while your weight is on it.

CITADEL
ROOFING & SOLAR

Ladder Safety Training Sheet

18. Standing on the top step, top cap or back step of a ladder is prohibited at all times.
19. Ensure that your hands and the bottoms of your shoes are free from dirt and grease before climbing a ladder.
20. Use of a ladder for any purpose other than what is designed for is prohibited.
21. Only one person will be allowed to climb the ladder at a time.
22. No one will be allowed to carry anything up a ladder in their hands. Hands and feet must be free to maintain 3 points of contact at all times while climbing a ladder (e.g. two hands and one foot or two feet and one hand).
1. Inspeccione siempre la escalera antes de cada turno. Asegúrese de que todos los peldaños están en buenas condiciones . Si una escalera está dañado , marque " NO UTILIZAR " y disponer inmediatamente .
2. Asegúrese de que tiene la escalera correcta para el trabajo que se va a hacer . Su escalera deberá facilitar el acceso desde el suelo hasta el techo . Las escaleras deben extenderse 3 pies por encima del borde del techo cuando se está utilizando la configuración adecuada y la escalera de tamaño correcto.
3. Asegúrese de escalera puede soportar el peso de cualquier persona en el equipo ;.
    a. Tipo 1 - Soporta hasta 250 libras . (incluye cualquier equipo adicional del empleado)
    b. Tipo 1A - Soporta hasta 300 libras . (incluye cualquier equipo adicional del empleado)
    c. Tipo 1AA - Soporta hasta 350 libras . (incluye cualquier equipo adicional del empleado)
4. Si usted va a trabajar cerca de los cables / riesgos eléctricos , su escalera debe haber una escalera no conductor . Las escaleras de metal están prohibidas aparato cerca de cables / riesgos eléctricos
5. Utilice siempre una escalera con el tipo correcto de los pies de seguridad para la superficie .
6. Apoyar todas las escaleras en una superficie plana y estable .
7. Mantenga las escaleras libres de grasa , aceite, productos químicos y otras sustancias resbaladizas.
8. Las escaleras no deben ser pintadas .
9. No pongan escaleras cortas juntas para hacer una escalera.
10. Las escaleras no deben colocarse contra objetos móviles.
11. Cuando dos o más escalas se utilizan para llegar a una zona de trabajo, debe ser compensado con una plataforma entre las escaleras
12. Las áreas alrededor de la parte superior y la base de las escaleras deben estar libres de peligros de tropiezos , como materiales sueltos , basura y cables eléctricos .
13. Las escaleras que se proyectan en los pasillos o puertas , donde podrían ser golpeados por los empleados, equipo en movimiento , o materiales que se manejan , deben ser protegidos por barricadas o guardias .



La colocación correcta de escalera

14. Escaleras rectas se establecerán de forma que el ángulo es de 1 pie horizontal para cada 4 pies verticales
15. Escaleras de extension serán atados o asegurados de otra manera en el lugar para evitar que vuelque.
16. Escaleras A- marco no se utilizarán como escaleras rectas.

Ladder Safety Training Sheet

17. Mantenga su " ombligo " entre los carriles laterales de la escalera , y nunca cambiar una escalera , mientras que su peso está en él.
18. De pie en el escalón superior , la tapa superior o paso atrás de una escalera está prohibida en todo momento.
19. Asegúrese de que las manos y las plantas de los zapatos están libres de suciedad y grasa antes de subir una escalera.
20. Está prohibido el uso de una escalera de mano para cualquier propósito que no sea lo que está diseñado.
21. Sólo una persona se le permitirá subir la escalera a la vez.
22. A nadie se le permite llevar cualquier cosa por una escalera en sus manos . Las manos y los pies deben estar libres para mantener 3 puntos de contacto en todo momento al subir una escalera (por ejemplo, dos manos y un pie o dos pies y una mano) .

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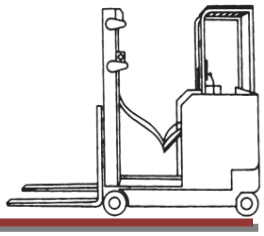
OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order 3664 Operating Rules (Part (a))

(a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650.

General Industry Safety Order 3650 Industrial Trucks. General (Part(s))

(t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:

(1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.

(2) Stunt driving and horseplay are prohibited.

(3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.

(4) Employees shall not ride on the forks of lift trucks.

(5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.

(6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

(7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).

(8) No truck shall be operated with a leak in the fuel system.

(9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse — 3 seconds — passing the same point.

General Industry Safety Order 3650 Industrial Trucks. General (Part(s)) Continued…

(10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.

(11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

(12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

(13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

(14) Grades shall be ascended or descended slowly.

(A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

(B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

(C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.

(15) The forks shall always be carried as low as possible, consistent with safe operations.

(16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:

(A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or

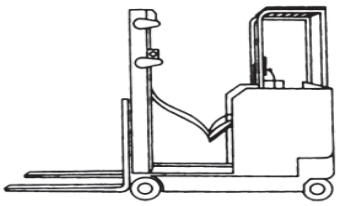
(B) The power may remain on provided the wheels are blocked, front and rear.

(17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Continued in the next page….

General Industry Safety Order 3650
Industrial Trucks. General (Part(s))

Continued



Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.

(18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.

(19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

(20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

(21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

(22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.

(23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section 3333 of these Orders and Title 49, CFR, Section 218.27 which is hereby incorporated by reference.

(24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

(25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.

(26) Trucks shall not be loaded in excess of their rated capacity.

(27) A loaded vehicle shall not be moved until the load is safe and secure.

(28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

(29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.

(30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

(31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

(A) A device specifically designed for opening or closing doors shall be attached to the truck.

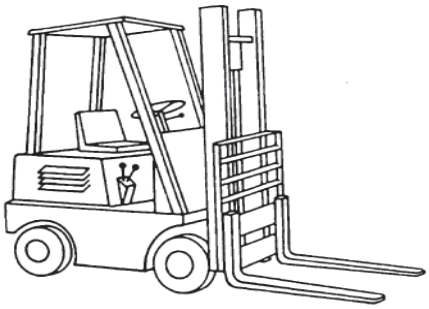
(B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.

(C) The entire door opening operation shall be in full view of the operator.

(D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.

(32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

(33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.



Operating rules for industrial trucks contained on this poster are current through Register 2009, No. 44 California Code of Regulations (operative 11-27-2009). Other rules may also apply.

HAZARDOUS ENERGY CONTROL
LOCKOUT / TAGOUT PROGRAM §3314

Purpose 3314(g)(2)

This Lockout/Tagout Program has been developed by Citadel Roofing & Solar (CRS) to establish the procedures for controlling potentially hazardous energy sources, define the means and methods for implementing the program, and outline the employee training requirements necessary to insure a safe work environment. Energized electrical work is not allowed unless it cannot be perform de-energized, in which case a permit is required.

Scope

This Program has been implemented to ensure that machines or equipment are isolated from all potentially hazardous energy sources before employees perform any service, maintenance, or installation activities on them. The Lockout/Tagout Program applies to all permanently wired machines and equipment. Cord and plug connected equipment is exempt, provided the cord is unplugged and under the direct control of the employee performing the service or maintenance.

Responsibility 3314(i)

- CRS employees responsible for implement the lockout/tagout procedure will be designated by their Foreman/Superintendent/Supervisor.
- Subcontractors performing work on CRS's jobsites and premises are required to provide the CRS's Safety Manager with a copy of the Subcontractor's Lockout/Tagout Program and the name of their on-site person responsible for compliance with the Program, **prior** to start of work.
- The Subcontractor's Foreman and CRS's Foreman/Superintendent/Supervisor are both required to ensure that their respective Lockout/Tagout Programs are implemented.
- Failure to comply with the Lockout/Tagout Program will lead to disciplinary action, up to CRS's employee termination and/or Subcontractor's worker removal from the premises or jobsite.

Periodic Audit 3314(h)

A periodic audit of the CRS Lockout/Tagout Program will be performed by the Safety Manager or his designee. All competent employees will demonstrate the lockout/tagout procedure during the audit. The audit will be performed at least annually and documented as follows:

- Identify the machine or equipment (including Solar equipment), and the procedure that was used. (**Note**: For each machine and equipment required to be locked and tagged out, the specific Lockout/Tagout procedures must be formally written. An Equipment Energy Control Procedures Form must be completed for each machine and equipment.)

- Record the date of the audit
- List the name(s) of employees(s) using the procedure
- record the name of the person performing the audit

The audit will include a review of the procedure and responsibilities with all competent employees. (See Retraining under the Employee Training Requirements heading below).

Employee Training Requirements 3314(j)

The Safety Manager, or his designee, is responsible for training personnel in the proper use of locks and tags. All employees who are authorized to lock and tag equipment systems must receive training upon initial assignment. All training must be documented on a Lockout/Tagout Procedure Acknowledgment Form. Periodically, employees will be provided with refresher training in lockout and tagout procedures.

Employees Are Classified As Follows 3314(b):

Competent Employee: An employee who implements or supervises the implementation of the lockout/tagout procedure for the purpose of performing maintenance, installation, or service on machines or equipment with a potential hazardous energy source.

Affected Employee:

A. An employee whose job requires him/her to operate or use machines or equipment that may be periodically locked-out/tagged-out during service, maintenance activities, or installation.
B. An employee whose job requires him/her to work in the area of machines or equipment that may be periodically locked-out/tagged-out during service, maintenance, or installation activities.

Other Employees: All other employees not classified above.

Lockout/Tagout Instruction and Training Requirements

Employees will receive instruction or training according to the following chart:

	Employee Category		
Required Instruction/Training	**Competent**	**Affected**	**Other**
Purpose and scope of procedure	X	X	X
Lockout/tagout procedure	X	X	X
Prohibition against restart or energizing	X	X	X
Recognition of applicable hazardous energy sources	X		
Type and magnitude of hazardous energy sources	X		
Methods and means for isolation and control	X		

See Appendix B (Lockout-Tagout Safety Orientation) for the minimum instruction or training provided to employees.

Training will focus on:

- Protecting employees from unexpected startups or release of stored energy during installation, maintenance, and service to machines or equipment system.
- Reviewing standards for control of potentially hazardous energy sources.
- Preventing injuries by providing a procedure to utilize locks and tags to de-energize or disable machines and equipment systems prior to installation, service, and maintenance.

Retraining

Retraining will be performed whenever a periodic inspection identifies inadequacies in an employee's knowledge or use of the Program.

Competent employees will be retrained annually as part of the periodic audit.

Retraining must be performed for competent and affected employees whenever there is a change in job assignments, machines, equipment, processes, or energy control procedures.

Lockout/Tagout Procedure 3314(g)

Purpose

This procedure outlines the steps that shall be taken before any work commences that may involve potential sources of hazardous energy. The procedure applies to all machines and equipment systems that have the potential of being energized or storing energy prior to and during the interruption and installation/restart-up period.

General Requirements

- No machine or equipment will be operated when any lock or warning tag is attached to the isolating device.
- The CRS Foreman/Superintendent/Supervisor and each Subcontractor's Superintendent or Foreman are responsible for the master list of all machine and equipment systems locked out. Subcontractors will also coordinate lockout/tagout with the CRS Foreman/Superintendent/Supervisor on all of CRS's controlled machines and equipment.
- All existing operating, process, mechanical, or electrical systems that need to be shut down will be shut down by CRS or under CRS's supervision.
- At no time will CRS employees, or its Subcontractors' Superintendents, Foremen, or workers, take it upon themselves to shut down operating machines or equipment systems on the jobsite, except in a life-threatening situation.
- This written procedure will be strictly adhered to by all CRS's and Subcontractors' personnel.
- This procedure will be rigidly enforced at all times.

- Failure to abide by this policy will result in a CRS employee being terminated or a Subcontractor's worker removed from the jobsite or premises.

Locks

- Combination locks **will not** be used!
- Only individually keyed locks are approved.
- The key must remain in the possession of the person locking out the machine or equipment system at all times

General Procedures

The designated competent person for CRS and for each Subcontractor, where applicable, will determine the sources of potential hazardous energy for the machines and/or equipment systems, or building services, **prior** to commencing work. The following Procedures must be followed:

- The machines and/or equipment systems, or building service, will be de-energized from all energy sources as determined above.
- Lockout of the hazardous energy source shall occur as close as possible to the point of work and should be in sight of the affected personnel while performing the work.
- The device(s) used to de-energize the machines and/or equipment systems, or the building service, must be physically secured in the "safe" position, and a danger tag and lock affixed.
- The machines and/or equipment systems, or the building service, must then be checked to verify a "zero energy state" by the employee performing the work. "Zero Energy" is to be checked by trying to restart the machines and/or equipment by:
  - testing power feeds with a volt meter
  - slowly opening valves on fluid or gas systems
  - starting or otherwise engaging the machine and/or equipment
- An active facility machine and/or equipment system, or building service, must not be re-energized until:
  - all affected personnel are notified
  - all employees are cleared away from potential hazardous area
  - the system or service has been checked out by a competent person
- At the phase of any work when **new** machines and/or equipment systems are installed and ready for energizing, CRS and any involved Subcontractor(s) will "safe-off" to each piece of machinery and/or equipment to a "zero energy state". The new machinery and/or equipment system will stay immobilized and "safed-off" until the machinery or equipment is scheduled for start-up.
- Each employee or worker performing work on a machine and/or equipment system must have his/her own lock and tag affixed to the potential energy source.

Unusual Conditions

If an employee is assigned to perform a type of work that makes it extremely impractical to adhere to **all** provisions of this lockout procedure, he/she must contact his/her Foreman/Superintendent/Supervisor. The employee, along with his/her Foreman/Superintendent/Supervisor and the CRS Safety Manager, will establish a safe substitute procedure. This substitute procedure **MUST** be written **and** each employee involved must be trained **prior** implementing the substitute procedure.

Note: "Energy source is defined to include electricity, compressed air (pneumatic systems), fluid systems, steam, gases, and corrosive, flammable and toxic substances.

Electrical Procedures

Combination locks **will not** be used! The following procedures shall be strictly adhered to **in the order listed**:

- Shut down the machines and/or equipment systems by the normal stop procedure: Service disconnects, branch circuits, and switches to the machine and/or equipment, or power feeds, upon which work is to be performed must be opened (switched off).
- Then each employee performing the work will affix his/her lock so that the service is in the open position (switched off) to prevent accidental engagement.
- A "Danger" tag and lock must be affixed to the switch.
- The tag must include the following information, at a minimum: the Foreman's/Superintendent's/Supervisor's name, date, name(s) of employee(s) performing the work, and projected hours out of service.
- Multiple lockout devices shall be used when more than one employee performs work on a machine and/or equipment system. Each employee will affix his/her tag and lock to the physical isolating device.
- Systems, equipment, or machines upon which work is to be performed must be checked by the employee's Foreman/Superintendent/Supervisor **prior** to the employee performing the work, to ensure a "Zero Energy State," by:
  - trying to restart the equipment or machine
  - testing power feeds with a volt meter
  - slowly opening valves on fluid or gas systems, etc.
- The employee can now safely start to perform his/her work on the isolated machine and/or equipment system, or building service.
- Where more than one employee performs work on the system, each individual shall affix his/her tag and lock on the power source.
  - Only the employee placing his/her lock on the machine or equipment, or building service, will be the one to remove the lock.

Mechanical/Process Procedures

Combination locks **will not** be used! The following procedures shall be strictly adhered to **in the order listed**:

- All electrical powered pumps, valves, and control devices in the system upon which work is to be performed will be placed in the "safe" condition. Reference "Electrical Procedures" for specific methods of isolating electrical components.
- Then locked-out and tagged-out in accordance with the electrical lockout/tagout procedure above.
- Mechanical isolating devices will also be used. Valves will be placed in the "safe" position, then locked and tagged.
- Slip blinds ("pancakes") will be required on systems without mechanical isolation.
- Multiple lockout devices **must** be used when more than one employee performs work on a machine and/or equipment system. Each employee must affix his/her lock and tag to the physical-isolating device.
- Systems, equipment and machines upon which work is to be performed must be checked by the employee's Foreman/Superintendent/Supervisor **prior** to the employee performing the work, to ensure a "Zero Energy State."
- Process equipment, vessels, and piping will be isolated and drained **prior** to penetration. Equipment systems that have contained corrosive, toxic, or flammable substances must be flushed or purged **prior** to starting work.
- Only the employee placing his/her lock on the machine and/or equipment will be the one to remove the lock.

Lockout/Tagout Procedure During Demolition

Prior to the start of any demolition work, the CRS Safety Manager and each Subcontractor's competent person will verify that the equipment systems are in a safe position.

Electrical Requirements

The following requirements will be adhered to **in the order listed**:

- Power circuits at each piece of machinery and/or equipment will be verified as being shut off and the circuitry locked out and tagged.
- Each junction box cover will be opened and wires tested with a voltmeter. Lines that must be left energized will be tagged and identified.
- Any energized power feeds running through the demolition area that cannot be locked-out and tagged-out, will be clearly marked "Hot; Do Not Remove". Each employee will be informed of the potential hazard.
- Energized power feeds areas will be treated differently. All CRS's employees and Subcontractors' workers must be supervised during the demolition of these potentially deadly conditions.
- All areas to be demolished will have lines traced to the power source shut off and locked off with an approved lock.
- All conduit, plug boxes, light switches, light fixtures and similar items to be demolished will be sprayed with bright orange paint or other similar identifying marking.

- If there is more than one Subcontractors' worker working in the demolition area, each Subcontractors' worker will put his/her lock on each lock out point.

Mechanical/Process Requirements

The following requirements will be adhered to **in the order listed**:

- All process and mechanical systems that are part of a demolition area will be identified and tagged by designated competent personnel.
- Systems to be removed during demolition will be identified with markings (bright orange paint or other similar identifying marking) and systems to remain will be left as is.
- If a system cannot be "safed-off" without impeding the facility operation, the system will be scheduled for shutdown through the Facility's Management by CRS's Foreman/Superintendent/Supervisor.
- At the scheduled shutdown period, the demolition portion will be properly "safed-off" from the existing facility system. The facility system can then be re-energized and the demolition portion can safely be removed.
- At each lock out point, CRS's employee and the Subcontractors' worker **must** place his/her lock and his/her tag indicating the work to be performed, the date the tag was placed, and his/her name.
- Each CRS's employee and each Subcontractor's worker must remove his/her own lock and tag at the appropriate time.
- If a CRS's employee or a Subcontractor's worker is not present on the premises or jobsite and his/her lock must be removed, it can **only be removed** by his/her Foreman/Superintendent/Supervisor in conjunction with CRS's Safety Manager.

Prohibition Against Restart 3314(j)(3)

- No one will attempt to energize, restart, or otherwise operate any machine and/or equipment system, or building service, that has a lock or tag attached to the energy control device.
- No one will remove a lock or tag other than the authorized employee that applied it, **except** under the express direction and supervision of the Safety Manager.

Release From Lock Out/Tag Out

- No machine and/or equipment system, or building service, will be re-energized until all locks and tags are removed and the machine and equipment system, or building service, has been inspected to ensure safe operation. Locks and tags will only be removed by authorized personnel.
- The competent employee performing work on a machine and/or equipment system, or building service, will be present at the time the power source is re-energized.
- At this time, the Lockout/Tagout Form will be completed and signed by the involved Foreman/Superintendent/Supervisor that the machine and/or equipment system, or building service, is ready to be released for operation.

- Removal of lockout/tagout devices: Each competent employee must remove his/her own lock and tag.
- Lastly, the machine and/or equipment system, or building service, will be energized and returned to operational status.

Removal of Locks and Tags in Absence of the Competent Employee

When the competent employee who applied the lockout/tagout device is not available to remove it, the lock/tag must be removed **only under the direction** of CRS's Safety Manager. The following Removal Procedure must be followed:

- Verify that the employee is not on the premises or jobsite.
- Make all reasonable efforts to contact the employee and inform him/her that his/her lock and tag needs to be removed.
- Assure that the employee knows that his/her lock and tag have been removed before he/she resumes work.

Multiple Shifts

In the case of shift or personnel changes, a "change over" period will be established so that competent employees can exchange their locks and tags. Competent personnel assuming control of lockout of machines and/or equipment systems, or building services, will be fully briefed in the scope and stage of the work by those whom are being relieved.

Shift change documentation forms shall be completed and signed by each competent employee.

Notification to Subcontractors 3314(i)

Subcontractors working on CRS's premises or jobsite will be notified in writing that CRS has a lockout/tagout program in effect. A copy of the CRS Program will be provided to them at that time.

Subcontractors performing work on the premises or jobsite are required to provide a copy of their lockout/tagout program to CRS's Foreman/Superintendent/Supervisor and Safety Manager **prior** to commencing work.

Subcontractors that do not have an equal or better program will be required to comply with the CRS's Lockout/Tagout Program while performing work on the premises or jobsite.

Recognition of Applicable Hazardous Energy Source

The following are all sources of hazardous energy:

- Control devices, conduit, hoses, cords, and pipes attached or leading to machines and equipment may contain potential energy sources.

- Multiple sources of energy may supply a single machine or piece of equipment (e.g. electricity and compressed air).
- Gravity may be potential energy source (e.g. loads suspended on a crane or hoist).

Type and Magnitude of Hazardous Energy Sources

Type	Magnitude
AC	480V, 2,000A max
Compressed Air	120 PSI max
Gases	Toxic
Fluids	Flooding, Toxic
Steam	Burns
Nitrogen	600 PSI max

Methods and Means for Control

CRS's methods and means for controlling work on potentially hazardous energy sources entails:

- Reviewing the Lockout/Tagout Program in detail with all competent employees.
- Keeping an updated lockout/tagout log to include machines and equipment, location, date, and responsible personnel.
- Using the Annual Audit to identify the Lockout/Tagout requirements for each piece of machinery and equipment, and building service, where applicable.
- Using the De-Energized or Energized Parts Checklist Form for each locked out/tagged out machine and/or equipment, or building service, with sign off by the employee and the Foreman/Superintendent/Supervisor verifying it is completed.

Restraint Devices (Locks) 3314(e)

- **No combination locks** are to be used.
- **No break-a-way locks** are to be used.
- Additional restraint devices may be required with the lock for lockout (i.e. chains, valve handle covers, breaker lock, etc.).
- A lock is **not** to be removed except by the competent employee.
- Each locking device will be individually keyed.
- For multiple locks, a manufactured device will be used (i.e., alligator clip, multiple hasp).

Limitation of Tags 3314(e)

Tags are warning devices. They do **not** provide the physical restraint provided by locks.

The following requirements for tags will be strictly adhered to:

- Tags will not to be ignored, bypassed, or otherwise defeated. A tag will not be removed except by the competent employee responsible for it.

- Tags must be legible and understandable by all employees who work in or who may be in the area.
- Tags and their means of attachment must be able to withstand the work environmental conditions.
- Tags may instill a false sense of security. Additional means must be used to increase the effectiveness of tags.
- Tags must be securely attached.

Training Documentation 3314(j)(4)

The following documentation must be kept for all lockout/tagout training:

- Record all employees names and dates for all lockout/tagout training
- Place documentation of training in the employee's Training file maintained by CRS's Safety Manager.

Use of Portable Electrical Equipment

Portable electric equipment must be approved for conductive work locations if it is to be used in those conditions.

- Flexible Cords
  - Connected to machines or equipment may not be used for raising or lowering the machines or equipment.
  - May not be fastened by staples or any other way that could damage the outer jacket or insulation.
  - Must be visually inspected before each use for signs of damage.
  - If found damaged, cannot be used.
  - May not be plugging in when employee's hands are wet or sweaty.
  - Portable equipment and flexible cords used in highly conductive work locations will be approved for that application.
  - If energized, must be handled only with insulated protective equipment if the conditions could provide a conducting path to the employee's hand.
- Grounding Equipment
  - Attachment plugs and receptacles must not be connected or altered in such a way as to prevent continuity of grounding.
  - Attachment plugs must not be altered to allow the grounding pole of a plug to be inserted into the slots intended for connection to the current carrying conductors.
- Electric Power And Lighting Switches
  - Routine opening and closing of circuit under load will only be done with load rated switches, circuit breakers, or other devices specifically designed for this purpose, except in cases of emergency.
- Reclosing Circuit After Protective Device Operates

- If a protective service operates, it will not be reset until the machine and/or equipment and circuit can be safely energized.

- Overcurrent Protection
  - Overcurrent protection must **not** be modified for any reason by any employee. Only qualified, trained personnel are permitted to do so.
- Proper use of test equipment
  - Only qualified persons may perform testing on electrical circuits or equipment.
  - All test equipment will be visually checked prior to use.
  - All test equipment must be rated for use on the circuits to be tested.

Personal Protective Equipment

Personal Protective Equipment must be maintained in safe, reliable condition as follows:

- Review specific equipment and its maintenance
- Review insulatory value/rating of equipment
- Review specific types of equipment available and its use
  - Insulating Materials
    - Rubber Mats
    - Gloves
    - Fuse Pullers
    - Shields/Barriers

Alerting Techniques

- Explain safety signs and tag out system
- Know when and how to use barricades
- Know when attendants are required

Trainer/Entrenador:	**Date/Fecha:**
Supervisor:	**Crew Leader/Encargado:**
Employee/Empleado	**Employee/Empleado**

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GHS HAZARD COMMUNICATION PROGRAM

Chemical Safety - "An Employee's Right To Know"

Company Policy

This Section outlines the policy and procedures of Citadel Roofing & Solar's (CRS's) Globally Harmonized System (GHS) Hazard Communication Program, as required by California and Federal (where applicable) safety regulations. This Program is initiated to bring CRS into compliance by completing a Hazardous Substance (chemical) List, assuring that all employees are correctly using Safety Data Sheets (SDSs), ensuring that all containers are properly labeled, and providing employees with adequate training to acquaint them with the hazardous substances (chemicals) that they may encounter on the job.

This Program applies to all company work operations where CRS employees could be exposed to hazardous substances, both under normal working conditions and under emergency situations.

CRS's Injury & Illness Prevention Program Safety Manager is also CRS's GHS Hazard Communication Coordinator. The Safety Manager has oversight over the entire Program effort and shall modify, enhance, or update the Program to meet changing operations and conditions.

All employees, or their designated representatives, can obtain further information on this written Program, the GHS Hazard Communication Standard, applicable SDSs, and Hazardous Substances List from the Safety Manager or your Foreman/Superintendent/Supervisor.

Under this Program all CRS employees will be informed of the content of the GHS Hazard Communication Standard, the hazardous properties of workplace hazardous substances, safe handling procedures, and measures required to protect themselves from the inherent hazards of these hazardous substances.

Hazard Evaluation Procedures

CRS's hazardous substances inventory is a List of hazardous substances known to be present in our workplaces. Anyone who comes into contact with any hazardous substances on the List needs to know what those substances are and how to protect themselves. That is why it is so important that hazardous substances are identified, whether they are found in a container or generated in work operations (for example, ashes and exhaust fumes). The hazardous substances on the List can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists. Sometimes hazardous substances can be identified using purchase orders. Identification of others requires an actual inventory at each location. (See the Optional Exposure Checklist in Appendix III)

The inventory of hazardous substances is compiled by the Safety Manager or his designee(s), and serves as a List of every substance for which an SDS must be maintained. The inventory (List) of potentially hazardous substances used by CRS is

found in Appendix I. Note, CRS does not manufacture any hazardous substances and, therefore, does not make any hazard determinations.

The Safety Manager updates the inventory of hazardous substances as necessary, but not less than annually. The Safety Manager keeps the Master Hazardous Substances List, along with related work practices and SDSs for all hazardous substances used at all of our locations in his Office. The Foreman and Superintendent at each jobsite keep the same List, related work practices and SDSs in their vehicles, where they are accessible during work hours. The Shop Manager keeps the same List, related work practices and SDSs for the Shop and Yard in the Shop Office, where they accessible during work hours.

Safety Data Sheets (SDSs)

The SDSs are fact sheets for hazardous substances that pose a physical or health hazard in the workplace. SDSs provide our employees with specific information on the hazardous chemicals they use. They provide such information as the physical property, health hazards, routes of exposure into the body, precautions for safe handling and use, emergency and first-aid procedures, and proper control measures.

All SDSs have a standardized format. Each SDS contains the following 16 Headings in the order listed below:

1. Identification
2. Hazard(s) identification
3. Composition/information on ingredients
4. First-aid measures
5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information.

Each SDS should provide a clear description of the data used to identify the hazards. Under each Heading in the SDS, the Table below details the minimum information that must be included, where applicable and available. If specific information is not applicable or not available under a particular heading, then the SDS should clearly state why it is not applicable or available.

Note: Some headings relate to information that is national or regional in nature, for example "EC number" and "occupational exposure limits". Suppliers will include

information under the SDS Headings that is appropriate and relevant to the countries or regions for which the SDS is intended and where the product is being supplied.

SDS Content by Heading:

1.	Identification of the substance or mixture, and the supplier	• GHS product identifier. • Other means of identification. • Recommended use of the chemical and restrictions on use. • Supplier's details (including name, address, phone number etc). • Emergency phone number.
2.	Hazards identification	• GHS classification of the substance/mixture and any national or regional information. • GHS label elements, including precautionary statements. (Hazard symbols may be provided as a graphical reproduction of the symbols in black and white or the name of the symbol e.g. flame, skull and crossbones.) • Other hazards which do not result in classification (e.g. dust explosion hazard) or are not covered by the GHS.
3.	Composition/information on ingredients Substance	• Chemical identity. • Common name, synonyms, etc. • CAS number, EC number, etc. • Impurities and stabilizing additives which are themselves classified and which contribute to the classification of the substance. Mixture • The chemical identity and concentration or concentration ranges of all ingredients which are hazardous within the meaning of the GHS and are present above their cut-off levels. NOTE: For information on ingredients, the competent authority rules for CBI take priority over the rules for product identification.
4.	First aid measures	• Description of necessary measures, subdivided according to the different routes of exposure, i.e. inhalation, skin and eye contact and ingestion. • Most important symptoms/effects, acute and delayed. • Indication of immediate medical attention and special treatment needed, if necessary.
5.	Fire-fighting measures	• Suitable (and unsuitable) extinguishing media. • Specific hazards arising from the chemical (e.g. nature of any hazardous combustion products).

		• Special protective equipment and precautions for firefighters
6.	Accidental release measures	• Personal precautions, protective equipment and emergency procedures. • Environmental precautions. • Methods and materials for containment and cleaning up
7.	Handling and storage	• Precautions for safe handling. • Conditions for safe storage, including any incompatibilities.
8.	Exposure controls/personal protection.	• Control parameters e.g. occupational exposure limit values or biological limit values. • Appropriate engineering controls. • Individual protection measures, such as personal protective equipment.
9.	Physical and chemical properties	• Appearance (physical state, color etc). • Odor. • Odor threshold. • PH. • Melting point/freezing point. • Initial boiling point and boiling range. • Flash point. • Evaporation rate. • Flammability (solid, gas). • Upper/lower flammability or explosive limits. • Vapor pressure. • Vapor density. • Relative density. • Solubility(ies). • Partition coefficient: n-octanol/water. • Auto-ignition temperature. • Decomposition temperature.
10.	Stability and reactivity	• Chemical stability. • Possibility of hazardous reactions. • Conditions to avoid (e.g. static discharge, shock or vibration). • Incompatible materials.

		• Hazardous decomposition products.
11.	Toxicological information	Concise but complete and comprehensible description of the various toxicological (health) effects and the available data used to identify those effects, including: • information on the likely routes of exposure (inhalation, ingestion, skin and eye contact); • Symptoms related to the physical, chemical and toxicological characteristics; • Delayed and immediate effects and also chronic effects from short- and long-term exposure; • Numerical measures of toxicity (such as acute toxicity estimates).
12.	Ecological information	• Ecotoxicity (aquatic and terrestrial, where available). • Persistence and degradability. • Bioaccumulative potential. • Mobility in soil. • Other adverse effects.
13.	Disposal considerations	• Description of waste residues and information on their safe handling and methods of disposal, including the disposal of any contaminated packaging.
14.	Transport information	• UN number. • UN Proper shipping name. • Transport Hazard class(es). • Packing group, if applicable. • Marine pollutant (Yes/No). • Special precautions which a user needs to be aware of or needs to comply with in connection with transport or conveyance either within or outside their premises.
15.	Regulatory information	• Safety, health and environmental regulations specific for the product in question.
16.	Other information	• Information on preparation and revision of the SDS, etc.

The Safety Manager is responsible for obtaining the SDSs for CRS. He will contact the chemical manufacturer or vendor if additional research is necessary. The Foremen and Superintendents are responsible for maintaining the binder of SDSs used at each of our jobsite locations, and the Shop Manager is responsible for maintaining the binder of

SDSs used at the Shop and Yard. The Safety Manager must authorize all new procurements for CRS, too.

The Safety Data Sheets are kept at the following locations at CRS:

- Safety Manager's Office
- Jobsite Office Trailer or shed, or Foreman's and Superintendent's vehicles
- Shop Manager's Office

Employees can obtain access to the SDSs by request.

The following procedures will be followed if the SDS is not received at time of first shipment:

- Isolate the shipment in secure storage
- Contact the manufacturer/vendor/distributor
- Request the SDS to be faxed immediately

Employees are encouraged to review SDSs frequently to remain fully aware of the hazards and the proper controls associated with each hazardous substance. If a CRS employee cannot read English, or if they cannot fully comprehend the information in the SDSs, he/she must ask his/her Foreman/Superintendent/Supervisor to translate it for him/her.

CRS does not generate any SDSs, nor are alternatives to SDSs used at any CRS location.

Labels and Other Forms of Warning

For all hazardous substances (hazardous chemicals) the substance's identity is found on the label, the SDS, and the Hazardous Substances Inventory List. Therefore, the substance's identity links these three sources of information. The substance's identity used by the supplier may be a common or trade name, or a "chemical" name. The hazard warning is a brief statement of the hazardous effects of the substance (i.e., "flammable," or "causes lung damage"). Labels contain other information, such as precautionary measures (i.e., "do not use near open flame"), as required by the regulation. Labels must be legible and prominently displayed; though their sizes can vary.

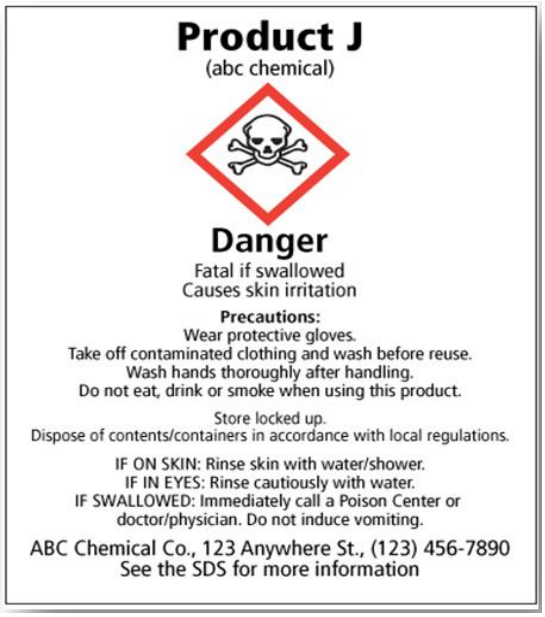
The Foreman/Superintendent/Supervisor at each location or jobsite is responsible for ensuring that all hazardous substances in containers at his/her location or jobsite are properly labeled and updated, as necessary. He/she will also ensure that newly purchased materials are checked for labels prior to use.

SDS Labels on original containers from the supplier (i.e., manufacturer, vendor or distributor) must contain all of the following required information:

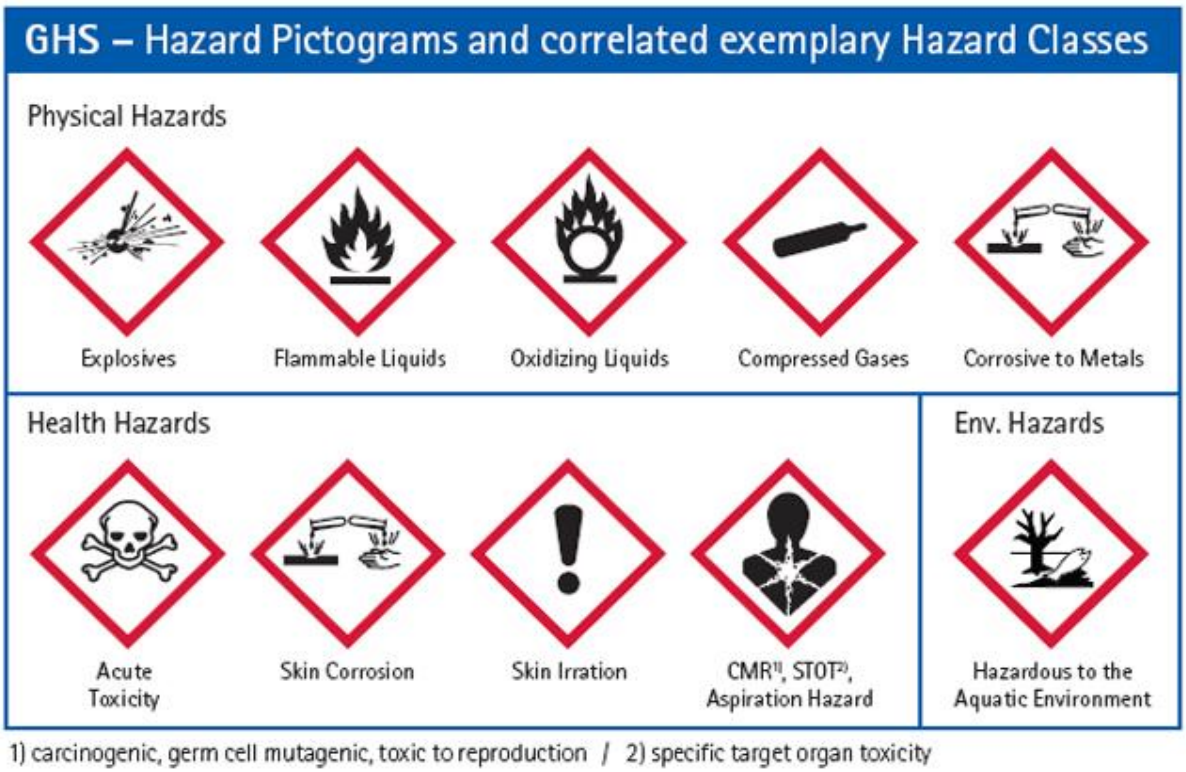
1. Product Identifier
2. Pictogram(s)
3. Signal Word
4. Hazards Statement(s)

5. Precautionary Statement(s)
6. Name, Address and Telephone Number of Manufacturer

Sample Label for an original container:



Each Label will contain one or more pictograms. The following Table illustrates the nine (9) different pictograms, including each pictogram's name and Hazard Class – Physical, Health or Environmental.



Note that both Physical Hazards and Health Hazards contain one identical pictogram, that being for Corrosive to Metals and Skin Corrosion.

Labels for secondary containers will either be created by the company, or duplicate labels for original containers will be obtained from the supplier (i.e., manufacturer, vendor or distributor) and affixed to secondary containers. However, note that any secondary container labels created must have all pictogram diamonds in red color, as required by the regulation. Labels for secondary containers must contain all of the following information, at a minimum:

1. Product Identifier
2. Pictogram(s)
3. Signal Word
4. Hazards Statement(s)
5. Precautionary Statement(s)

The name, address and telephone number of manufacturer can be included on the secondary container label, but is not required.

It is the responsibility of every employee dispensing hazardous substances from the original shipping container to make sure that the receiving container (portable or secondary container) is also properly labeled.

If an employee transfers a hazardous substance from an original container to a portable or secondary container that is intended only for his/her IMMEDIATE use, no labels are required on the portable or secondary container. “Immediate use” is defined as one (and only one) employee uses the secondary container. AND, the contents of the secondary container are used up (emptied) by the end of his/her task or workshift (whichever is shorter). Otherwise, the portable container must be labeled with all five (5) elements listed above for a secondary container label, at a minimum. No alternatives to labeling are used at CRS.

Regular safety inspections are conducted by the Foreman/Superintendent/Supervisor at each location and jobsite to review and update label information when necessary, and to ensure that labels that fall off or become unreadable are immediately replaced.

GHS Hazard Communication Training

Every CRS employee who works with, or is potentially “exposed” to, hazardous substances receives initial training and any necessary retraining on the GHS Hazard Communication Standard and the safe use of those hazardous substances. "Exposure" means "an employee is subjected to a hazardous substances during the course of employment through any route of entry (inhalation, ingestion, skin contact, absorption, etc.) and includes potential (e.g., accidental or possible) exposure." Initial training and any necessary retraining are completed by the Safety Manager or the employee’s Foreman/Superintendent/Supervisor. Whenever a new hazard is introduced or an old hazard changes, additional training is provided within 30 days after receipt of the information. A GHS Hazard Communication Program – Employee Training Checklist

(See Appendix IV) is completed for each employee when initial and refresher training are conducted.

Information and training is a critical part of the GHS Hazard Communication Program. CRS trains its employees to:

- Readily understand the information on labels and SDSs
- Determine how the information can be obtained and used in their own work areas
- Understand the risks of exposure to the hazardous substances in their work areas
- Know the ways to protect themselves

CRS's goal is to ensure employee comprehension and understanding, including being aware that the employee is exposed to hazardous substances, knowing how to read and use labels and SDSs, and following the protective measures CRS has established. As part of the assessment of the training program, CRS asks for input from employees regarding the training they have received, and their suggestions for improving it. In this way, we hope to reduce any incidence of hazardous substance source illnesses and injuries.

Each Foreman, Superintendent and Supervisor is trained regarding CRS's GHS Hazard Communication Program, use of appropriate protective measures, and emergency preparedness and spill response. He/she is capable of answering most Program related questions from the employees under his/her supervision.

GHS Hazard Communication Training Content

The GHS Hazard Communication training program is fully documented and covers the following elements:

- Summary of the GHS Hazard Communication Standard and this written Program, including what hazardous substances are present, the labeling system used, and access to SDS information and this Program.
- Chemical and physical properties of the potentially hazardous substances used (i.e., flash point, reactivity, etc.) and methods to use to detect the presence or release of hazardous substances.
- Physical hazards of chemicals, such as the fire potential, explosion, etc.
- Health hazards, including signs and symptoms of exposure, and medical conditions known to be aggravated by exposure to the hazardous substances.
- Procedures to protect against the hazard, including: Engineering controls, Administrative controls (limited exposure), work practices or procedures for proper use, personal protective equipment and its use, personal hygiene to be taken, and handling procedures and emergency procedures to be followed.
- Work procedures to follow to assure protection when cleaning up hazardous substance (chemical) spills or leaks.
- Where the Safety Data Sheets are located.
- How to read and interpret the information on SDSs and container labels.

- How to obtain more information on the safety hazards and controls of hazardous substances used in the workplace, and access to the same information by each employee's physician.

Additional training is required for all employees under the newly revised/updated Cal/OSHA Hazard Communication Standard effective May 2013. Training on the following additional subjects has been provided to all employees to meet the December 1, 2013 Deadline:

- Signal Words and Labeling
- Hazard Pictograms
- SDS 16-Section Format and Content

Note Training on both the old Hazard Communication Program, including Material Safety Data Sheets (MSDSs), and updated GHS Hazard Communication Program will be conducted for all new and any transferred employees until the revised/updated Cal/OSHA Hazard Communication Regulation is fully phased in on or about June 1, 2016.

CRS's practice is to train new employees at the time of their initial assignment. We also train employees when a new hazard is introduced or discovered. Copies of training records are maintained in employee personnel files in the Safety Manager's Office. (See Appendix IV)

Hazards of Non-Routine Tasks

When employees are required to perform any hazardous non-routine tasks that have hazardous substance(s) potential, CRS informs these employees of these hazards by one-on-one training or holds a special training class.

Spill Response Procedures

Oil, Gasoline, Diesel, and Other Hazardous Substances Spills

Small Spills (40 gallons or less): Oil, gasoline, diesel, or other chemicals will be cleaned up with grease sweep, kitty litter or other absorbent material compatible with the spilled liquid, and the material put into a plastic bag in a 55 gallon drum for proper disposal. Employees must use appropriate personal protective equipment when cleaning up any spill.

Large Spills (greater than 40 gallons):

At the Shop & Yard: For a large gasoline, diesel, or other chemical spill, the area shall be cleared. The Safety Manager or his designee shall call the Fire Department, and the pre-designated Hazardous Spill Cleanup Contractor as necessary. If spill cleanup materials and personal protective equipment are available, the Safety Manager may instruct employees to clean up the spill with an absorbent material compatible with the spilled liquid. (See Appendix II)

At the Jobsites: For a large gasoline, diesel, or other chemical spill, the area shall be cleared. The Foreman/Superintendent shall call the Fire Department, and the pre-designated Hazardous Spill Cleanup Contractor as necessary. If spill cleanup

materials and personal protective equipment are available, the Foreman/Superintendent may instruct employees to clean up the spill with an absorbent material compatible with the spilled liquid. (See Appendix II)

Multi-Employer Facility

When Subcontractors or any other employers' workers (i.e., telephone, cable TV, painters, electricians) will be working at a CRS location or at a CRS jobsite, the Safety Manager and the Foreman/Superintendent/Supervisor will, prior to work commencing:

- Provide the other Subcontractor(s) or employer(s) with SDSs for any of our chemicals to which their employees may be exposed, and;
- Relay necessary label and emergency precautionary information to the other employer(s).

Each Subcontractor, vendor and outside company bringing hazardous substances onto CRS's premises, or into our work area(s) at our jobsite(s), must provide the Safety Manager and Foreman/Superintendent/Supervisor with the appropriate hazard information on their hazardous substances. This includes the SDSs, the labeling system used, and the precautionary measures to be taken in working around their hazardous substances.

Additional Information

All employees, or their designated representatives, can obtain further information on this written Program, applicable SDSs, and the hazardous substances information list from the Safety Manager or their Foreman/Superintendent/Supervisor.

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Appendix I

GHS Hazardous Substances List for CRS

Material Identity Label / Special Information	List any other job specific materials and attach SDS's
Asphalt	
Asphalt Primer	
Batteries - Alkaline	
Batteries - Vehicle	
Caulk Rainbuster 700/850 - Adhesive	
Caulk RT600 - Tile Adhesive	
Caulk Vulkem 360 NF	
Chalk - Irwin	
Diesel Fuel	
Firestone Splice Wash SW-100	
GAF Densdeck	
Gasoline	
Hand Cleaner - Gojo	
Homelite 2 Cycle - Engine Oil	
Lead	
Mastic (Bull)	
Mortar Mix and Plastic Cement	
Nails and Screws	
Oil	
Paint - Latex	
Primer	
Propane	
Sheet Metal - Galvalume	
Tile - Concrete	
Underlayment Organic Type 15 and 30	
WD 40 - Lubricant Aerosol	

Appendix II

HAZARDOUS SUBSTANCES
EMERGENCY RESPONSE CONTACTS LIST
CITADEL ROOFING & SOLAR
4980 Allison Parkway
Vacaville, CA 95688

Main Office Ph. (707) 446-5500

Emergency Contacts: (Including 24-Hour Phone Numbers)

	Business	Home/Cell
Primary – Daniel Reyes, Safety Manager	707-446-5500 x208	408-708-6180
Alternate – Dieter Folk, President	707-446-5500 x202	707-486-696

Emergency Phone Numbers:

Fire Department	911
Paramedics	911
Ambulance	911
Poison Center	1-800-222-1222
Police Dept.	911

Spill Cleanup and Disposal Contractor:

(24-Hour Phone Number)

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Appendix III

HAZARDOUS SUBSTANCES EXPOSURE CHECKLIST (Optional)

Location: Date:

Completed By: Title:

	Yes	No	N/A
Is there a list of hazardous substances used in your workplace?			
Is there a copy of the written GHS Hazard Communication Program on site dealing with Safety Data Sheets (SDSs), labeling, and employee training?			
Is each container for a hazardous substance (e.g., vats, bottles, storage tanks) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazard?			
Is there an up-to-date Safety Data Sheet readily available for each hazardous substance used?			
Is there a comprehensive employee training program in place for hazardous substances?			
Are employees trained in the safe handling of hazardous substances such as acids, caustics, etc.? Are Safety Data Sheets (SDS) on hand for all hazardous substances encountered in the work place?			
Are employees aware of the potential hazards involving various hazardous substances stored or used in the workplace, such as acids, bases, caustics, ammonia, bleach, etc.?			
Are eye wash fountains provided in areas where corrosive chemicals are handled?			
Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, safety glasses, face shields, etc.)?			
Are flammable or toxic chemicals kept in closed containers when not in use?			
Where corrosive liquids are frequently handled in open containers or drawn from storage containers, are there an adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?			
Have standard operating procedures been established and are they being followed when cleaning up hazardous substance spills?			
Are employees prohibited from eating in areas where hazardous substance(s) are present?			

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HAZARDOUS SUBSTANCES EXPOSURE CHECKLIST (Cont.)

	Yes	No	N/A
Is personal protective equipment provided, used and maintained whenever necessary?			
Are you familiar with the Threshold Limit Values (TLVs) or Permissible Exposure Limits (PELs) of airborne contaminants and physical agents used in your workplace?			
Have control procedures been instituted for hazardous substances, where appropriate, such as ventilation systems, handling practices, etc.?			
Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use cleaning materials or other hazardous substances?			
Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?			

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Appendix IV

GHS HAZARD COMMUNICATION PROGRAM

Employee Training Checklist

		Yes	No	N/A	Date Completed
1.	Determine that the CRS employee needs GHS Hazard Communication training.				
2.	Inform the employee potentially affected by hazardous substance(s) of the CRS GHS Hazard Communication Program.				
3.	Inform the employee that he/she can go to their Foreman/Superintendent/Supervisor with any questions regarding any part of the GHS Hazard Communication Program.				
4.	Explain the physical properties of the substance(s) that the employee will be exposed to.				
5.	Explain the hazards that the employee could be exposed to when using the substance(s).				
6.	Explain how the employee can detect the presence or accidental release of hazardous substance(s).				
7.	Train employee in the use of appropriate personal protective equipment, including safety glasses, face shields, safety goggles, rubber gloves, dust particulate masks, etc.				
8.	Train employee in emergency procedures.				
9.	Explain to employee how to read a Safety Data Sheet.				
10.	Explain to employee where he/she can find the SDSs.				
11.	Explain to employee how to read a warning label.				
12.	Explain CRS's system of informing all employees when a new hazardous substance is introduced into or discovered in their work environment.				

Date Information Given

Printed Name of Employee

Signature of Employee

Printed Name of Trainer

Signature of Trainer

EXPOSURE CONTROL PLAN FOR RESPIRABLE CRYSTALLINE SILICA

Table of Contents

Introduction

Title 8, CCR (California Code of Regulations) §1532.3 requires all California employers engaged in construction activities to “establish and implement an Exposure Control Plan" in writing, to limit occupational exposure to respirable crystalline silica. We have developed this plan to maintain regulatory compliance and reduce workplace injuries. It is the company's policy to provide a safe and healthful workplace to our employees.

This Exposure Control Plan consists of these elements:

- Responsibility
- Exposure Sources
- Safety Programs & Control Measures
- Respiratory Protection
- Training
- Recordkeeping

Responsibility

Implementation and administration of our company ECP is the responsibility of the following competent person:

Daniel Reyes	Safety Manager
Print Name	Title
Signature	Date

In addition to the person listed above, the company's Injury and Illness Prevention Program (IIPP) provides the list of individuals responsible for implementing your IIPP and additional safety programs.

Competent Person

The competent person is defined as an individual who is capable of identifying existing and foreseeable respirable crystalline silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them. The competent person must have the knowledge and ability necessary to fulfill the responsibilities listed below:

- Implement the ECP.
- Make frequent and regular inspections of jobsites, materials and equipment.
- Review and evaluate the effectiveness of the written ECP at least annually and update it as necessary.
- Complete proper training as required by the ECP.

Employees

All employees, are required to conduct themselves in a manner consistent with this plan. To fulfill this duty, each employee must:

- Comply with the requirements of the ECP.
- Attend and complete the required training.
- Use Personal Protective Equipment prescribed by the ECP.
- Participate in the company Medical Surveillance Program where required.

Exposure Sources

Employees at the company are potentially exposed to respirable crystalline silica while handling natural materials and performing select work activities. These materials and work activities are listed below:

Natural Materials

Natural materials handled by employees include:

- Slate
- Clay
- Sandstone

Work Activities

Work activities performed by employees that require the use of respiratory protection (including for more than 30 days/year) include:

- Cutting and drilling (e.g. using a gas-powered cut-off saw)

Safety Programs & Control Measures

As part of this ECP, the company implements select safety programs and control measures. These programs and measures are discussed in more detail below:

Safety Programs and Regulations

The safety programs and regulations that the company implements and complies with include the following:

- Injury and Illness Prevention Program (8 CCR §1509)
- Respiratory Protective Equipment (8 CCR §5144)

Control Measures

The control measures we are currently implementing during the cutting of tile using hand held gas-powered cut-off saw:

- Respiratory Protection – Use of an N95 respirator (APF10). Respirators may still be required if the above controls don't adequately reduce exposure levels. More discussion about respiratory protection is provided in the next section.

NOTE: This control measure will used until the company finds/test other alternative equipment.

Respiratory Protection

Where respiratory protection is required, the company provides each employee an appropriate respirator that complies with the requirements of (8 CCR §5144). Select elements of a respiratory protection program are discussed below.

Air Monitoring

Cal/OSHA has established regulatory permissible exposure levels (PELs) and action levels for respirable crystalline silica that vary depending on the form of silica, i.e. quartz, fused, tripoli, tridymite and cristobalite. These PELs and action levels provide a time-weighted average (TWA) airborne concentration that an employee may be exposed for 8 hours and not experience an adverse effect.

Cal/OSHA's PELs for respirable crystalline silica are as follows:

- Respirable crystalline silica (cristobalite, quartz, tridymite and tripoli) - **0.05 mg/m3***
- Silica (fused) - 0.1 mg/m3

Cal/OSHA's Action Level for respirable crystalline silica is:

- Respirable crystalline silica (cristobalite, quartz, tridymite and tripoli) – **0.025 mg/m3**

*Mg/m3 = milligrams of crystalline silica per 1 cubic meter of air

The company is required to perform initial monitoring to assess the 8-hour TWA concentration that each employee may be exposed. The monitoring should involve collecting one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, and in each work area.

Respiratory Protective Equipment

Respiratory protection is required if airborne concentrations of respirable crystalline silica exceed the PEL. The company must provide each employee an appropriate respirator that complies with the requirements of 8 CCR §5144. Prior to using the respirator, the employee should be medically examined and approved as prescribed in the next section. Once approval has been granted, an appropriate respirator should be selected, and the employee should be fit tested to ensure the respirator fits properly. Care and maintenance should be performed to maintain the respirator in good working condition. Employees with facial hair are not permissible to cut tile.

More details are described in our Respiratory Protection Program.

Medical Surveillance

The company implements a medical surveillance program available at no cost to the employee, and at a reasonable time and place, for each employee who will be required to use a respirator for 30 or more days per year. This program requires that all medical examinations and procedures be performed by a Physician or Other Licensed Health Care Professional (PLHCP).

- Initial Examination
  - o A medical and work history
  - o A physical examination on the respiratory system
  - o A chest x-ray
  - o A pulmonary function test
  - o Testing for latent tuberculosis infection
  - o Other testing

• Periodic Examinations, should be made available at least every three years, or more frequently if recommended by the PLHCP.

• Additional Examinations, shall be completed if the PLHCP's written medical opinion indicates that an employee should be examined by a specialist, the employer shall make available a medical examination by a specialist within 30 days after receiving the PLHCP's written opinion.

More details are described in our Respiratory Protection Program.

Training

The company ensures that the employees can demonstrate knowledge and understanding of the health hazards, when and where crystalline silica containing materials pose a concern and how to eliminate, or at least control the exposure hazard. The training programs consists of the following elements: Personnel, Type of Training and Frequency.

Personnel

Who needs to be trained?

- Employees
- Foremen, superintendents, and
- Project managers and those involved in the proposal and planning phases of construction that may involve crystalline silica containing materials.

In addition to what employees are trained on, management and supervisors needs to be able to identify tasks that employees will perform that may result in employee exposure to respirable crystalline silica containing dust. Procedures should be determined to implement measures to reduce the exposure.

Type of Training

At a minimum, each employee shall be trained such that they can demonstrate knowledge and understanding in the following:

- Health hazards associated with exposure to respirable crystalline silica
- Tasks in the workplace that could result in exposure to respirable crystalline silica
- Specific measures the company has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators
- Knowledge of 8 CCR §1532.3, Occupational Exposure to Respirable Crystalline Silica
- The identity of the competent person designated by the employer to implement frequency and regular inspections of job sites, materials, and equipment written in the ECP
- The purpose and description of the medical surveillance program

Frequency

Employees need to be trained prior to each new job assignment where an employee, foremen, superintendent and/or project manager may be exposed to the hazards of respirable crystalline silica. The frequency of training for select employees provided below:

Office Staff

- New Hire Orientation
- Refresher Training

Field Staff

- New Hire Orientation
- Refresher Training

Recordkeeping

The type of records that will be maintained to comply with the 8 CCR §1532.3, Occupational Exposure to Respirable Crystalline Silica are:

- Safety and Health Training
- Medical Examination and Relevant Medical Surveillance Information
- Air Monitoring Data

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Citadel Roofing and Solar
Respiratory Protection Program

Purpose

Citadel Roofing & Solar is committed to providing a safe and healthy work environment for its employees. On occasion, employees may be exposed to respirable crystalline silica (RCS). In an effort to limit their exposure, Citadel Roofing & Solar will do the following:

• Evaluate respiratory hazards in order to select appropriate respiratory protection.

• Ensure employees are medically able to wear respirators.

• Fit test employees with appropriate respirators.

• Establish procedures to ensure employees properly care for and maintain their respirators.

• Conduct continuing respirator training.

• Evaluate the program periodically to ensure its effectiveness.

Scope and Application

This program applies to any employee who is required to wear a respirator during normal work activities – dry cutting roof tiles with a handheld power saw and using blowers (compressed air) for clean up.

Any employee who requests to use a respirator when such use is not required may be supplied with a respirator by Citadel Roofing & Solar or may be permitted to use his or her own if the company determines such respirator use will not create a hazard. Employees using respirators under this paragraph will be provided information in 29 CFR §1910.134, Appendix D, Information for Employees Using Respirators When Not Required Under the Standard (found at the end of this program).

Exception to these requirements for voluntary dust mask use: When an employee wears a dust mask, or filtering face piece, when not required, such use is not subject to the medical evaluation, cleaning, maintenance and storage requirements of this program.

This program will be updated to reflect changes in workplace conditions and processes that affect employees' respirator use.

Employer and Employee Responsibilities

Program Administrator

The respiratory program administrators for Citadel Roofing & Solar are **Daniel Reyes – Safety Manager & Stephanie Knupfer – VP of HR.** These person's responsibilities include:

• Establishing procedures for selecting respirators

• Arranging employee medical evaluations

• Developing procedures for fit testing all respirators

• Developing procedures and schedules for inspecting, cleaning, maintaining, repairing and storing respirators

• Developing procedures for self-contained breathing apparatus, if used

• Ensuring employees are trained

• Evaluating the program

Employer

Citadel Roofing & Solar will provide appropriate respirators when needed to protect the health of its employees. As a part of the written respiratory protection program, work-site procedures will be provided for all employees required to wear respirators.

Employees

Employees who wear respirators must use them in accordance with the instructions and training provided.

Employees must maintain their respirators properly and not alter them in any way.

Any employee wearing a respirator in a hazardous area must take periodic breaks in a safe area to rest and wash the face piece when it needs cleaning. If the respirator does not work properly on the job, the employee must go to a safe area immediately and report the problem to the program administrator.

Program Elements

Hazard Identification and Evaluation

Citadel Roofing & Solar will identify and evaluate all workplaces for respiratory hazards. The evaluation will include an estimate of employee potential exposure to the hazards and the identity of each hazard’s chemical state and physical form.

The program administrator will arrange these evaluations, and the information will be used to select and assign the proper respirators to employees.

Respirator Selection

The program administrator will select respirators by determining whether there is a potential for employees to be exposed to contaminants above their permissible exposure limits (PEL) or there is a specific reason an employee needs such protection.

Respirators will be kept in stock to ensure adequate amounts for all employees.

The program administrator is also responsible for selecting appropriate respirator filters and/or cartridges based on a review of safety data sheet (SDSs) or other relevant air-contaminant data. Citadel Roofing & Solar will use only National Institute for Occupational Safety and Health-(NIOSH-) certified respirators. The program administrator will select respirators based on the criteria in Table 1 below from 29 CFR §1910.134(d).

When determining assigned protection factors (APFs), the program administrator will rely Table 1 for APFs in atmospheres that are NOT considered immediately dangerous to life or health (IDLH). Citadel Roofing & Solar does not foresee any instance where our workers will encounter IDLH atmospheres and will not knowingly expose workers to IDLH atmospheres. Respiratory program provisions for IDLH atmospheres are not included in this program and if the hazard identification process reveals any such areas in the vicinity of a company jobsite, provisions will be taken to require those areas be secured against entry and prevent access by our company's employees. Should entry to an IDLH atmosphere be required, a site-specific respiratory protection program will be developed for the IDLH hazards with specific equipment and training for affected employees. Such program will be separate from this program and fully address the hazards and controls needed to maintain the safety and health of our employees.

Table 1. -- Assigned Protection Factors[5]

Type of respirator[1, 2]	Quarter mask	Half mask	Full facepiece	Helmet/ hood	Loose-fitting facepiece
1. Air-Purifying Respirator	5	[3]10	50	.....	.....
2. Powered Air-Purifying Respirator (PAPR)	.....	50	1,000	[4]25/1,000	25
3. Supplied-Air Respirator (SAR) or Airline Respirator					
• Demand mode	.....	10	50	.....	.....
• Continuous flow mode	.....	50	1,000	[4]25/1,000	25
• Pressure-demand or other positive-pressure mode	.....	50	1,000	.....	.....
4. Self-Contained Breathing Apparatus (SCBA)					
• Demand mode	.....	10	50	50	.....
• Pressure-demand or other positive-pressure mode (e.g., open/closed circuit)	.....	.....	10,000	10,000	.....

Notes:

[1]Employers may select respirators assigned for use in higher workplace concentrations of a hazardous substance for use at lower concentrations of that substance, or when required respirator use is independent of concentration.

[2]The assigned protection factors in Table 1 are only effective when the employer implements a continuing, effective respirator program as required by this section (29 CFR 1910.134), including training, fit testing, maintenance, and use requirements.

[3]This APF category includes filtering facepieces, and half masks with elastomeric facepieces.

[4]The employer must have evidence provided by the respirator manufacturer that testing of these respirators demonstrates performance at a level of protection of 1,000 or greater to receive an APF of 1,000. This level of performance can best be demonstrated by performing a WPF or SWPF study or equivalent testing. Absent such testing, all other PAPRs and SARs with helmets/hoods are to be treated as loose-fitting facepiece respirators, and receive an APF of 25.

[5]These APFs do not apply to respirators used solely for escape. For escape respirators used in association with specific substances covered by 29 CFR 1910 subpart Z, employers must refer to the appropriate substance-specific standards in that subpart. Escape respirators for other IDLH atmospheres are specified by 29 CFR 1910.134 (d)(2)(ii).

Medical Evaluations

Each employee required to wear a respirator must be medically evaluated before being fit tested. The program administrator will make arrangements for each employee to have a medical evaluation by a physician or other licensed health care professional (PLHCP). The program administrator will provide a copy of the OSHA Respirator Medical Evaluation Questionnaire (29 CFR §1910.134, Appendix C) to each employee who must wear respirators. The program administrator will collect completed questionnaires and give them to the PLHCP.

The program administrator also will provide the PLHCP with the following information:

- Type and weight of respirator each employee will use
- Duration and frequency of use
- Expected physical work effort
- Any other protective equipment and clothing needed

• Temperature and humidity extremes at the job site

• Air contaminants and concentration levels that each employee may encounter.

The PLHCP will discuss results of the evaluation with the employee and provide a written determination to the program administrator. The determination will not contain confidential medical information but will include:

• The PLHCP's opinion of the employee's ability to tolerate a respirator

• Any limitations of respirator use

• Any need for follow-up evaluations

• A statement that the employee has been informed of the determination

If the PLHCP recommends alternative respiratory protection the program administrator will comply with the recommendation.

The program administrator will maintain a file of the PLHCP's written determination for each employee. Employees will receive follow-up medical evaluations under the following conditions:

• The employee reports medical signs or symptoms related to the use of the respirator.

• The PLHCP, a supervisor or the program administrator recommends a re-evaluation.

• Fit-test or other program information indicates a need for re-evaluation

• Changes in the workplace increase respiratory stress

Fit Testing

All employees using a tight-fitting face-piece respirator must pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT). The program administrator will determine which test is appropriate for each type of respirator. Qualitative and quantitative fit tests will be administered with appropriate protocol from 29 CFR §1910.134, Appendix A. A QLFT will be used only to fit test negative pressure air-purifying respirators that achieve a fit factor of 100 or less.

Employees must be fit tested before they use a respirator for the first time; whenever they use a different respirator face piece; and after any changes in the physical condition that could affect respirator fit.

Fit tests will be administered using employees' assigned respirators (from previous fit-testing results) or from a selection of respirators set up for fit-testing purposes (for an initial fit test).

All employees must be fit tested annually.

Respirator Use

Using Tight-fitting Respirators

Employees who have beards or other conditions that interfere with the face-to-face seal or valve function cannot wear tight-fitting respirator face pieces. Clean-shaven skin must be in contact

with all respirator sealing surfaces. PPE or clothing that interferes with the face-to-face seal or valve function is not permitted.

Corrective lenses with temple bars or straps that interfere with face-to-face sealing area cannot be used with any respirator.

Each employee must perform a user seal check before putting on a tight-fitting respirator.

Monitoring Respirator Effectiveness

The program administrator will monitor and re-evaluate the effectiveness of employees' respirators after any significant changes in workplace conditions or exposure levels.

Employees must leave the areas in which they wear respirators when: they need to wash their faces or their respirator face pieces or components; they detect face piece leaks or change in breathing resistance; or they must change respirators, filters, cartridges or canister elements.

Respirator Maintenance and Care

Employees must inspect their respirators before they use them.

Employees will use a new N95 respirator (filtering face piece) on a daily basis to avoid over-used/dirty respirators.

Training

Before any employee wears a respirator for the first time, he or she must receive training on and demonstrate comprehension of:

• Why a respirator is necessary

• How improper fit, use or maintenance can compromise the protective effect of a respirator

• A respirator's capabilities and limitations

• How to inspect, put on and remove a respirator and check the seals

• Proper maintenance and storage procedures

• How to recognize medical signs and symptoms that may limit or prevent effective respirator use

Training will be provided by the program administrator or other qualified person. The training will be fully documented, certifying that employees understand the concepts presented and have demonstrated how to use and wear the respirator.

The training must give each user an opportunity to handle the respirator; have it fitted properly; test its face-to-face seal; and wear it in normal air for a trial period.

Retraining must be performed annually or as deemed necessary by the program administrator.

Program Evaluation

The program administrator will evaluate this program annually or more often if necessary to ensure it remains effective. The administrator will consult employees about proper respirator fit,

selection, use and maintenance and make periodic workplace observations to confirm that respirators are being used and maintained properly.

Record Keeping

The program administrator will maintain records of nonconfidential medical evaluation determinations, fit testing, training documentation and annual inspection audits and make them available to employees.

Trainer/Entrenador:	**Date/Fecha:**
Employee/Empleado	**Employee/Empleado**

Appendix C 29 CFR §1910.134 - OSHA Respirator Medical Evaluation Questionnaire

To the employer: Answers to questions in Section 1 and to question 9 in Section 2 of Part A do not require a medical examination.

To the employee:

Can you read: ___ Yes or ___ No

Your employer must allow you to answer this questionnaire during normal working hours or at a time and place that is convenient for you. To maintain your confidentiality, your employer or supervisor will not look at or review your answers and your employer must tell you how to deliver or send this questionnaire to a health care professional, who will review it.

Part A. Section 1. (Mandatory)
The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex: Male Female
5. Your height: **_____ feet _____ inches**
6. Your weight: **_____ pounds**
7. Your job title: _____
8. A phone number where you can be reached by the health-care professional who reviews this questionnaire (include the area code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire? **___Yes ___No**

11. Check the type of respirator you will use (you can check more than one category):

a. _____ N, R or P disposable respirator (filter-mask, noncartridge type only)

b. _____ Other type (for example, half- or full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus)

12. Have you worn a respirator? ___ Yes ___No

If "yes," what type(s)?: _____

_____

Part A. Section 2. (Mandatory)

Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator. (Please select yes or no.)

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month? ___ Yes ___ No

2. Have you ever had any of the following conditions?

a. Seizures (fits) ___ Yes ___ No

b. Diabetes (sugar disease) ___ Yes ___ No

c. Allergic reactions that interfere with your breathing ___ Yes ___ No

d. Claustrophobia (fear of closed-in places) ___ Yes ___ No

e. Trouble smelling odors ___ Yes ___ No

3. Have you ever had any of the following pulmonary or lung problems?

a. Asbestosis ___ Yes ___ No

b. Asthma ___ Yes ___ No

c. Chronic bronchitis ___ Yes ___ No

d. Emphysema ___ Yes ___ No

e. Pneumonia ___ Yes ___ No

f. Tuberculosis ___ Yes ___ No

g. Silicosis ___ Yes ___ No

h. Pneumothorax (collapsed lung) ___ Yes ___ No

i. Lung cancer ___ Yes ___ No

j. Broken ribs ___ Yes ___ No

k. Any chest injuries or surgeries ___ Yes ___ No

l. Any other lung problem that you've been told about ___ Yes ___ No

4. Do you currently have any of the following symptoms of pulmonary or lung illness?

a. Shortness of breath ___ Yes ___ No

b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline ___ Yes ___ No

c. Shortness of breath when walking with other people at an ordinary pace on level ground ___ Yes ___ No

d. Have to stop for breath when walking at your own pace on level ground ___ Yes ___ No

e. Shortness of breath when washing or dressing yourself ___ Yes ___ No

f. Shortness of breath that interferes with your job ___ Yes ___ No

g. Coughing that produces phlegm (thick sputum) ___ Yes ___ No

h. Coughing that wakes you early in the morning ___ Yes ___ No

i. Coughing that occurs mostly when you are lying down ___ Yes ___ No

j. Coughing up blood in the last month ___ Yes ___ No

k. Wheezing ___ Yes ___ No

l. Wheezing that interferes with your job ___ Yes ___ No

m. Chest pain when you breathe deeply ___ Yes ___ No

n. Any other symptoms that you think may be related to lung problems ___ Yes ___ No

5. Have you ever had any of the following cardiovascular or heart problems?

a. Heart attack ___ Yes ___ No

b. Stroke ___ Yes ___ No

c. Angina ___ Yes ___ No

d. Heart failure ___ Yes ___ No

e. Swelling in your legs or feet (not caused by walking) ___ Yes ___ No

f. Heart arrhythmia (irregular heart beat) ___ Yes ___ No

g. High blood pressure ___ Yes ___ No

h. Any other heart problem that you've been told about ___ Yes ___ No

6. Have you ever had any of the following cardiovascular or heart symptoms?

a. Frequent pain or tightness in your chest ___ Yes ___ No

b. Pain or tightness in your chest during physical activity ___ Yes ___ No

c. Pain or tightness in your chest that interferes with your job ___ Yes ___ No

d. In the past two years, have you noticed your heart skipping or missing a beat? ___ Yes ___ No

e. Heartburn or indigestion that is not related to eating ___ Yes ___ No

f. Any other symptoms that you think may be related to heart or circulation problems ___ Yes ___ No

7. Do you currently take medication for any of the following problems?

a. Breathing or lung problems ___ Yes ___ No

b. Heart trouble ___ Yes ___ No

c. Blood pressure ___ Yes ___ No

d. Seizures (fits) ___ Yes ___ No

8. If you've used a respirator, have you ever had any of the following problems?

(If you've never used a respirator, check the following space and go to question 9. _____.)

a. Eye irritation ___ Yes ___ No

b. Skin allergies or rashes ___ Yes ___ No

c. Anxiety ___ Yes ___ No

d. General weakness or fatigue ___ Yes ___ No

e. Any other problem that interferes with your use of a respirator ___ Yes ___ No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire?

___ Yes ___ No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently)?

___ Yes ___ No

11. Do you currently have any of the following vision problems?

a. Wear contact lenses ___ Yes ___ No

b. Wear glasses ___ Yes ___ No

c. Color blind ___ Yes ___ No

d. Any other eye or vision problem ___ Yes ___ No

12. Have you ever had an injury to your ears, including a broken ear drum?

___ Yes ___ No

13. Do you currently have any of the following hearing problems?

a. Difficulty hearing ___ Yes ___ No

b. Wear a hearing aid ___ Yes ___ No

c. Any other hearing or ear problem ___ Yes ___ No

14. Have you ever had a back injury? ___ Yes ___ No

15. Do you currently have any of the following musculoskeletal problems?

a. Weakness in any of your arms, hands, legs or feet ___ Yes ___ No

b. Back pain ___ Yes ___ No

c. Difficulty fully moving your arms and legs ___ Yes ___ No

d. Pain or stiffness when you lean forward or backward at the waist ___ Yes ___ No

e. Difficulty fully moving your head up or down ___ Yes ___ No

f. Difficulty fully moving your head side to side ___ Yes ___ No

g. Difficulty bending at your knees ___ Yes ___ No

h. Difficulty squatting to the ground ___ Yes ___ No

i. Difficulty climbing stairs or a ladder carrying more than 25 pounds ___ Yes ___ No

j. Any other muscle or skeletal problem that interferes with using a respirator ___ Yes ___ No

Employee Name: _____

Signature: _____

Date: _____

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TO THE PLHCP

Check √ the ONE that applies

☐ I have reviewed Part A Section 2 of this questionnaire with the employee and I do not recommend that a physical examination be performed.

☐ I have reviewed Part A Section 2 of this questionnaire with the employee and I am recommending that a physical examination be performed.

☐ I have reviewed Part A section 2 of this questionnaire without the employee and I do not recommend that a physical examination be performed.

☐ I have reviewed Part A Section 2 of this question without the employee and I am recommending that a physical examination be performed.

_____

PLHCP Signature

_____

Employee Signature (When Available)

_____

Date

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 respirators 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.

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VOLUNTARY RESPIRATOR USE FORM

OSHA's Respiratory Protection Standard, 29CFR1910.134

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 respirators 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.

FILTERING FACEPIECE RESPIRATORS AND OSHA REQUIREMENTS

❑ Filtering Face piece Respirators (also called dust masks) are considered true respirators according to OSHA. N95 refers to the NIOSH certification of the filter media that comprises the face piece. N means that it is not oil resistant and 95 refers to it being 95% effective at filtering particles at the 0.3 micron level. N95 is the most common type of filtering face piece respirator. Other NIOSH-certified filtering face piece respirators include R95, P95, N100 and P100.

❑ Voluntary use is defined as use for employee comfort purposes only. No hazard exists that requires use of a respirator and the use of the respirator does not produce any additional hazard. At Citadel Roofing and Solar, the only acceptable respirator for voluntary use is the filtering face piece respirator (N95).

❑ OSHA requires that all employees voluntarily wearing filtering face piece respirators receive basic information on respirators as provided in Appendix D of their Respirator Standard,

1910.134 (which is found at the beginning of this document). – **Review Appendix D with employee. Signature of this training form certifies receipt of Appendix D to 1910.134, as required by OSHA.**

HOW TO USE AND WEAR A FILTERING FACEPIECE RESPIRATOR

❑ Inspect respirators prior to use, including new units out of the box. Check for rips and tears. Make sure straps are securely attached, nose piece is attached properly, and that no obvious defects exist.

❑ Proper use of the respirator is important. Without it, the respirator is ineffective against the workplace contaminates. Follow manufacturers' instructions for use. **– Review manufacturer's instructions with employee. Have employee demonstrate proper use.**

❑ Beards and other facial hair negate the effectiveness of the respirator because they prevent an adequate seal between the respirator and the face. Skin afflictions, such as dermatitis, or scars, could affect the ability to produce a seal.

❑ User seal checks confirm that an adequate seal with the face is achieved when the mask is applied. User seal checks should be done every time the mask is put on and every time it is re-adjusted on the face. – **Review manufacturers' instructions for conducting user seal checks with employee.**

LIMITATIONS OF PPE

❑ Filtering face piece respirators are only useful for protection against particulates. They are not to be used in oxygen-deficient atmospheres or atmospheres that contain hazards that are immediately dangerous to life and health (IDLH). Odors will still be noted when using the respirator because it does not filter out gases or vapors. The respirator will not provide adequate protection if a good seal with the face is not achieved.

CARE, MAINTENANCE, USEFUL LIFE AND DISPOSAL OF PPE

❑ Filtering Face piece Respirators are considered disposable PPE. They cannot be cleaned, especially when they become wet or soiled. They cannot be shared with other employees.

❑ New respirators should be stored in a clean, dry location, protected from sunlight, chemicals, water, and physical damage.

Employee Name:	Signature:	Date:
Trainer Name:	Signature:	Date:

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SAMPLE SDS

Safety Data Sheet
RainBuster 850 Black

1. Identification

Product identifier used on the label

RainBuster 850 Black

Recommended use of the chemical and restriction on use

Recommended use*: for industrial and professional users

* The "Recommended use" identified for this product is provided solely to comply with a Federal requirement and is not part of the seller's published specification. The terms of this Safety Data Sheet (SDS) do not create or infer any warranty, express or implied, including by incorporation into or reference in the seller's sales agreement.

Details of the supplier of the safety data sheet

Company:
Top Industrial, Inc.
15010 Keswick St.
Van Nuys, CA 91405

Telephone: 1-818-901-1313

Emergency telephone number

CHEMTREC: 1-800-424-9300

Other means of identification

Chemical family: sealant

2. Hazards Identification

According to Regulation 2012 OSHA Hazard Communication Standard; 29 CFR Part 1910.1200

Classification of the product

Acute Tox.	4 (Inhalation - vapour)	Acute toxicity
Eye Dam./Irrit.	2A	Serious eye damage/eye irritation
Resp. Sens.	1	Respiratory sensitization
Skin Sens.	1	Skin sensitization
Carc.	2	Carcinogenicity
STOT RE	1	Specific target organ toxicity — repeated exposure

Label elements

Pictogram:

Signal Word:
Danger

Hazard Statement:

H332	Harmful if inhaled.
H319	Causes serious eye irritation.
H334	May cause allergy or asthma symptoms or breathing difficulties if inhaled.
H317	May cause an allergic skin reaction.
H351	Suspected of causing cancer.
H372	Causes damage to organs (Central nervous system) through prolonged or repeated exposure.

Precautionary Statements (Prevention):

P280	Wear protective gloves/protective clothing/eye protection/face protection.
P271	Use only outdoors or in a well-ventilated area.
P260	Do not breathe dust/gas/mist/vapours.
P201	Obtain special instructions before use.
P261	Avoid breathing vapours.
P202	Do not handle until all safety precautions have been read and understood.
P284	[In case of inadequate ventilation] wear respiratory protection.
P270	Do not eat, drink or smoke when using this product.
P264	Wash with plenty of water and soap thoroughly after handling.
P272	Contaminated work clothing should not be allowed out of the workplace.

Precautionary Statements (Response):

P312	Call a POISON CENTER or doctor/physician if you feel unwell.
P305 + P351 + P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P304 + P340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
P314	Get medical advice/attention if you feel unwell.
P308 + P311	IF exposed or concerned: Call a POISON CENTER or doctor/physician.
P303 + P352	IF ON SKIN (or hair): Wash with plenty of soap and water.
P333 + P311	If skin irritation or rash occurs: Call a POISON CENTER or doctor/physician.
P362 + P364	Take off contaminated clothing and wash before reuse.
P337 + P311	If eye irritation persists: Call a POISON CENTER or doctor/physician.

Precautionary Statements (Storage):

P405	Store locked up.

Precautionary Statements (Disposal):

P501	Dispose of contents/container to hazardous or special waste collection point.

Hazards not otherwise classified

classification but which may contribute to the overall hazards of the substance or mixture.

Labeling of special preparations (GHS):
CONTAINS ISOCYANATES. INHALATION OF ISOCYANATE MISTS OR VAPORS MAY CAUSE RESPIRATORY IRRITATION, BREATHLESSNESS, CHEST DISCOMFORT AND REDUCED PULMONARY FUNCTION. OVEREXPOSURE WELL ABOVE THE PEL MAY RESULT IN BRONCHITIS, BRONCHIAL SPASMS AND PULMONARY EDEMA. LONG-TERM EXPOSURE TO ISOCYANATES HAS BEEN REPORTED TO CAUSE LUNG DAMAGE, INCLUDING REDUCED LUNG FUNCTION WHICH MAY BE PERMANENT. ACUTE OR CHRONIC OVEREXPOSURE TO ISOCYANATES MAY CAUSE SENSITIZATION IN SOME INDIVIDUALS, RESULTING IN ALLERGIC RESPIRATORY REACTIONS INCLUDING WHEEZING, SHORTNESS OF BREATH AND DIFFICULTY BREATHING. ANIMAL TESTS INDICATE THAT SKIN CONTACT MAY PLAY A ROLE IN CAUSING RESPIRATORY SENSITIZATION.

3. Composition / Information on Ingredients

According to Regulation 2012 OSHA Hazard Communication Standard; 29 CFR Part 1910.1200

CAS Number	Content (W/W)	Chemical name
1317-65-3	>= 15.0 - < 20.0 %	Limestone
14807-96-6	>= 1.0 - < 5.0 %	talc
1305-78-8	>= 1.0 - < 3.0 %	calcium oxide
8052-41-3	>= 1.0 - < 3.0 %	Stoddard solvent
91-08-7	>= 0.3 - < 1.0 %	toluene-2,6-diisocyanate
2530-83-8	>= 0.3 - < 1.0 %	trimethoxy(3-(oxiranylmethoxy)propyl)silane
1333-86-4	>= 0.3 - < 1.0 %	carbon black
584-84-9	>= 0.03 - < 0.04 %	toluene-2,4-diisocyanate

4. First-Aid Measures

Description of first aid measures

General advice:
Remove contaminated clothing.

If inhaled:
Remove the affected individual into fresh air and keep the person calm. Assist in breathing if necessary. Immediate medical attention required.

If on skin:
Wash affected areas thoroughly with soap and water. If irritation develops, seek medical attention.

If in eyes:
In case of contact with the eyes, rinse immediately for at least 15 minutes with plenty of water. Immediate medical attention required.

If swallowed:
Rinse mouth and then drink plenty of water. Do not induce vomiting. Never induce vomiting or give anything by mouth if the victim is unconscious or having convulsions. Immediate medical attention required.

Most important symptoms and effects, both acute and delayed

section 2) and/or in section 11.
Hazards: Symptoms can appear later.

Indication of any immediate medical attention and special treatment needed

Note to physician

Antidote:	Specific antidotes or neutralizers to isocyanates do not exist.
Treatment:	Treatment should be supportive and based on the judgement of the physician in response to the reaction of the patient.

5. Fire-Fighting Measures

Extinguishing media

Suitable extinguishing media:
foam, water spray, dry powder, carbon dioxide

Unsuitable extinguishing media for safety reasons:
water jet

Special hazards arising from the substance or mixture
Hazards during fire-fighting:
nitrous gases, fumes/smoke, isocyanate, vapour

Advice for fire-fighters
Protective equipment for fire-fighting:
Firefighters should be equipped with self-contained breathing apparatus and turn-out gear.

Further information:
Keep containers cool by spraying with water if exposed to fire. Dispose of fire debris and contaminated extinguishing water in accordance with official regulations.

6. Accidental release measures

Personal precautions, protective equipment and emergency procedures
Clear area. Ensure adequate ventilation. Wear suitable personal protective clothing and equipment.

Environmental precautions
Contain contaminated water/firefighting water. Do not discharge into drains/surface waters/groundwater.

Methods and material for containment and cleaning up
For small amounts: Absorb isocyanate with suitable absorbent material (see § 40 CFR, sections 260, 264 and 265 for further information). Shovel into open container. Do not make container pressure tight. Move container to a well-ventilated area (outside). Spill area can be decontaminated with the following recommended decontamination solution: Mixture of 90 % water, 8 % concentrated ammonia, 2 % detergent. Add at a 10 to 1 ratio. Allow to stand for at least 48 hours to allow escape of evolved carbon dioxide.
For large amounts: If temporary control of isocyanate vapor is required, a blanket of protein foam or other suitable foam (available from most fire departments) may be placed over the spill. Transfer as much liquid as possible via pump or vacuum device into closed but not sealed containers for disposal.

For residues: The following measures should be taken for final cleanup: Wash down spill area with decontamination solution. Allow solution to stand for at least 10 minutes.
Dike spillage.

7. Handling and Storage

Precautions for safe handling

Provide suitable exhaust ventilation at the processing machines. Ensure thorough ventilation of stores and work areas. Avoid aerosol formation. When handling heated product, vapours of the product should be ventilated, and respiratory protection used. Wear respiratory protection when spraying. Danger of bursting when sealed gastight. Protect against moisture. If bulging of drum occurs, transfer to well ventilated area, puncture to relieve pressure, open vent and let stand for 48 hours before resealing.

Protection against fire and explosion:
Keep away from sources of ignition - No smoking. The relevant fire protection measures should be noted.

Conditions for safe storage, including any incompatibilities

No applicable information available.

Further information on storage conditions: Keep only in the original container in a cool, well-ventilated place. Protect from direct sunlight. Store protected against freezing.

Storage stability:
Storage temperature: 5 - 32 °C
Protect from temperatures below: -17 °C
Protect from temperatures above: 48 °C

8. Exposure Controls/Personal Protection

Components with occupational exposure limits

toluene-2,6-diisocyanate	ACGIH TLV	TWA value 0.005 ppm ; STEL value 0.02 ppm :
calcium oxide	OSHA PEL ACGIH TLV	PEL 5 mg/m3 ; TWA value 5 mg/m3 ; TWA value 2 mg/m3 ;
Limestone	OSHA PEL	PEL 5 mg/m3 Respirable fraction ; PEL 15 mg/m3 Total dust ; TWA value 15 mg/m3 Total dust ; TWA value 5 mg/m3 Respirable fraction

talc	OSHA PEL	TWA value 20 millions of particles per cubic foot of air ; TWA value 2.4 millions of particles per cubic foot of air Respirable ; The exposure limit is calculated from the equation, 250/(%SiO2+5), using a value of 100% SiO2. Lower percentages of SiO2 will yield higher exposure limits. TWA value 0.1 mg/m3 Respirable ; The exposure limit is calculated from the equation, 10/(%SiO2+2), using a value of 100% SiO2. Lower percentages of SiO2 will yield higher exposure limits. TWA value 0.3 mg/m3 Total dust ; The exposure limit is calculated from the equation, 30/(%SiO2+2), using a value of 100% SiO2. Lower percentages of SiO2 will yield higher exposure limits. TWA value 2 mg/m3 Respirable dust ; TWA value 0.3 mg/m3 Total dust ; The exposure limit is calculated from the equation, 30/(%SiO2+2), using a value of 100% SiO2. Lower percentages of SiO2 will yield higher exposure limits. TWA value 0.1 mg/m3 Respirable ; The exposure limit is calculated from the equation, 10/(%SiO2+2), using a value of 100% SiO2. Lower percentages of SiO2 will yield higher exposure limits. TWA value 2.4 millions of particles per cubic foot of air Respirable ; The exposure limit is calculated from the equation, 250/(%SiO2+5), using a value of 100% SiO2. Lower percentages of SiO2 will yield higher exposure limits. TWA value 20 millions of particles per cubic foot of air ;
	ACGIH TLV	TWA value 2 mg/m3 Respirable fraction ; The value is for particulate matter containing no asbestos and <1% crystalline silica.
Stoddard solvent	OSHA PEL	PEL 500 ppm 2,900 mg/m3 ;
	ACGIH TLV	TWA value 100 ppm ;

Advice on system design:
Provide adequate exhaust ventilation to control work place concentrations.

Personal protective equipment

Respiratory protection:
When workers are facing concentrations above the occupational exposure limits they must use appropriate certified respirators. When atmospheric levels may exceed the occupational exposure limit (PEL or TLV) NIOSH-certified air-purifying respirators equipped with an organic vapor sorbent and particulate filter can be used as long as appropriate precautions and change out schedules are in place. For emergency or non-routine, high exposure situations, including confined space entry, use a NIOSH-certified full facepiece pressure demand self-contained breathing apparatus (SCBA) or a full facepiece pressure demand supplied-air respirator (SAR) with escape provisions.

Hand protection:
Chemical resistant protective gloves should be worn to prevent all skin contact., Suitable materials may include, chloroprene rubber (Neoprene), nitrile rubber (Buna N), chlorinated polyethylene, polyvinylchloride (Pylox), butyl rubber, depending upon conditions of use.

Eye protection:
Tightly fitting safety goggles (chemical goggles). Wear face shield if splashing hazard exists.

Body protection:
Cover as much of the exposed skin as possible to prevent all skin contact., Suitable materials may include, saran-coated material, depending upon conditions of use.

General safety and hygiene measures:
Wear protective clothing as necessary to prevent contact. Eye wash fountains and safety showers must be easily accessible. Observe the appropriate PEL or TLV value. Wash soiled clothing immediately. Contaminated equipment or clothing should be cleaned after each use or disposed of.

9. Physical and Chemical Properties

Form:	paste	
Odour:	mild	
Odour threshold:		No applicable information available.
Colour:	black	
pH value:		No applicable information available.
Melting point:		No applicable information available.
Boiling point:		No applicable information available.
Sublimation point:		No applicable information available.
Flash point:		Non-flammable.
Flammability:	not flammable	(UN Test N.1 (ready combustible solids))
Lower explosion limit:		No applicable information available.
Upper explosion limit:		No applicable information available.
Autoignition:		No applicable information available.
Vapour pressure:		No applicable information available.
Density:	10.1 lb/USg	(25 °C)
Relative density:		No applicable information available.
Vapour density:		No applicable information available.
Partitioning coefficient n-octanol/water (log Pow):		No applicable information available.
Self-ignition temperature:		not self-igniting
Thermal decomposition:	No decomposition if stored and handled as prescribed/indicated.	
Viscosity, dynamic:		No applicable information available.
Viscosity, kinematic:		No applicable information available.
Solubility in water:		(15 °C) insoluble
Miscibility with water:		(15 °C) not (e.g. <10%)
Solubility (quantitative):		No applicable information available.
Solubility (qualitative):	No applicable information available.	
Evaporation rate:		No applicable information available.
Other Information:	If necessary, information on other physical and chemical parameters is indicated in this section.	

10. Stability and Reactivity

Reactivity

No hazardous reactions if stored and handled as prescribed/indicated.

Oxidizing properties:
Not an oxidizer.

Chemical stability
The product is stable if stored and handled as prescribed/indicated.

Possibility of hazardous reactions
Reacts with water, with formation of carbon dioxide. Risk of bursting. Reacts with alcohols. Reacts with acids. Reacts with alkalies. Reacts with amines. Risk of exothermic reaction. Risk of polymerization. Contact with certain rubbers and plastics can cause brittleness of the substance/product with subsequent loss in strength.

Conditions to avoid
Avoid moisture.

Incompatible materials
acids, amines, alcohols, water, Alkalines, strong bases, Substances/products that react with isocyanates.

Hazardous decomposition products

Decomposition products:
Hazardous decomposition products: carbon monoxide, carbon dioxide, nitrogen oxide, hydrogen cyanide, nitrogen oxides, aromatic isocyanates, gases/vapours

Thermal decomposition:
No decomposition if stored and handled as prescribed/indicated.

11. Toxicological information

Primary routes of exposure

Routes of entry for solids and liquids are ingestion and inhalation, but may include eye or skin contact. Routes of entry for gases include inhalation and eye contact. Skin contact may be a route of entry for liquefied gases.

Acute Toxicity/Effects

Acute toxicity
Assessment of acute toxicity: Harmful by inhalation.

Oral
No applicable information available.

Inhalation
Type of value: ATE
Value: 14.8 mg/l
Determined for vapor

Dermal
No applicable information available.

Assessment other acute effects
No applicable information available.

Irritation / corrosion
Assessment of irritating effects: Eye contact causes irritation.

Sensitization
Assessment of sensitization: Sensitization after skin contact possible. The substance may cause sensitization of the respiratory tract.

Chronic Toxicity/Effects

Repeated dose toxicity
Assessment of repeated dose toxicity: Prolonged exposure may cause chronic effects.

Genetic toxicity
Assessment of mutagenicity: The substance was mutagenic in various bacterial test systems; however, a mutagenic effect could not be confirmed in mammalian cell culture.

Carcinogenicity
Assessment of carcinogenicity: Contains a compound classified as IARC Group 2B (possibly carcinogenic to humans).

Information on: toluene-2,6-diisocyanate
Assessment of carcinogenicity: IARC (International Agency for Research on Cancer) has classified this substance as group 2B (The agent is possibly carcinogenic to humans).

Information on: carbon black
Assessment of carcinogenicity: IARC (International Agency for Research on Cancer) has classified this substance as group 2B (The agent is possibly carcinogenic to humans). In long-term animal studies in which the substance was given by inhalation in high concentrations, a carcinogenic effect was observed. A clear indication of an increased risk of cancer in humans has so far not been shown. No carcinogenic potential can be deduced from other studies with rats and mice.

Reproductive toxicity
Assessment of reproduction toxicity: The results of animal studies gave no indication of a fertility impairing effect.

Teratogenicity
Assessment of teratogenicity: No indications of a developmental toxic / teratogenic effect were seen in animal studies.

Other Information
Based on our experience and the information available, no adverse health effects are expected if handled as recommended with suitable precautions for designated uses. The product has not been tested. The statements on toxicology have been derived from the properties of the individual components.

Symptoms of Exposure

The most important known symptoms and effects are described in the labelling (see section 2) and/or in section 11.

Medical conditions aggravated by overexposure
The isocyanate component is a respiratory sensitizer. It may cause allergic reaction leading to asthma-like spasms of the bronchial tubes and difficulty in breathing. Medical supervision of all employees who handle or come into contact with isocyanates is recommended. Contact may aggravate pulmonary disorders. Persons with history of respiratory disease or hypersensitivity should not be exposed to this product. Preemployment and periodic medical examinations with respiratory

function tests (FEV, FVC as a minimum) are suggested. Persons with asthmatic conditions, chronic bronchitis, other chronic respiratory diseases, recurrent eczema or pulmonary sensitization should be excluded from working with isocyanates. Once a person is diagnosed as having pulmonary sensitization (allergic asthma) to isocyanates, further exposure is not recommended.

12. Ecological Information

Toxicity

Aquatic toxicity
Assessment of aquatic toxicity:
Based on available Data, the classification criteria are not met.

Persistence and degradability

Assessment biodegradation and elimination (H2O)
Poorly biodegradable.
The product is unstable in water. The elimination data also refer to products of hydrolysis.

Assessment biodegradation and elimination (H2O)

Information on: TDI

Poorly biodegradable. The product is unstable in water. The elimination data also refer to products of hydrolysis.

Mobility in soil

Assessment transport between environmental compartments
Adsorption to solid soil phase is not expected.

Additional information

Other ecotoxicological advice:
Do not discharge product into the environment without control. The product has not been tested. The statements on ecotoxicology have been derived from the properties of the individual components.

13. Disposal considerations

Waste disposal of substance:
Dispose of in accordance with local authority regulations. Do not discharge into drains/surface waters/groundwater.

14. Transport Information

Land transport
USDOT

Not classified as a dangerous good under transport regulations

Sea transport
IMDG

Not classified as a dangerous good under transport regulations

Air transport
IATA/ICAO

Not classified as a dangerous good under transport regulations

15. Regulatory Information

Federal Regulations

Registration status:
Chemical TSCA, US released / listed

TSCA § 5(f) proposed Significant New Use Restriction (SNUR)
This product contains a substance subject to a pending SNUR.
40 CFR 721.10789

EPCRA 311/312 (Hazard categories): Acute; Chronic

CERCLA RQ	CAS Number	Chemical name
1000 LBS	108-88-3	Toluene
100 LBS	108-90-7; 584-84-9; 91-08-7	chlorobenzene; toluene-2,4-diisocyanate; toluene-2,6-diisocyanate

State regulations

CA Prop. 65:
WARNING: THIS PRODUCT CONTAINS A CHEMICAL(S) KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER AND BIRTH DEFECTS OR OTHER REPRODUCTIVE HARM.

NFPA Hazard codes:
Health : 2 Fire: 1 Reactivity: 1 Special:

HMIS III rating
Health: 2¤ Flammability: 1 Physical hazard: 1

16. Other Information

SDS Prepared by:
Top Industrial, Inc.
SDS Prepared on: 2015/05/13

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END OF DATA SHEET

Date Prepared: 07/19/2022
Supersedes Date: 07/31/2018 Version 1.1

SECTION 1: IDENTIFICATION

1.1 PRODUCT IDENTIFIER
Product Names: Concrete Roof Tile

1.1 INTENDED USE OF THE PRODUCT BUILDING MATERIALS Building Material

1.2 NAME, ADDRESS AND TELEPHONE NUMBER OF THE RESPONSIBLE PARTY
WESTLAKE ROYAL ROOFING LLC
2801 Post Oak, Suite 600, Houston, Texas 77056 | Ph:1-855-769-2585

1.3 EMERGENCY TELEPHONE NUMBER: 1-800-822-7529

SECTION 2: HAZARD (S) IDENTIFICATION

CLASSIFICATION OF THE SUBSTANCE OR MIXTURE (GHS-US)
This product is an article as defined in the OSHA Hazard Communication Standard [29 CFR 1910.1200(c)] and, therefore, is exempt from regulatory requirements when handled as a manufactured item. This SDS contains additional health hazard information related to dust generation during construction.

2.1 HAZARD CLASSIFICATION (GHS-US)
Skin Irritation 2

Eye Irritation 2 B

STOT-SE (Single Exposure) 3 (Respiratory Irritation)

STOT-RE (Repeated Exposure) 2 (Respiratory Illness)

Carcinogen 1A

2.2 LABEL ELEMENTS (GHS-US)

Hazard Pictograms:

Signal Word:
- Danger

Hazard Statements:
- Causes skin irritation (H316)
- Causes eye irritation (H320)
- May cause respiratory irritation (H335)
- May cause cancer (H350)
- May cause damage to respiratory system through prolonged or repeated exposure (H373)

Precautionary and Response Statements:

- Do not handle until all safety precautions have been read and understood (P202)
- Avoid breathing dust; in case of inadequate ventilation, wear respiratory protection (P261) (P284)
- Cut/grind/chip product in a well-ventilated area or use a wet saw (P271)
- Wear protective gloves, protective clothing, and eye protection (P280)
- IF INHALED: Remove person to fresh air and keep at rest in a position comfortable for breathing (P304) (P340)
- IF IN EYES: Rinse cautiously with water for at least 15 minutes. Remove contact lenses if present and easy to do. Continue rinsing until pain or irritation subsides. (P305) (P351) (P338)
- If symptoms persist: Get medical advice/attention (P313)

2.3 OTHER HAZARDS
Exposure may aggravate those with pre-existing eye, skin,or respiratory conditions.

2.4 CALIFORNIA PROPOSITION 65: **WARNING:** Cancer and Reproductive Harm—www.P65Warnings.ca.gov

SECTION 3: COMPOSITION/INFORMATION ON INGREDIENTS

3.1 DESCRIPTION OF PRODUCT Concrete matrix article.

3.2 PRODUCT INGREDIENTS AND HAZARD CLASSIFICATION
Substances and hazard classification based on dust composition.

Ingredient	Product Identifier (CAS No.)	% (w/w)	Hazard Classification (GHS-US)
Quartz	14808-60-7	40 - 60	• Carcinogenicity 1A, H350 • STOT 2 (Respiratory), H373
Portland cement (cured)	65997-15-1	20 – 40	• Skin Irritation 2, H316 • Eye Irritation 2B, H320 • STOT 3 (Respiratory), H335
Limestone	1317-65-3	< 30	• Skin Irritation 2, H316 • Eye Irritation 2B, H320 • STOT 3 (Respiratory), H335
Amorphous silica	7631-86-9	< 4	• Not classified
Iron oxide	1309-37-1	≤ 3	• Not classified

Note: This product contains additional not classified substances at low concentrations that do not contribute to the hazards of this product.

SECTION 4: FIRST AID MEASURES

4.1 DESCRIPTION OF FIRST AID MEASURES

General: Never give anything by mouth to an unconscious person. Any person who is experiencing symptoms of injury or illness should be moved to a comfortable area with fresh air, and the label or SDS for this product reviewed.

Inhalation: If symptoms of dust exposure (respiratory irritation) occur, move the person to fresh air. Provide drinking water, if conscious, to flush mouth and irrigate upper respiratory tract. Seek medical attention for discomfort or if coughing or other symptoms do not subside.

Eye Contact: If injury is due to a projectile, seek immediate medical attention. If the person's symptom is eye irritation due to dust exposure, careful flushing with clean water should continue for at least 15 minutes. If contact lenses are present, they should be removed after flushing. Flushing should continue until irritation subsides. Medical attention should be obtained if irritation persists.

Skin: Injuries to skin due to abrasion, laceration, or crushing should be treated by flushing with clean water, followed by first aid (application of disinfectant and bandage). If the injury is more extensive or irritation and pain persists, medical attention should be sought.

4.2 MOST IMPORTANT SYMPTOMS AND EFFECTS—BOTH ACUTE AND DELAYED

General: The most important symptoms and effects from exposure to this product's dust is respiratory irritation and respiratory system chronic illness if significant exposures occur repeatedly.

Inhalation: The immediate acute response to dust inhalation is respiratory system irritation. Upon repeated high levels of dust exposure, crystalline silica content of the dust may cause delayed or chronic respiratory illnesses, including silicosis and cancer.

Eye Contact: Exposures of the eyes to particles and dust may result in irritation, pain, redness, and blurred vision, which is usually temporary.

Skin Contact: Other than abrasion and irritation, skin contact should not cause delayed or chronic symptoms.

4.3 INDICATION OF IMMEDIATE MEDICAL ATTENTION AND SPECIAL TREATMENT
Anytime symptoms of eye irritation or respiratory irritation persist, medical attention should be obtained.

SECTION 5: FIRE-FIGHTING MEASURES

5.1 EXTINGUISHING MEDIA Suitable Extinguishing Media: Use extinguishing media appropriate for surrounding fire. Finished product is not combustible.

5.2 SPECIAL HAZARDS ARISING FROM THE SUBSTANCE OR MIXTURE

Fire Hazard: Not combustible.

Explosion Hazard: Product is not explosive.

Reactivity: Hazardous reactions are not expected to occur under normal conditions.

5.3 ADVICE FOR FIRE FIGHTERS
Not applicable.

SECTION 6: ACCIDENTAL RELEASE MEASURES

6.1 PERSONAL PRECAUTIONS, PROTECTIVE EQUIPMENT, AND EMERGENCY PROCEDURES
General Measures: Do not breathe dust. Do not get in eyes, on skin,or on clothing.

6.1.1. FOR NON-EMERGENCY PERSONNEL
Protective Equipment: Use appropriate personal protective equipment (PPE) during clean-up.
Emergency Procedures: Not applicable.

6.1.2. FOR EMERGENCY PERSONNEL
Protective Equipment: Equip clean-up crew with proper protection.
Emergency Procedures: Ventilate area or use wet methods if dust is generated.

6.2 ENVIRONMENTAL PRECAUTIONS
Reuse product as appropriate to avoid disposal.

6.3 METHOD SAND MATERIAL FOR CONTAINMENT AND CLEAN-UP
Containment: Contain and collect as any solid. Avoid actions that cause dust to become airborne. Do not breathe dust, and do not allow large quantities of dust to contact skin.

6.4 REFERENCE TO OTHER SECTIONS See Section 8.
Exposure Controls and Personal Protection. For further information, refer to Section 13.

SECTION 7: HANDLING AND STORAGE

7.1 PRECAUTIONS FOR SAFE HANDLING
Additional Hazards when Processed: Cutting, crushing, or grinding crystalline silica-bearing materials will release respirable crystalline silica. Use all appropriate measures of dust control or suppression and Personal Protective Equipment (PPE) described in Section 8.

Hygiene Measures: Handle in accordance with good industrial hygiene and safety procedures. Wash hands and other exposed areas with mild soap and water before eating, drinking or smoking, and again when leaving work.

7.2 CONDITIONS FOR SAFE STORAGE, INCLUDING ANY INCOMPATIBILITIES
Not applicable.

7.3 SPECIFIC END-USE(S)
No applicable limits.

SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION

8.1 EXPOSURE LIMITS

The following exposure limits are based on a time-weighted full-shift exposure, unless otherwise noted.

Ingredient	OSHA PEL[1]	ACGIH-TLV[2]	Other[3]
Quartz (crystalline silica)[4]	50 µg/m³ [0.05 mg/m³ (respirable fraction)]	0.025 mg/m³ (respirable fraction)	0.05 mg/m³ (respirable fraction)
Portland cement	15 mg/m³ (total dust); 5 mg/m³ (respirable fraction)	1 mg/m³ (respirable fraction containing no asbestos and < 1% crystalline silica)	10 mg/m³ (total dust); 5 mg/m³ (respirable fraction)
Limestone	15 mg/m³ (total dust); 5 mg/m³ (respirable fraction)	10 mg/m³ (total dust); 3 mg/m³ (respirable fraction)	0.05 mg/m³ (respirable fraction)
Iron oxide	Fume: 10 mg/m³ (total dust); Particulate: 15 mg/m³ (total dust); 5 mg/m³ (respirable fraction)	5 mg/m³ (respirable fraction)	5 mg/m³ (total dust)
Amorphous silica	80 mg/m³ ÷ %SiO2	10 mg/m³ (total dust); 3 mg/m³ (respirable fraction)	6 mg/m³ (total dust)

ƒn(1) OSHA PEL (Permissible Exposure Levels at 29 CFR1910.1000)
ƒn(2) ACGIH-TLV (American Conference of Governmental Industrial Hygienists-Threshold Limit Values 2018)
ƒn(3) NIOSH REL (National Institute for Occupational Safety & Health Recommended Exposure Limit)
ƒn(4) Amount of respirable crystalline silica not determined.

8.2 EXPOSURE CONTROLS

Appropriate Engineering Controls: Power equipment should be equipped with wet dust suppression or dust collection devices if cutting/grinding/chipping product. Emergency eyewash equipment should be available in the immediate vicinity of any potential exposure. Use local exhaust or general dilution ventilation, or other suppression methods to maintain dust levels below exposure limits. Reference: OSHA Respirable Crystalline Silica Standard for Construction [29 CFR 1926.1153].

Personal Protective Equipment: Protective goggles or safety glasses, and gloves. Wear respiratory protection if dust is present when cutting/grinding/chipping product in accordance with the OSHA Respiratory Protection Standard [29 CFR 1910.134].

Hand Protection: Protective gloves as appropriate to prevent abrasion and hand injuries.

Eye and/or Face Protection: Approved safety glasses, goggles, and/or face-shield.

Skin and Body Protection: Appropriate work clothing and footwear should be worn.

Respiratory Protection: If exposure limits are exceeded or irritation is experienced, NIOSH-approved respiratory protection should be worn in accordance with the OSHA Respiratory Protection Standard [29 CFR 1910.143].

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

9.1 INFORMATION ON BASIC PHYSICAL AND CHEMICAL PROPERTIES

Physical State: Solid.
Appearance: Solid. Tiles come in a wide range of colors.
Odor: Essentially odorless.
Odor Threshold: Not applicable.
pH: Not applicable. **Evaporation Rate:** Not applicable.
Melting Point: No data.
Freezing Point: Not applicable.
Boiling Point: Not applicable.
Flash point: Not applicable.
Auto-Ignition Temperature: Not applicable.
Decomposition Temperature: Not applicable.
Flammability (solid, gas): Not applicable.
Lower Flammable Limit: Not applicable.
Upper Flammable Limit: Not applicable.
Vapor Pressure: Not applicable.
Relative Vapor Density at 20°C: Not applicable.
Relative Density: Not applicable.
Specific Gravity: 2.6
Solubility: Negligible in water.
Partition Coefficient—N-Octanol/Water: Not applicable.
Viscosity: Not applicable.
Explosion Data—Sensitivity to Mechanical Impact: Not applicable.
Explosion Data—Sensitivity to Static Discharge: Not applicable.

SECTION 10: STABILITY AND REACTIVITY

10.1 REACTIVITY Hazardous reactions are not expected to occur under normal conditions.

10.2 CHEMICAL STABILITY Stable.

10.3 POSSIBILITY OF HAZARDOUS REACTIONS Not applicable.

10.4 CONDITIONS TO AVOID Not applicable.

10.5 INCOMPATIBLE MATERIALS Not applicable.

10.6 HAZARDOUS DECOMPOSITION PRODUCTS Not applicable.

SECTION 11: TOXICOLOGICAL INFORMATION

11.1 LIKELY ROUTES OF EXPOSURE

Skin Contact: Product is abrasive and may irritate unprotected skin.

Eye Contact: When product is shaped or cut, chips or dust may enter unprotected eyes and cause injury or irritation.

Inhalation: When product is shaped or cut, respirable dust may be generated that, when inhaled, can cause respiratory system irritation. Prolonged or repeated inhalation exposure may cause chronic illness.

Ingestion: Not expected to be an exposure route of concern.

11.2 SYMPTOMS RELATED TO PHYSICAL, CHEMICAL, AND TOXICOLOGICAL CHARACTERISTICS

Immediate Effects: Irritation of skin, eyes, and respiratory tract due to abrasion or dust inhalation will produce immediate discomfort, and first aid provided.

Delayed and Chronic Effects: Inhalation of dust on a prolonged or repeated basis may result in chronic lung disease or silicosis and may also result in lung cancer.

11.3 NUMERICAL MEASURES OF TOXICITY

The acute and chronic effects of exposure to this product's fumes/dust have not been quantified.

11.4 CARCINOGENICITY

The ingredient quartz, also known as crystalline silica, has been determined to be carcinogenic by the International Agency for Research on Cancer (IARC) and the National Toxicology Program (NTP).

SECTION 12: ECOLOGICAL INFORMATION

12.1 TOXICITY No additional information available.

12.2 PERSISTENCE AND DEGRADABILITY Not available.

12.3 BIO ACCUMULATIVE POTENTIAL Not available.

12.4 MOBILITY IN SOIL Not available.

12.5 OTHER ADVERS EEFFECTS Not available.

SECTION 13: DISPOSAL CONSIDERATIONS

13.1 WASTE TREATMENT METHODS

Waste Disposal Recommendations: Scrap material should be re-used or recycled. Waste is not a hazardous waste as defined by the Resource Conservation and Recovery Act (RCRA) (40 CFR 261). Dispose of waste material in accordance with all local, regional, national, provincial, territorial, and international regulations.

SECTION 14: TRANSPORT INFORMATION

14.1 IN ACCORDANCE WITH DOT Not regulated for transport.

14.2 IN ACCORDANCE WITH IMDG Not regulated for transport.

14.3 IN ACCORDANCE WITH IATA Not regulated for transport.

14.4 IN ACCORDANCE WITH TDG Not regulated for transport.

SECTION 15: REGULATORY INFORMATION

15.1 U.S. FEDERAL REGULATIONS

SARA Section 311/312 Hazard Classes

Exempt article [40 CFR 370.13(b)].

SARA Section 313 Emission Reporting

This product may contain constituents listed under SARA (Title III) Section 313, but not in amounts re quiring supplier notification under 40 CFR Part 372, Subpart C.

TSCA Inventory

All constituents are included on the Toxic Substances Control Act Chemical Inventory (40 CFR 720).

15.2 U.S. STATE REGULATIONS

State Right-to-Know Laws

This product, as an article, is exempt from hazardous substance inventory reporting under the Massachusetts, New Jersey, and Pennsylvania right-to-know laws.

California Proposition 65—Warning Required

Refer to Section 2.4.

15.3 CANADIAN REGULATIONS

DSL

All ingredients are listed or exempt from inclusion on the Canadian Domestic Substances List (DSL).

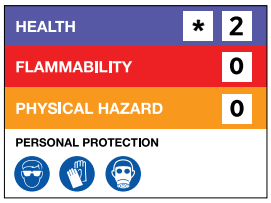
WHMIS

Class D, Division 2, Subdivision A – Material causing other toxic effects. Very Toxic—Chronic.

This product has been classified in accordance with the hazard criteria of the CPR, and the SDS contains all information required by the CPR.

15.4 OTHER: HMIS AND NFPA

HMIS:



NFPA:

SECTION 16: OTHER INFORMATION

Party Responsible for Preparation of this Document
Westlake Royal Roofing LLC
1-855-769-2585 | (949) 585-8200

Limitations
The information and recommendations set forth herein are based on data we have in our possession, and we have reason to believe is accurate. It is, however, the user's responsibility to determine the safety, toxicity, or suitability for his/her own use of the herein described product. Because the actions by others is beyond our control, Westlake Royal Roofing LLC makes no warranty expressed or implied regarding accuracy of the data or the results to be obtained from the use thereof.

APPENDIX A - MANAGEMENT DOCUMENTATION OF CRS'S IIPP IMPLEMENTATION FOR COMPLIANCE WITH THE INJURY AND ILLNESS PREVENTION PROGRAM

Name of Supervisor/Manager: _____

Date All Documentation Completed: _____

Name of Trainer: _____

Initial & Date:

____	____	The Code of Safe Practices is available
____	____	Responsible person has been designated
____	____	The Injury and Illness Prevention Program is available
____	____	Health and safety training has been performed and documented
____	____	Employees are aware of the locations and availability of the Code of Safe Practices, IIPP, and other written health and safety programs (e.g., hazard communication)
____	____	Appropriate personal protective equipment is available and in good condition
____	____	Recordkeeping of accidents and near accidents, their investigation, and any corrective actions taken is set up and implemented
____	____	Recordkeeping of routine location inspections for the presence of safety and health hazards is set up and implemented
____	____	Methods by which location hazards are communicated to employees are established in compliance with CRS's IIPP and are readily understandable by all employees
____	____	Methods by which location hazards are communicated by employees to CRS are established in compliance with CRS IIPP
____	____	Employees are aware that they are encouraged to report health and safety issues to management and that they may do so without fear of reprisal
____	____	All IIPP-related records are maintained for a minimum of one year, with the exception of records presented upon termination to an employee who has worked less than one year
____	____	The IIPP has been updated to address the introduction of significant new health and safety issues to a location, if any

Appendix B -SAFETY VIOLATION/HAZARD NOTIFICATION

Date: _____

Employee Involved: _____

Current Violation: ☐ 1st ☐ 2nd ☐ 3rd ☐ Other: _____

(IF MULTIPLE EMPLOYEES INVOLVED)

Employee Involved: _____

Current Violation: ☐ 1st ☐ 2nd ☐ 3rd ☐ Other: _____

Employee Involved: _____

Current Violation: ☐ 1st ☐ 2nd ☐ 3rd ☐ Other: _____

Employee Involved: _____

Current Violation: ☐ 1st ☐ 2nd ☐ 3rd ☐ Other: _____

Details:

□ No Fall Protection Used
□ Ladder Not Secured
□ Not Connected to Rope
□ Heat Illness Violation
□ Not Connected to Anchor
□ Other

If "Other", explain: _____

_____

_____

Jobsite: _____ Lot Number: _____

Number of Stories: ☐ 1 ☐ 2 ☐ 3 ☐ Other: _____

Communicated to: _____

Disciplinary Action:

☐ Verbal Warning ☐ Written Warning ☐ Sent Home for the Day

☐ Suspension ☐ Termination

CITADEL
ROOFING & SOLAR

NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st Infraction – Verbal Warning (With Documentation) - Possibility of Written Warning, Suspension, and/or Termination (depending on severity of infraction).

2nd Infraction – Written Warning - Possibility of Suspension, and/or Termination.

3rd Infraction – 3 Day Suspension Including a Written Warning, Possibility of Termination.

4th Infraction – Termination

However, violation of one of the safety rules on the limited list of safety rules will result in immediate suspension or termination. (See the Code of Safe Practices.)

Employee Name: _____ Employee Number: _____

Date of Infraction: _____ Location: _____

Crew Leader: _____ Supervisor: _____

_____, you have been observed working in the following unsafe manner, contrary to company safety rules:

(Description of infraction) _____

_____

_____

Action taken, therefore, is:

☐ **Verbal Warning** ☐ **Written Warning** ☐ **Suspension** ☐ **Termination**
(Employee Signature not required)

Details _____

_____

_____

Reviewed by employee with Supervisor and/or Safety Manager, prior to employee signing (as applicable).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Safety Manager Signature: _____ Date: _____

Please forward a copy of this to Human Resources and Safety Manager to be kept on file.

CITADEL ROOFING & SOLAR

SAFETY VIOLATION NOTIFICATION

Picture(s) of Violation	
Picture #	
Date of Picture	
Time:	
Taken by:	
Description:	
Picture #	
Date of Picture	
Time:	
Taken by:	
Description:	

APPENDIX C - CITADEL ROOFING AND SOLAR
ACCIDENT/INCIDENT INVESTIGATION REPORT

Job Site:	**Location:**		
Date/Time of Incident:	**Date/Time Reported:**		
Supervisor:	**Crew Leader:**		
Employee(s) Involved:		**Employee #(s)**	
Date/Time Investigated:	**Investigated by:**		
Nature of Injury/Illness: **(List parts of body affected)**	☐ No Injury ☐ Injury/Illness ☐ Near Miss ☐ Vehicle Accident ☐ Property Damage	☐ First Aid ☐ Recordable ☐ Non-Recordable ☐ Emergency Room	
List names of any witnesses at time of incident and get their statements	**Witness Name(s):**		
Sequence of events (before, during, and after incident – List only facts (do not make any assumptions of events)			
1.	**2.**		
3.	**4.**		
5.	**6.**		
7.	**8.**		
9.	**10.**		
11.	**12.**		
List any possible causes that may have contributed to incident			
1.	**2.**		
3.	**4.**		
Number of Stories: **Roof Pitch:**	**Job Task:** **Tools:**		
Attachments (check all that apply):			
☐ **Employee Statement**	☐ **Witness Statement**		
☐ **Pictures**	☐ **Copy of Daily Safety Plan (from the day of incident)**		
☐ **Completed OSHA 301 Form (if required)**	☐ **Police Report (if available – vehicle accident)**		
☐ **Other Involved Party Statement/Information**			
Investigated By (Name & Title):		**Date:**	

CITADEL ROOFING & SOLAR

Did any other party contribute to the incident/illness? Yes / No If so, Who? What?			
Was employee following safe procedures and/or wearing appropriate PPE? Yes / No **List Relevant Details:**			
Root Causes Analysis – Why did it happen? (Actually caused the incident)			
Cause	**Details**	**Cause**	**Details**
☐ Unsafe Act		☐ Slippery/Wet Conditions	
☐ Unsafe Condition		☐ Insufficient Job Knowledge	
☐ Poor Housekeeping		☐ Safety Rule Violation	
☐ Improper Lifting		☐ Other	

Corrective Actions Taken to Prevent Reoccurrence

Required Actions	Responsible Party (Name)	Date Completed
Training with Crew and Supervisor		
All post-accident injuries/incidents will require the injured employee(s) or other employees involved with the accident or injury, to take an "immediate" drug test. **Employees: Employee Number:**		
Other Actions	**Responsible Party (Name)**	**Date Completed**

Corrective Actions Completed

	Approval (Name & Title)	Date
Corrective actions completed ☐ Yes ☐ No		
Corrective actions satisfactory ☐ Yes ☐ No		
List any further corrective actions needed:	**Requestor (Name & Title)**	**Date**

CITADEL
ROOFING & SOLAR

Employee Statement

Declaración del Empleado

Job Site/*Sitio***:**	**Location/***Locación***:**
Date of Incident/*Fecha del Incidente***:**	**Time of Incident/***Hora del Incidente***:**
Supervisor:	**Crew Leader/***Encargado***:**
Location of Interview/*Locación de Entrevista:*	
Please answer questions below (*Responda a las preguntas abajo)* **– Please be as truthful as possible. We are trying to find the cause to prevent this from happening to someone else, we are not looking to find the fault.** *Por favor de hacer los más justificado posible. Estemos tratando de encontrar la manera de prevenir que esto pase al alguien más, no estamos buscando echar culpa.*	
What were you doing before the incident? *Que hacías antes de que ocurrió el incidente?*	
What were you doing when the incident occurred? Specifically, how were you injured? *Que hacías durante el incidente? Específicamente, como te lastimasteis?*	
What did you do after the incident? *Que hiciste después del incidente?*	
If you could do anything differently to prevent this from happening, what would it be? *Si pudieras hacer algo diferente para prevenir esto de ocurriendo, que harías?*	

Employee Name: *Nombre:*	**Signature:** *Firma:*	**Date:** *Fecha:*
Statement Witness: *Testigo:*	**Signature:** *Firma:*	**Date:** *Fecha:*

CITADEL
ROOFING & SOLAR

Witness Statement

Declaración del Testigo

Job Site/*Sitio***:**	**Location/***Locación***:**
Date of Incident/*Fecha del Incidente***:**	**Time of Incident/***Hora del Incidente***:**
Supervisor:	**Crew Leader/***Encargado***:**
Location of Interview/*Locación de Entrevista:*	
Please answer questions below (*Responda a las preguntas abajo)* **– Please be as truthful as possible. We are trying to find the cause to prevent this from happening to someone else, we are not looking to find the fault. Only state what you saw, not what you heard.** *Por favor de hacer los más justificado posible. Estemos tratando de encontrar la manera de prevenir que esto pase al alguien más, no estamos buscando echar culpa. Solo ponga lo que vio, no lo que oído.*	
What were you doing before the incident? *Que hacías antes de que ocurrió el incidente?*	
What were you doing when the incident occurred? Specifically, how did the injury occur? *Que hacías durante el incidente? Específicamente, como se lastimo?*	
What did you do after the incident? *Que hiciste después del incidente?*	
If you could do anything differently to prevent this from happening, what would it be? *Si pudieras hacer algo diferente para prevenir esto de ocurriendo, qué harías?*	

Employee Name: *Nombre:*	**Signature:** *Firma:*	**Date:** *Fecha:*
Statement Witness: *Testigo:*	**Signature:** *Firma:*	**Date:** *Fecha:*

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ROOFING & SOLAR

Picture(s) of Accident/Incident		
Job Name:	**Job Number:**	**Location**
Picture #		
Date of Picture		
Time:		
Taken by:		
Description:		
Picture #		
Date of Picture		
Time:		
Taken by:		
Description:		

APPRENDIX D - EMPLOYEE WARNING FORM

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st Infraction – Verbal Warning (With Documentation) - Possibility of Written Warning, Suspension, and/or Termination (depending on severity of infraction).

2nd Infraction – Written Warning - Possibility of Suspension, and/or Termination.

3rd Infraction – 3 Day Suspension Including a Written Warning, Possibility of Termination.

4th Infraction – Termination

However, violation of one of the safety rules on the limited list of safety rules will result in immediate suspension or termination. (See the Code of Safe Practices.)

Employee Name: _____ Employee Number: _____

Date of Infraction: _____ Location: _____

Crew Leader: _____ Supervisor: _____

_____, you have been observed working in the following unsafe manner, contrary to company safety rules:

(Description of infraction) _____

_____

_____

Action taken, therefore, is:

☐ **Verbal Warning** ☐ **Written Warning** ☐ **Suspension** ☐ **Termination**
(Employee Signature not required)

Details _____

_____

_____

Reviewed by employee with Supervisor and/or Safety Manager, prior to employee signing (as applicable).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Safety Manager Signature: _____ Date: _____

Please forward a copy of this to Human Resources and Safety Managerr, to be kept on file.

Appendix E

Citadel Roofing & Solar Jobsite Safety Inspection Report

Citadel Roofing & Solar Reporte de Inspección de Seguridad del Sitio

Job Name *Nombre de Trabajo*	**Date** *Fecha*	**Lot** *Lote*
Location *Locación*		**Temperature** *Temperatura*
Crew Leader *Encargado*	**Supervisor**	**Task** *Trabajo*

Area	Hazard? Yes	No	List All Relevant Details of Hazards Found:
Fall Protection	☐	☐	
Ladders	☐	☐	
Heat Illness	☐	☐	
Tools / Lift Equipment	☐	☐	
Fire Protection	☐	☐	
Housekeeping	☐	☐	
Controlled Access Zones	☐	☐	**All Hazards listed above were removed/corrected:**
Electrical	☐	☐	**Signed:**
PPE	☐	☐	**Date:**
Available/On-Site?	**Yes**	**No**	**List any correction details:**
IIPP/Code of Safe Practices	☐	☐	
First Aid	☐	☐	
Corrective Action Required?	**Yes**	**No**	**Details of Corrective/Recognition Actions Taken:**
Safe Attitude	☐	☐	
Corrective Actions	☐	☐	
PPE/Recognition Given	☐	☐	

When I left the jobsite: All employees were working safely. All items required on site were available or provided. Any hazards found were removed/corrected. Any corrective/recognition actions were taken.

Signed:

Date:

Appendix F

Citadel Roofing & Solar Daily Safety Plan (JHA)

Citadel Roofing & Solar Plan de Seguridad del Dia (ART)

Job Name *Nombre de Trabajo*	**Date & Time** *Fecha y Tiempo*	**Lot**
Job Address *Direcciones*	**Temperature** *Temperatura*	
Crew Leader *Encargado*	**Supervisor**	

Checklist/ *Lista de Control*	**Yes**	**No**
Everyone is making a commitment to working safely today *Todos estamos haciendo un compromiso de trabajar de manera segura hoy* **Crew Member Initials/***Iniciales de la Cuadrilla*	☐	☐
We have our IIPP, Code of Safe Practices, and everyone is aware of emergency action procedures *Tenemos nuestro IIPP, Códigos de Practicas Seguras, y todos están consiente de los procedimientos de actuación de emergencia*	☐	☐
We have our first aid kit – First Aid Certified _____ *Tenemos nuestra botiquín de primeros auxilios – Certificado para Primeros Auxilios _____*	☐	☐
We all have our fall protection kits (harness, lifeline/SRL) and will use our fall protection in the matter in which we were trained – Fall Restraint – DO NOT WORK ON WET OR ICY ROOFS *Todos tenemos nuestros equipos de contra caídas (arneses, laso/SRL) y lo vamos a usar nuestra equipo en la manera en que se nos entrenó – moderación de caída –* ***NO TRABAJEN EN TECHOS MOJADOS O CON HIELO***	☐	☐
We have all our required personal protective equipment – hard hats, safety glasses, gloves, respirators, pants, and work boots that cover the ankles *Todos tenemos nuestro equipo de protección personal que es requerido – cascos, lentes de seguridad, guantes, respiradores, pantalones, y botas que cubren las tobillos*	☐	☐
We have set up our caution tape/danger tape below our work area *Hemos puesta nuestra cinta de precaución/peligro abajo de nuestra área de trabajo*	☐	☐
Our ladder (first option) is setup 3 ft. above the roof edge, using a 4:1 angle, and it is secured to avoid movement. No one is carrying anything in their hands up the ladder. Maintaining 3 points of contact – We also inspected the ladder, it is in good condition, and safe for use (Initial)_____ **If ladder cannot be set up and scaffold is used for access, complete Scaffold User Inspection on following page** *Nuestra escalera (primera opción) se extiende 3 pies sobre la orilla del techo, estamos usando el ángulo de 4:1, y esta asegurada para prevenir movimiento. Nadie está subiendo cosas en la mano cuando están subiendo las escaleras. Manteniendo los 3 puntos de contacto.* ***También inspeccionamos nuestra escalera, esta en buenas condiciones, y segura para usar*** *(Iniciales) _____* *Si la escalera no se puede poner y andamio es usado para acceso, llene la Inspección de Usar Andamios en la paginas que siguen*	☐	☐
We have our clean water jug, filled with cool water, water cups, access to shade, and free to take break periods when needed – Initials _____ □ Complete High Heat Procedures on days above 80 degrees *Tenemos nuestra yoga de agua limpia, con agua fresca, vasos para agua, acceso a sombra, y libres de tomar tiempos de descanso cuando se necesite Iniciales _____ □Repase los Procedimientos de alta temperatura arribe de 80 grados*	☐	☐
All our tools are in good condition. Tools have not been altered and are still as when manufactured. Electrical cords are in good condition. *Todas nuestras herramientas están en buenas condiciones. Herramientas no han sido cambiadas de la manar en que se hicieron. Los cables eléctricos están en buenas condiciones.*	☐	☐
Additional Items / *Elementos Adicionales*	☐	☐

If you marked NO on any items above, please contact your Supervisor and/or Safety Manager before beginning your work, in order to correct issue. *Si marcaste no a cualquier cosa arriba contacte a su Supervisor o Seguridad antes de trabajar para corregir el problema.*

Print Names / Escriba su Nombres

		Supervisor/Safety

Citadel Roofing & Solar High Heat Procedures

Citadel Roofing & Solar Procedimientos de Alta Temperatura

Checklist/ *Lista de Control* **Initials/Iniciales** _____ **Supervisor/Safety**_____	**Yes**	**No**
Water is available for all employees. *Agua esté disponible para los empleados*	☐	☐
We know where our shade is located and it is accessible. Breaks will be encouraged and taken throughout the day and will drink more water throughout the day *Sabemos adónde esta nuestra sombra y esta accesible. Vamos tomar y dar alentó tiempo de descanso durante el día y tomar más agua durante el día.*	☐	☐
We have covered the heat illness and heat stroke symptoms • **Heat Illness Symptoms – Heavy sweating, Headache, Nausea, Dizziness, Weakness, Thirst, Light headedness** • **Heat Stroke Symptoms – Confusion, Fainting, Seizures, Dry and Red Skin, High body temperature** *Repasamos los síntomas de enfermedades del calor y insolación* • *Síntomas de enfermedades del calor – Sudoración Excesiva, Dolor de Cabeza, Nausea, Mareos, Débil, Sedienta, Aturdimiento* • *Síntomas de Insolación – Confusión, Desmayo, Convulsiones, Piel Seca y Roja, Temperatura Alta*	☐	☐
When temperature is at 80 degrees or higher we will move water up to roof (either in 5 gal jug or individually labeled containers) *Cuando la temperatura este o pase 80 grados, tendremos el agua arriba en el techo (puede ser la yoga de 5 galones o contenedores individuales marcados)*	☐	☐
When temperature is at 95 degrees or higher we will stay in constant communication – verbal and visual *Cuando la temperatura este o pase 95 grados vamos a estar en comunicación constante – verbal y visual*	☐	☐
If any employee feels any heat illness symptoms and does not recover after a short break, emergency medical services will be called *Si alguien siente síntomas de enfermedades del calor y no se recupera después de un tiempo corto de descanso, servicios de emergencias médicas serán llamadas*	☐	☐

Citadel Roofing & Solar Scaffold User Inspection

Citadel Roofing & Solar Inspeccion Para Usar Andamios

Job Name *Trabajo*	**Date** *Fecha*	**Time/***Hora***:**
Inspected by *Inspeccionado por*	**Lot/***Lote***:**	

REMINDER: YOUR FIRST OPTION FOR ACCESS SHOULD ALWAYS BE TO SET UP YOUR OWN LADDER

RECUERDE: LA PRIMERA OPCION PARA ACCESO SIEMPRE ES PONER SU PROPIA ESCALERA

Overhead Hazards Peligros por Encima de la Cabeza	**Falling or Tripping Hazard** *Peligro de Caída o Tropiezo*	**Fully Planked & Toeboards to Prevent falling objects** *Plataformas Completas y rodapies para prevenir objectos que caigan*	**No more than 1 inch gap between planks** *No más de 1 pulgada de espacio entre tablas*	**Guardrails on all open sides above 7 ½ feet** *Barandillas en todos los lados abiertos por encima de 7 ½ pies*
☐ Yes/Si ☐ No	☐ Yes/Si ☐ No	☐ Yes/Si ☐ No	☐ Yes/Si ☐ No	☐ Yes/Si ☐ No
Scaffold 10 feet away from energized power lines *Andamio a 10 pies de distancia de líneas eléctricas energizadas*	**Plumb, square, and level** *Plomada, escuadra y nivelada*	**Properly Secured to Building** *Adecuadamente asegurado al edificio*	**Safe access provided** *Acceso seguro proporcionado*	**Ladder secured to scaffold** *Escalera asegurada al andamio*
☐ Yes/Si ☐ No	☐ Yes/Si ☐ No	☐ Yes/Si ☐ No	☐ Yes/Si ☐ No	☐ Yes/Si ☐ No

NO SCAFFOLD SHALL BE USED IF IT IS DEEMED UNSAFE AFTER INSPECTIONS. NOTIFY YOUR SUPERVISOR AND SAFETY MANAGER IMMEDIATELY – *NO ANDAMIO SERA USADA SI SE ENCUENTRA EN UNA CONDICION INSEGURA DESPUES DE LA INSPECCION. NOTIFICE A SU SUPERVISOR Y A SEGURIDAD IMEDIATAMENTE*

☐ **Not applicable today – no scaffold used (Date) _____**

☐ *No aplica ahora – no andamio usada hoy (Fecha) _____*

Citadel Roofing & Solar Forklift Inspection

Citadel Roofing & Solar Inspeccion de Montecargas

Job Name *Trabajo*		**Date & Time** *Fecha & Tiempo*	**Division**
Forklift Type *Tipo de Montecarga*		**Forklift ID** *Numero de Montecarga*	
Hours Reading *Horas*	**Last PM Reading** *Ultimas Horas de MP*	**Driver** *Operador*	

Tires / Llantas	Reverse Horn/Claxon de Reversa	Seat Belt/ Cinturon de Seguridad	Oil Level/ Nivel de Aceite	Forklift Controls / Controles de Montecarga
☐ OK ☐ Issue/Problema	☐ OK ☐ Issue/Problema	☐ OK ☐ Issue/Problema	☐ OK ☐ Issue/Problema	☐ OK ☐ Issue/Problema
Lift Capacity/Capacidad de Elevacion	**Hydraulic / Hidraulico**	**Forks / Horquillas**	**Fire Extinguisher / Extingidor**	**Operator Manual / Manual de Operacion**
☐ OK ☐ Issue/Problema	☐ OK ☐ Issue/Problema	☐ OK ☐ Issue/Problema	☐ OK ☐ Issue/Problema	☐ OK ☐ Issue/Problema

NO FORKLIFT SHALL BE USED IF IT IS DEEMED UNSAFE AFTER INSPECTIONS. NOTIFY YOUR SUPERVISOR AND SAFETY MANAGER IMMEDIATELY – *NO MONTECARGA SERA USADA SI SE ENCUENTRA EN UNA CONDICION INSEGURA DESPUES DE LA INSPECCION. NOTIFICE A SU SUPERVISOR Y A SEGURIDAD IMEDIATAMENTE*

□ Not applicable today – no forklift used (Date) _____

□ No aplica ahora – no montecarga usada hoy (Fecha) _____

Citadel Roofing & Solar COVID-19 Checklist

Citadel Roofing & Solar Lista de Control para COVID-19

Names/*Nombres* **(All Crew Members**/*Todos de la Cuadrilla*)**:**	**Yes**	**No**
1. Have any of your workers had close contact with a person who has been diagnosed with COVID-19 or displayed symptoms of COVID-19 while that person was ill? *1. ¿Algún trabajador tuyo ha tenido contacto cercano con una persona que ha sido diagnosticada con COVID-19 o ha mostrado síntomas de COVID-19 mientras esa persona estaba enferma?*	☐	☐
If "Yes", when did that occur: **Date** *¿Si "Sí', cuando paso?* *Fecha*		
2. Do any of your workers have symptoms of lower respiratory illness? (e.g. acute cough, shortness of breath) *2. ¿Algún trabajador tuyo ha tenido síntomas de enfermedad respiratoria inferior? (por ejemplo, tos aguda, dificultad para respirar)*	☐	☐
3. Do any of your workers have a fever ≥ 99.6° Fahrenheit or symptoms of a fever such as chills, muscle aches and/or weakness? *3. ¿Algún trabajador tuyo tiene una fiebre ≥ 99.6° Fahrenheit o síntomas de fiebre como escalofríos, dolores musculares y/o debilidad?*	☐	☐
4. Did all workers take their temperatures today? *4. ¿Todos sus trabajadores tomaron su temperatura hoy?*	☐	☐
5. Are workers maintaining 6' distance from other personnel and following social distancing practices? *5. ¿Están los trabajadores manteniendo 6' de distancia de otro personal y siguiendo las prácticas de distanciamiento social?*	☐	☐
6. Are handwashing or hand sanitizer stations made available onsite and refilled regularly? *6. ¿Las estaciones de lavado de manos o desinfectantes de manos están disponibles en el lugar y se rellenan regularmente?*	☐	☐

If you marked "Yes" on 1-3 above, please contact your Supervisor and/or Safety Manager immediately. If any symptoms are displayed, you must leave job site and return home. ***Si marcaste "Si" a 1-3 arriba contacte a su Supervisor o Seguridad inmediatamente. Si estas disponiendo síntomas, debes de salir del trabajo y regresar a casa.***

APPENDIX G

INFORMATION NEEDED WHEN CALLING TO REPORT A SERIOUS ACCIDENT/ILLNESS TO OSHA

Serious Injury/Illness: (Defined by Cal/OSHA as an amputation of body part, physical disfigurement, loss of eye, hospitalization [admitted] or death. Exposure to hazardous substance above permissible exposure limit is also often considered a Serious Injury/Illness by Cal/OSHA.) For any Amputation of body part, Physical Disfigurement, Loss of Eye, Hospitalization (admitted) or Death, the Safety Manager or Human Resources will contact Cal/OSHA within **eight hours** of the injury/illness/event.

For your call, please gather as much information as possible, you must include the following information in your phone call, if available:

1. Time and date of accident/event
2. Employer's name, address and telephone number
3. Name and job title of the person reporting the accident
4. Address of accident/event site
5. Name of person to contact at accident/event site
6. Name and address of injured employee(s)
7. Nature of injuries
8. Location where injured employee(s) was/were taken for medical treatment
9. List and identity of other law enforcement agencies present at the accident/event site
10. Description of accident/event and whether the accident scene or instrumentality has been altered.

Do not forget to gather all that information below and to report it to OSHA within eight hours of the injury/illness/event.

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Póliza de Seguridad

Es la política de la Ciudadela Roofing & Solar (CRS), y el presidente de la empresa, para proporcionar a los empleados un lugar razonablemente seguro para trabajar. Para ello, se permitirá ningún empleado para realizar cualquier trabajo para el que él / ella no ha sido debidamente capacitado y equipado, o para los que él / ella se siente no es seguro.

El propósito del Programa de Seguridad de CRS es establecer una cultura de seguridad que demuestra el firme compromiso de la gerencia de seguridad de los empleados, como parte integrante de la realización de negocios y la realización de trabajos. Es la intención de CRS para fomentar y promover el concepto de un Ambiente Libre de lesiones. Esto exige la eliminación de actos inseguros, condiciones inseguras e incidentes cerca de perder. Cultura de la seguridad de nuestra empresa abarca un esfuerzo de equipo de colaboración entre la dirección, los supervisores y los empleados, y un compromiso personal con el éxito y la propiedad de este Programa de Seguridad por todos los empleados.

El Programa de Seguridad se aplica a todo el trabajo realizado en cada sitio de trabajo, así como en la Oficina Principal, la tienda y el patio. Después de nuestro Programa de Seguridad ayudará a todos los empleados para reducir conductas de riesgo, y controlar o eliminar las condiciones de trabajo inseguras. Además, facilitará la cooperación y la comunicación dentro de CRS. Los empleados que violen o no hagan cumplir las normas de seguridad y salud, órdenes o normas, o exponer a sí mismos u otros a riesgos para la seguridad o la salud estarán sujetos a medidas disciplinarias.

Se espera que cada empleado para llevar a cabo todo el trabajo de una manera segura. Además, cada empleado está obligado a cumplir con los requisitos de Cal / OSHA, así como las normas de seguridad federales, estatales y locales aplicables, y Programa de Seguridad políticas, procedimientos, normas y reglamentos de CRS. Se entiende que todo el personal de CRS seguirá este Programa de Seguridad.

Todo el personal de supervisión es responsables de las acciones de aquellos que supervisan, y para el mantenimiento de unas condiciones de trabajo seguras y saludables en sus áreas de responsabilidad. Como tales, serán responsables de la aplicación de todas las políticas, procedimientos, normas y reglamentos. Para motivar a los empleados de manera efectiva, y para controlar las prácticas seguras de trabajo, todos los superintendentes, capataces y personal de supervisión se familiaricen con nuestro Programa de Seguridad.

El Administrador de Seguridad para el Programa de Seguridad de CRS es Daniel Reyes, Gerente de Seguridad. Daniel Reyes será asistido en sus / sus tareas de seguridad por el Superintendente de cada lugar de trabajo y Forman, el Gerente de tienda para la tienda y el patio, y el Gerente de la Oficina de la oficina principal.

Dieter Folk
Presidente
CRS

Daniel Reyes
Gerente de Seguridad
CRS

INTRODUCCIÓN

CRS ha desarrollado e implementado este Programa escrito de Prevención de Lesiones y Enfermedades (IIPP) como parte de nuestro Programa de Salud y Seguridad. El trabajo realizado por el personal de CRS es variado, tanto en naturaleza como en ubicación. En todas las circunstancias, la intención de CRS es:

- Cumplir con los requisitos y el espíritu del Código de Regulaciones de California (Título 8), otras Regulaciones del Plan Estatal, Regulaciones Federales de OSHA y cualquier otra reglamentación aplicable.
- Proporcionar un ambiente de trabajo seguro y saludable para los empleados.

En consecuencia, a partir del 1 de junio de 2015 (fecha en que Citadel Roofing & Solar comenzó su negocio), Citadel Roofing & Solar implementó este IIPP de conformidad con el Proyecto de Ley del Senado 198, codificado como Código Laboral 6401.7, y el Código de Regulaciones de California (CCR), Título 8, Secciones 3203 y 1509. CRS espera y requiere que todos los empleados sigan los requisitos establecidos en este IIPP.

PERSONA RESPONSABLE

CRS ha designado al **Gerente de Seguridad** como la **Persona Responsable** del IIPP. Es responsabilidad del Gerente de Seguridad garantizar la implementación, administración y cumplimiento generales del IIPP. Además, cada inspector de seguridad, superintendente del lugar de trabajo, junto con el superintendente general, tiene la responsabilidad de hacer cumplir el programa en su(s) lugar(es) de trabajo, el gerente de flota para los vehículos de la flota, los gerentes de almacén para las ubicaciones del almacén y el vicepresidente de recursos humanos. y gerentes de oficina para las ubicaciones de las oficinas.

Deberes del **Gerente de Seguridad – Daniel Reyes:**

- Establecer procedimientos para identificar, evaluar y corregir los peligros en el lugar de trabajo.
- Establecer procedimientos para la investigación de lesiones y enfermedades ocupacionales.
- Establecer y/o revisar métodos y procedimientos para corregir condiciones y prácticas laborales inseguras e insalubres.
- Asegurar que los empleados reciban programas de capacitación sobre prácticas generales y específicas de seguridad y salud para el CRS y en cada una de sus asignaciones laborales.

- Garantizar que exista un procedimiento para comunicarse con los empleados, de forma de manera comprensible, las reglas y procedimientos de seguridad y salud de CRS.
- Adoptar un Código escrito de Prácticas Seguras que se relacione con las operaciones de CRS y garantiza el cumplimiento de prácticas laborales seguras y saludables.
- Realizar investigaciones de todos los accidentes que requieran tratamiento médico. Cada investigación debe incluir documentación de respaldo.
- Garantizar que los registros sobre capacitación, inspección y medidas correctivas se mantengan adecuadamente, según lo exige este Programa de prevención de lesiones y enfermedades y otros programas requeridos de acuerdo con Cal/OSHA, Fed/OSHA y otras agencias reguladoras.
- Responsable de los Inspectores de Seguridad

Los deberes del **VP of Human Resources – Stephanie Crichton and Risk Manager – Rebecca Sekol:**

- Reconocer a los empleados, cuando corresponda, por seguir las normas, políticas y procedimientos de seguridad.
- Realizar investigaciones de todos los accidentes que requieran tratamiento médico, con documentación de cada investigación (con asistencia del Gerente de Seguridad).
- Reportar todos los accidentes/incidentes al Gerente de Seguridad inmediatamente.
- Garantizar que las recomendaciones y órdenes de trabajo estén escritas para condiciones y actos inseguros y que se completen, incluidas las fechas de corrección anotadas.
- Mantener tableros de anuncios con materiales actualizados de seguridad y salud, publicaciones requeridas y otros asuntos que se comunicarán a los empleados.
- Mantener un buzón de sugerencias de los empleados y garantizar que todas las sugerencias de los empleados sean revisadas y respondidas.
- Asistir a reuniones de capacitación cuando se realicen y mantenerse actualizado sobre asuntos de seguridad y salud relacionados con la empresa.
- Garantizar que las reuniones de seguridad se realicen semanalmente

Los deberes del **Safety Inspectors, General Superintendents, Jobsite Superintendents, Warehouse Managers and Fleet Manager:**

- Conocer y hacer cumplir las normas, políticas y procedimientos de seguridad.
- Garantizar que la seguridad se comunique a los empleados de una manera comprensible a través de capacitación, publicaciones, contactos personales y otras formas de comunicación según corresponda.
- Tomar nota de los actos y condiciones inseguros en el departamento o área de responsabilidad y tomar las medidas necesarias para controlarlos o eliminarlos.
- Realizar inspecciones de las áreas de trabajo y documentar las buenas condiciones y prácticas laborales, así como los elementos que necesitan corrección o mejora, y documentar las acciones correctivas.
- Informe inmediatamente todas las lesiones, sin importar cuán leves sean, al superintendente y al gerente de seguridad.
- Garantizar que las recomendaciones y órdenes de trabajo estén escritas para condiciones y actos inseguros y que se completen, incluidas las fechas de corrección anotadas.
- Asistir a reuniones de capacitación cuando se realicen y mantenerse actualizado sobre asuntos de seguridad y salud relacionados con la empresa.
- Mantenga el Código de prácticas seguras, la dirección y el número de teléfono del hospital y la clínica más cercanos, y otros documentos requeridos por OSHA en el lugar de trabajo para su ubicación o el lugar de trabajo.
- Llevar a cabo reuniones semanales de seguridad con sus tripulaciones semanalmente.

Los deberes de **todos los Empleados:**

- Informe de inmediato a la gerencia cualquier condición insegura que encuentre.
- Siga todas las reglas, políticas y procedimientos de seguridad.
- Mantenga su área de trabajo limpia y libre de peligros.
- Informe inmediatamente a la gerencia todas las lesiones, sin importar cuán leves sean.
- Asistir a todas las reuniones de seguridad a medida que se lleven a cabo.
- Revise periódicamente los tableros de anuncios de seguridad para obtener información actualizada sobre seguridad y otro tipo de información.
- Asistir a una reunión de orientación de seguridad al momento de la contratación/recontratación, que cubra los puntos clave del Programa de Seguridad de la empresa.
- Firmar un formulario de reconocimiento confirmando su acuerdo de seguir el Programa de seguridad de la empresa y sus reglas, políticas y procedimientos.

CÓDIGO DE PRÁCTICAS SEGURAS

CRS ha adoptado un Código de prácticas seguras que se relaciona con las operaciones de la empresa. El Código de Prácticas Seguras está contenido en los Apéndices adjuntos a este IIPP. Todos los empleados cumplirán con el Código de Prácticas Seguras.

El Código de Prácticas Seguras de CRS está publicado en un lugar visible en cada oficina. Para la Oficina Principal, el Código de Prácticas Seguras está publicado (en el tablero de anuncios del comedor). Para los sitios de trabajo, el superintendente/capataz tendrá una copia del Código de prácticas seguras disponible en su vehículo.

CUMPLIMIENTO DEL EMPLEADO/POLÍTICA DISCIPLINARIA

Es su responsabilidad seguir todas las políticas de seguridad y procedimientos operativos de la empresa. Cuando sea necesario, se le proporcionará capacitación e información adicional o recapacitación para mantener sus conocimientos y habilidades.

El incumplimiento de las prácticas laborales seguras dará lugar a algún tipo de acción disciplinaria, dependiendo de la gravedad de la infracción y la cantidad de casos pasados. CRS se reserva el derecho de despedir a los empleados "a voluntad" por infracciones graves de seguridad.

Los empleados que se encuentren realizando un trabajo de una manera insegura que pueda ponerlos en peligro a sí mismos o a otro empleado estarán sujetos a medidas disciplinarias hasta el despido.

El **Superintendente General, el Superintendente y/o el Gerente/Inspectores de Seguridad** determinarán el curso de acción más adecuado para la infracción (consulte el Formulario D). Los pasos típicos para la disciplina consisten en:

Primera infracción Amonestación verbal, con documentación del Superintendente al expediente personal del empleado. Posibilidad de amonestación por escrito, suspensión y/o terminación (dependiendo de la gravedad de la infracción).

Segunda infracción Advertencia escrita. Documentación con aviso enviada al responsable de Seguridad. Posibilidad de suspensión y/o rescisión.

Tercera infracción Suspensión o terminación del empleo, con documentación (incluyendo advertencia por escrito) por parte del Superintendente, Superintendente General y Gerente/Inspector de Seguridad.

Cuarta infracción Terminación del empleo

- Todas las violaciones de seguridad ya sean verbales o escritas, se discutirán con usted, el Superintendente General, su Superintendente y el Gerente de Seguridad.
- Toda la documentación relacionada con cualquier acción disciplinaria tomada se mantendrá en el archivo.

PROGRAMA DE INCENTIVOS

Citadel Roofing and Solar también ha establecido un programa de incentivos de seguridad trimestral para los empleados que siguen todas las políticas de seguridad. Todos los empleados que califican reciben una recompensa al final del trimestre.

COMUNICACIÓN DE ASUNTOS DE SEGURIDAD Y SALUD

Los elementos del IIPP de CRS y todos los aspectos de su Programa de Seguridad y Salud se comunicarán de manera fácilmente comprensible a todos los empleados. El enfoque de CRS es proporcionar comunicación verbal y escrita en inglés y español y, cuando sea posible, demostrarla gráficamente/visualmente a todos los empleados.

Es política de CRS alentar a todos los empleados a informar los peligros existentes en su lugar de trabajo/lugar de trabajo a su superintendente/capataz/supervisor o al gerente de seguridad para que se puedan tomar medidas correctivas de manera oportuna.

El procedimiento de CRS es que los empleados informen verbalmente los peligros a su superintendente/capataz o gerente de seguridad. El superintendente/capataz o gerente de seguridad documentará el peligro informado en un formulario de notificación o inspección.

Los empleados que reporten peligros no serán disciplinados ni sufrirán represalias por sus acciones.

Los empleados se mantendrán informados sobre los requisitos del IIPP del CRS con:

- Reuniones semanales en el lugar de trabajo por parte de cada capataz.
- Reuniones periódicas de capataces y superintendentes de obra por parte del Gerente/Inspectores de Seguridad.
- Reunión trimestral sobre seguridad de los empleados de campo a cargo del gerente/inspectores de seguridad
- Carteles de seguridad colocados en el almacén por el gerente/inspectores de seguridad
- Orientación para nuevos empleados por parte del Gerente/Inspectores de Seguridad
- Cuando sea necesario, se enviarán boletines de seguridad junto con la nómina a los empleados.

EVALUACIÓN DE PELIGROS: IDENTIFICAR Y EVALUAR LOS PELIGROS EN EL LUGAR DE TRABAJO

El objetivo de este IIPP es identificar y evaluar condiciones y prácticas laborales inseguras para minimizar, si no eliminar, los accidentes, lesiones y enfermedades relacionadas con el trabajo. Con este fin, CRS ha instituido los procedimientos descritos en esta sección del IIPP.

El enfoque principal para reducir los accidentes en CRS es mediante inspecciones periódicas programadas y no programadas. Las inspecciones se realizarán de la siguiente manera:

- Sitios de trabajo y cobertizos en el lugar de trabajo: visual diario; Inspecciones documentadas semanales: capataz o superintendente
- Sitios de trabajo y cobertizos en el lugar de trabajo: periódicos (consulte el Apéndice E). – por el Responsable de Seguridad y los Inspectores de Seguridad
- Almacén – Inspección visual diaria
- Oficina principal: inspecciones visuales diarias

Las inspecciones se llevarán a cabo en los siguientes intervalos, además de aquellos tiempos mencionado anteriormente:

- En la fecha de vigencia de este programa.
- Cuando se introduzcan en el lugar de trabajo nuevas sustancias, procesos, procedimientos o equipos que representen un nuevo riesgo para la seguridad y salud en el trabajo.
- Cada vez que la empresa tenga conocimiento de un peligro nuevo o no reconocido previamente (Ver Apéndice B).

Los siguientes enfoques se utilizarán periódicamente para evaluar más a fondo el lugar de trabajo:

- Lista de verificación del Plan de Seguridad Diario de CRS realizada por cada cuadrilla diariamente antes de comenzar su trabajo.
- Revisión de registros, incluidos resúmenes de compensación laboral, registros de OSHA, informes de accidentes, informes de lesiones, nuevas hojas de datos de seguridad, datos de monitoreo de ruido y órdenes de compra, por parte del Gerente de Seguridad, Recursos Humanos y el presidente.
- Evaluaciones de planificación previa del lugar de trabajo de riesgos y controles anticipados por parte del Superintendente, Gerente de Seguridad y/o Gerente de Proyecto antes del inicio de los trabajos seleccionados.

INVESTIGACIONES DE ACCIDENTES, LESIONES Y ENFERMEDADES

Cuando los accidentes, lesiones o enfermedades de los empleados en el trabajo requieran atención médica, la investigación interna se completará dentro de las 24 horas posteriores a la ocurrencia/conocimiento por parte del Superintendente General, Gerente de Seguridad, Inspector de Seguridad o Gerencia. Los investigadores completarán el formulario de primer informe de lesión/enfermedad. El formulario de Primer Informe de Lesión/Enfermedad completo se enviará al Presidente, al Gerente de Seguridad y a Recursos Humanos de CRS. Se debe completar un Formulario de investigación de accidentes (cuya copia se incluye en este IIPP).

La investigación determinará al menos lo siguiente:

- Quién y qué estuvo directamente involucrado en el accidente.
- Quién y qué estuvo indirectamente involucrado en el accidente.
- Dónde y cuándo ocurrió el accidente.
- La causa del accidente, si se conoce.
- Pasos o procedimientos a seguir para prevenir la recurrencia, si se conocen.

Se enviarán copias del Formulario de investigación de accidentes completo (consulte el Apéndice C) a Recursos Humanos, al Gerente de seguridad y al Presidente. Recursos Humanos enviará los formularios completos del Primer informe de lesión/enfermedad y DWC-1 (cuando sea necesario) a la compañía de seguros de compensación para trabajadores de CRS.

Lesión/enfermedad grave: (Definida por Cal/OSHA como una amputación de una parte del cuerpo, desfiguración física, pérdida de un ojo, hospitalización [admitida] o muerte. La exposición a sustancias peligrosas por encima del límite de exposición permitido también se considera a menudo una lesión/enfermedad grave por Cal/OSHA.) Para cualquier amputación de parte del cuerpo, desfiguración física, pérdida de un ojo, hospitalización (ingresada) o muerte, el Gerente de Seguridad o Recursos Humanos se comunicarán con Cal/OSHA dentro de las **ocho horas** posteriores a la lesión/enfermedad/evento (consulte el Apéndice G).

MÉTODOS Y PROCEDIMIENTOS PARA CORREGIR CONDICIONES, PRÁCTICAS LABORALES Y PROCEDIMIENTOS DE TRABAJO INSEGUROS O INSANOS DE MANERA OPORTUNA

Todas las condiciones de trabajo, prácticas laborales y procedimientos de trabajo inseguros o insalubres identificados serán evaluados y corregidos de manera oportuna, según lo determine la gravedad del peligro. Bajo ninguna circunstancia se requerirá ni se permitirá que el personal de CRS trabaje en condiciones que representen un peligro claro o inminente.

Los problemas que no se puedan corregir de inmediato se asignarán al Gerente de seguridad y/o al inspector de seguridad para garantizar que se complete la acción correctiva. Una vez corregido, el Gerente de Seguridad desarrollará u obtendrá documentación escrita de la acción tomada (consulte el Apéndice B).

Cuando exista un peligro inminente que no pueda corregirse inmediatamente sin poner en peligro a los empleados y/o la propiedad, se seguirán los siguientes pasos:

1. Retire de los techos a todos los empleados potencialmente en peligro y lejos del peligro.
2. Proporcionar a los empleados responsables de corregir la condición las salvaguardas necesarias.
3. Corrija el problema.
4. Documentar la acción correctiva y la fecha corregida de acuerdo con esta Sección. La documentación será cumplimentada por el Responsable de Seguridad y/o Inspectores de Seguridad. La documentación será archivada por el Gerente de Seguridad.

Las condiciones de trabajo, las prácticas laborales y los procedimientos de trabajo inseguros o insalubres que necesiten una acción correctiva más permanente se documentarán mediante: **el Formulario de notificación de infracción de seguridad**. (Ver Apéndice B al final del IIPP)

Las prácticas y procedimientos de trabajo inseguros se corregirán inmediatamente proporcionando a los empleados afectados una nueva capacitación que será proporcionada por el Gerente de Seguridad o los Inspectores de Seguridad.

Todos los Procedimientos Operativos se revisarán al menos una vez al año y siempre que se introduzcan nuevos productos químicos o equipos en el sistema, o cuando haya un cambio de proceso o procedimiento. Cuando se realicen cambios, los empleados afectados recibirán instrucción adicional, con documentación de instrucción.

ENTRENAMIENTO E INSTRUCCIÓN

Todos los empleados recibirán capacitación e instrucción en las siguientes áreas:

1. Prácticas generales de seguridad y salud en el trabajo
2. Instrucción específica con respecto a los riesgos exclusivos de la asignación de trabajo.

La capacitación de los empleados de CRS con respecto a este IIPP se llevará a cabo:

- Cuando se establece el programa por primera vez
- A todos los nuevos empleados
- A todos los empleados a los que se les haya asignado una nueva tarea laboral para la cual no hayan recibido capacitación previamente.
- Siempre que se introduzcan en el lugar de trabajo nuevas sustancias, procesos, procedimientos o equipos que representen un nuevo peligro.
- Siempre que la empresa tenga conocimiento de un peligro nuevo o no reconocido previamente

De acuerdo con este IIPP, la formación será impartida por:

- El superintendente/capataz/supervisor (asistido por el gerente de seguridad) llevará a cabo capacitación para los empleados del lugar de trabajo, taller/patio y oficina en sus ubicaciones y/o en la oficina principal periódicamente.

Además, se brindará capacitación a los superintendentes, capataces y supervisores para familiarizarlos con los riesgos de seguridad y salud a los que pueden estar expuestos los empleados bajo su dirección y control inmediato.

De acuerdo con este IIPP, la formación será impartida por:

- El Gerente de Seguridad llevará a cabo capacitación para los Superintendentes, Capataces, Supervisores y Gerente de Flota, en sus ubicaciones y/o en la Oficina Principal periódicamente.

Además, se impartirá formación a los responsables de Seguridad:

- El Consultor de Control de Riesgos del Corredor de Seguros (u otros consultores designados) llevará a cabo capacitación para el Gerente de Seguridad y otros Gerentes, en la Oficina Principal u otra ubicación seleccionada periódicamente.

Este IIPP formará parte integral de los programas de capacitación en seguridad y salud ocupacional existentes en CRS.

REUNIONES PERIÓDICAS DE EMPLEADOS SUPERVISORES DE CONSTRUCCIÓN

CRS mantiene reuniones trimestrales con todo el personal de supervisión relacionado con la construcción de la empresa. El propósito de cada una de estas reuniones es discutir los problemas de seguridad y los accidentes que han ocurrido. El resultado deseado de estos debates es la corrección de los problemas de seguridad y la prevención de futuros accidentes similares. El Gerente de Seguridad y/o los Inspectores de Seguridad llevan a cabo estas reuniones. Estas reuniones se llevan a cabo en la oficina principal de la empresa o en un lugar alternativo previamente acordado. Cada reunión será documentada y se registrarán actas.

REUNIONES DE SEGURIDAD EN CAJA DE HERRAMIENTAS/PORTÓN TRASERO

El superintendente o capataz de CRS en cada lugar de trabajo lleva a cabo reuniones de seguridad sobre la caja de herramientas y el portón trasero con todo el personal del lugar de trabajo de CRS una vez por semana. El tema a discutir será pertinente a las operaciones/trabajos que se están realizando o que se realizarán. Los temas pueden ser seleccionados por el superintendente o capataz del lugar de trabajo o el gerente de seguridad. Cada reunión de caja de herramientas/puerta trasera se documentará con el mismo detalle que cualquier otra capacitación e instrucción.

MANTENIMIENTO DE REGISTROS

CRS mantendrá registros de las acciones tomadas para implementar y mantener este IIPP. Los registros se mantendrán archivados durante un mínimo de un año. Los registros mantenidos por CRS en relación con este IIPP no afectarán negativamente la retención de registros médicos y de exposición de acuerdo con el Título 8, Código de Regulaciones de California, Sección 3204 “Acceso a los registros médicos y de exposición de los empleados”.

Los registros de inspecciones periódicas programadas y no programadas, así como otros registros, incluidos los métodos utilizados para identificar y evaluar las condiciones y prácticas laborales del lugar de trabajo, también se conservarán durante un mínimo de un año. Los registros relacionados con las inspecciones incluirán, como mínimo, la(s) persona(s) que realizan la inspección o evaluación; las condiciones y prácticas laborales inseguras que se han identificado; y acción(es) tomadas para corregir las condiciones o prácticas laborales inseguras identificadas.

Los registros y la documentación de la capacitación en seguridad y salud de cada empleado incluirán, como mínimo, el nombre del empleado y/o el número de empleado; fecha(s) de capacitación; tema(s) de capacitación; formato de formación; e instructor(es). Estos registros y documentación se conservarán durante al menos un año.

COMITÉ DE SEGURIDAD Y SALUD LABORAL/DIRECCIÓN

No se ha establecido un Comité de Seguridad y Salud Laboral/Gerencia en CRS y no se planea ninguno para el futuro cercano.

ACCESO AL PROGRAMA

Todos los empleados tienen acceso a este programa si lo solicitan en su idioma preferido (inglés o español). Se proporcionará una copia impresa (sin cargo) a cualquier empleado cuando la solicite dentro de los 5 días posteriores a la solicitud. También se dará acceso a cualquier representante designado de cualquier empleado.

PLAN DE PREVENCIÓN DE EXPOSICIÓN COVID-19

PROPÓSITO

Brindar orientación recomendada a los empleados sobre cómo prepararse y prevenir la propagación de enfermedades infecciosas nuevas o recientemente evolucionadas que tienen el potencial de representar una amenaza importante para la salud pública y el peligro de infección para nosotros, nuestros compañeros de trabajo y nuestras comunidades.

APLICACIÓN

Este plan de prevención será aplicado por todas las partes responsables que se enumeran a continuación. El incumplimiento de este plan puede dar lugar a medidas disciplinarias, que pueden incluir la suspensión y / o terminación.

ALCANCE

Todos los empleados

RESPONSABILIDAD

- Todos los empleados
- Departamento de Seguridad

PREVENCIÓN DEL ESPARCIMIENTO DE ENFERMEDADES INFECCIOSAS

La salud y el bienestar de nuestros empleados, subcontratistas, proveedores y socios comerciales son lo primero, y no queremos ponerlos en riesgo de ningún tipo de exposición. Nuestra línea de defensa más importante es exigir a todos los empleados, subcontratistas y proveedores que puedan estar enfermos, no sentirse bien o que hayan estado expuestos a una persona enferma que se queden en casa.

Se recomienda que las siguientes pautas sean seguidas por todo el personal, subcontratistas y proveedores.

No hay charlas de caja de herramientas o reuniones en los tráileres del lugar de trabajo.

Suspenda el uso de agua, café o alimentos de la comunidad.

Los empleados y subcontratistas deberán abandonar el lugar de trabajo si muestran síntomas de COVID-19 (virus corona) de inmediato.

LOS SINTOMAS INCLUYEN:

- Fiebre
- Tos
- Falta de Aliento
- Dolores en el cuerpo
- Dolor de garganta

PROTOCOLO DE SEGURIDAD EN EL TRABAJO DE ENFERMEDADES INFECCIOSAS

- Los líderes de la cuadrilla verificarán las temperaturas de ellos mismos y de otros miembros de la cuadrilla antes de comenzar su turno.
    - Cualquier persona que muestre algún síntoma o una temperatura superior a 99 grados, será enviado a casa de inmediato.
- Abstenerse de compartir tazas, bolígrafos, lápices, juegos de planos, tabletas, computadoras portátiles o cualquier otro artículo que pueda contener gérmenes.
- Abstenerse de compartir herramientas, ya que también pueden transportar gérmenes.
- Evite trabajar uno encima del otro.
- Lavarse las manos frecuentemente
    - El CDC recomiendan que se lave las manos con agua y jabón durante al menos 20 segundos. - Si no hay instalaciones disponibles, utilice líquido desinfectante de disolución (desinfectante para manos). Permita que el líquido se seque y no limpie el exceso.
- Evite tocarse los ojos, la boca y la cara.
- Evite los apretones de manos y el contacto cercano con los miembros del equipo, y siempre lávese y desinféctese las manos después de cualquier contacto.
- Siempre lávese y desinféctese las manos después de cualquier visita al baño.
- Mantenga 6 pies de separación tanto como sea posible.
- Mantenga las superficies limpias y desinfecte regularmente. (Consulte Desinfección de obra)
- Cada vez que aplique cualquier equipo de protección personal (PPE) en su cara, lávese las manos (como se indicó anteriormente) y luego desinfecte el PPE.
- Lave la ropa y otros equipos reflectantes regularmente.
- Antes de comer o beber en el lugar de trabajo, asegúrese de desinfectar las manos, las botellas y las superficies circundantes.

RESPONSABILIDAD DEL SUBCONTRATISTA

Los subcontratistas deben acordar no ingresar al sitio de trabajo si, a sabiendas, han entrado en contacto con alguien que haya presentado síntomas del virus o haya dado positivo en las últimas 2 semanas. Tenemos derecho a pedirle a cualquier persona que abandone el lugar de trabajo si creemos que tiene una enfermedad que los CDC controlan, como COVID-19.

REUNIONES

Las reuniones de 10 o más personas en el lugar de trabajo deben realizarse al aire libre.

Se debe mantener una distancia de al menos 6 pies entre los individuos.

Las reuniones pueden modificarse para comunicarse con grupos o individuos más pequeños o celebrarse como llamadas de conferencia si se vuelven ineficaces debido al distanciamiento.

INSPECCIONES DEL SITIO DE TRABAJO

Durante las caminatas en el sitio, si el personal de campo o el Departamento de Seguridad se encuentran con alguien que presente síntomas de enfermedad, se le pedirá a la persona que se vaya inmediatamente.

INFORMES DE PRUEBAS POSITIVAS Y GESTIÓN DE RIESGOS

Si algún individuo da positivo por una enfermedad infecciosa, recopile información sobre la oficina o el lugar de trabajo en el que estaba trabajando, que posiblemente haya estado en contacto con el empleado afectado, y notifique al constructor sobre la posible exposición a otros oficios.

SUMINISTROS DE LIMPIEZA DE TRABAJO

Siempre trate de mantener los siguientes artículos almacenados en sus sitios de trabajo:

- ✓ Jabón de manos (generalmente proporcionado por el constructor en los sitios de trabajo)
- ✓ Desinfectante de manos (si está disponible)
- ✓ Toallas de papel (normalmente proporcionadas por el constructor en las obras)
- ✓ Espray desinfectante (es decir, lisol, cloro, etc., si está disponible)

PROTOCOLO DE SEGURIDAD DE ENFERMEDADES INFECCIOSAS DESINFECCIÓN DEL TRABAJO

Las superficies de alto contacto, como encimeras, perillas de las puertas, teléfonos celulares y manijas de los inodoros deben desinfectarse regularmente, ya que algunos patógenos pueden vivir en las superficies durante varias horas o días. Use productos que digan "desinfectante" en la etiqueta e incluya un número de registro de la EPA. Estos son necesarios para cumplir con las especificaciones gubernamentales de seguridad y eficacia.

Primero, debe eliminar el polvo y la mugre antes de usar el desinfectante.

En segundo lugar, el desinfectante debe permanecer en la superficie antes de secarse o limpiarse. Verifique la etiqueta de los tiempos de espera para asegurarse de que la eliminación del virus sea efectiva.

EMPLEADO COVID-19 PLAN DE PREVENCIÓN DE EXPOSICIÓN FORMACIÓN

Los temas de salud y seguridad que se enumeran a continuación fueron discutidos conmigo hoy y tuve la oportunidad de hacer preguntas. Entiendo la política y la posición de la compañía con respecto a estos artículos. La ubicación de este programa ha sido identificada y está disponible para mi revisión en cualquier momento razonable.

La capacitación incluyó la revisión de lo siguiente:

- Responsabilidades
- Prevención de la propagación de enfermedades infecciosas
- Síntomas
- Protocolo de seguridad en el lugar de trabajo de enfermedades infecciosas
- Responsabilidades del subcontratista
- Pautas de la reunión
- Inspecciones del lugar de trabajo
- Informe de prueba positiva y gestión de riesgos
- Suministros de limpieza en el lugar de trabajo
- Protocolo de seguridad de enfermedades infecciosas Desinfección del lugar de trabajo

Escriba Nombre: _____ Fecha: _____

Empleado

Firma: _____

Empleado

Firma: _____

Entrenador

PROGRAMA DE PREVENCIÓN DE VIOLENCIA LABORAL

INTRODUCCIÓN

Citadel Roofing y Solar ha desarrollado e implementado este Programa escrito de Prevención de la Violencia en el Lugar de Trabajo (WVPP) como parte de nuestro Programa de Salud y Seguridad. El trabajo realizado por el personal de Citadel Roofing y Solar es variado, tanto en naturaleza como en ubicación. En todas las circunstancias, la intención de Citadel Roofing y Solar es:

- Cumplir con los requisitos y el espíritu de la sección 6401.9 del Trabajo de California, enmendada debido al Proyecto de Ley del Senado 553 en California promulgado el 30 de septiembre de 2023.
- Proporcionar un entorno de trabajo seguro y libre de violencia para todos los empleados.

En consecuencia, a partir del 1 de julio de 2024 (fecha en la que la SB 553 entra en vigor), Citadel Roofing y Solar implementó este WVPP de conformidad con el Proyecto de Ley del Senado 553, codificado como Código Laboral 6401.9. Citadel Roofing y Solar espera y exige que todos los empleados sigan los requisitos establecidos en este WVPP.

EL ALCANCE

Este programa se aplica a todos los empleados involucrados en cualquier trabajo autorizado relacionado con Citadel Roofing y Solar, independientemente de su ubicación.

DEFINICIONES

- “Lesión” significa una lesión sufrida por un empleado que cumple con los criterios de registro enumerados en el título 8, sección 14300.7(b)(1).
- “Amenaza de violencia” significa una declaración o conducta que hace que una persona tema por su seguridad porque existe una posibilidad razonable de que pueda resultar herida y que no tiene ningún propósito legítimo.
- “Violencia en el lugar de trabajo” significa cualquier acto de violencia o amenaza de violencia que ocurre en un lugar de trabajo. La violencia en el lugar de trabajo incluye lo siguiente:
    a) La amenaza o el uso de fuerza física contra un empleado que resulta, o tiene una alta probabilidad de resultar, lesiones, trauma psicológico o estrés, independientemente de si el empleado sufre una lesión.
    b) Un incidente que involucra la amenaza o el uso de un arma de fuego u otra arma peligrosa, incluido el uso de objetos comunes como armas, independientemente de si el empleado sufre una lesión.
- Cuatro tipos de violencia en el lugar de trabajo:

1. "Violencia tipo 1" significa violencia en el lugar de trabajo cometida por una persona que no tiene ningún negocio legítimo en el lugar de trabajo e incluye actos violentos cometidos por cualquier persona que ingrese al lugar de trabajo con la intención de cometer un delito.
2. "Violencia tipo 2" significa violencia en el lugar de trabajo dirigida a empleados por parte de clientes, pacientes, estudiantes, reclusos o visitantes.
3. "Violencia tipo 3" significa violencia en el lugar de trabajo contra un empleado por parte de un empleado, supervisor o gerente actual o anterior.
4. "Violencia tipo 4" significa violencia en el lugar de trabajo cometida en el lugar de trabajo por alguien que no trabaja allí pero que tiene o se sabe que ha tenido una relación personal con un empleado.

EXCEPCIÓN: *El término violencia en el lugar de trabajo no incluye actos legales de autodefensa o defensa de otros, ni daños autoinfligidos que impliquen violencia o amenazas de violencia hacia otros.*

PERSONA RESPONSABLE

Citadel Roofing y Solar ha designado al Gerente de Seguridad como la Persona Responsable del WVPP. Es responsabilidad del Gerente de Seguridad garantizar la implementación, administración y cumplimiento generales del WVPP. Además, cada Gerente, Superintendente General, Supervisor/Superintendente del Lugar de Trabajo y Recursos Humanos tiene la responsabilidad de hacer cumplir el programa con sus empleados.

Las funciones de la **VP de Recursos Humanos – Stephanie Crichton y del Gerente de Seguridad – Daniel Reyes:**

- Establecer procedimientos para identificar, evaluar y corregir la violencia en el lugar de trabajo.
- Establecer procedimientos para investigar cualquier posible violencia en el lugar de trabajo.
- Establecer y/o revisar métodos y procedimientos para corregir un ambiente de trabajo inseguro.
- Deben asegurar que los empleados reciban capacitación sobre este programa. Así como el reciclaje anual requerido.
- Garantizar que exista un procedimiento para comunicar a los empleados, de manera comprensible, cualquier violencia en el lugar de trabajo.
- Permitir que todos los empleados denuncien cualquier violencia potencial o real en el lugar de trabajo sin temor a represalias.
- Realizar investigaciones de todos los casos de violencia laboral que requieran tratamiento médico. Cada investigación debe incluir documentación de respaldo.

- Garantizar que los registros sobre capacitación, investigaciones y medidas correctivas se mantengan adecuadamente, según lo exige este Programa de Prevención de la Violencia en el Lugar de Trabajo y otros programas requeridos de acuerdo con Cal/OSHA o cualquier otra agencia reguladora.
- Crear y mantener un registro de incidentes violentos

Deberes **de la Gerencia y de quienes desempeñan funciones de Supervisión**:

- Conocer y hacer cumplir el plan de prevención de violencia laboral.
- Garantizar que la seguridad se comunique a los empleados de una manera comprensible a través de capacitación, publicaciones, contactos personales y otras formas de comunicación según corresponda.
- Tomar nota de los entornos de trabajo inseguros en el departamento o área de responsabilidad y tomar las medidas necesarias para controlarlos o eliminarlos.
- Informar de inmediato todos los casos de violencia en el lugar de trabajo o amenazas de violencia en el lugar de trabajo, sin importar cuán leves sean, a Recursos Humanos y/o al Gerente de Seguridad de inmediato.
- Asistir a reuniones de capacitación cuando se realicen y mantenerse actualizado sobre asuntos de seguridad y salud relacionados con la empresa.

Los deberes de todos **los Empleados**:

- Siga todas las reglas, políticas y procedimientos de seguridad.
- Reportar inmediatamente a la gerencia toda violencia en el lugar de trabajo o amenaza de violencia en el lugar de trabajo, sin importar cuán leve sea.
- Asistir a todas las reuniones de seguridad a medida que se llevan a cabo.
- Revise periódicamente los tableros de anuncios de seguridad para obtener información actualizada sobre seguridad y otro tipo de información.
- Asistir a una reunión de orientación sobre seguridad al momento de la contratación/recontratación, que cubre el Programa de Prevención de la Violencia en el Trabajo de la empresa.
- Firmar un formulario de reconocimiento confirmando su acuerdo de seguir el WVPP de la empresa y sus reglas, políticas y procedimientos.

IMPLEMENTACIÓN

Citadel Roofing y Solar llevará a cabo capacitaciones con todos los empleados actuales antes de la fecha de vigencia del 1 de julio de 2024. Todos los nuevos empleados contratados después del 1 de julio de 2024 recibirán capacitación sobre el WVPP durante su primera fecha de incorporación. Luego, cada empleado será reentrenado anualmente.

DENUNCIA DE CASOS DE VIOLENCIA LABORAL

Todos los empleados estarán capacitados y serán conscientes de que pueden denunciar cualquier caso de violencia en el lugar de trabajo o amenaza de violencia en el lugar de trabajo a su Gerente, Gerente de Seguridad o Recursos Humanos sin temor a represalias.

RESPUESTA A CASOS DE VIOLENCIA LABORAL

Todos los casos de violencia en el lugar de trabajo o amenaza de violencia en el lugar de trabajo se manejarán con el mismo nivel de importancia. El Gerente de Seguridad y/o Recursos Humanos llevarán a cabo investigaciones exhaustivas. Se tomarán declaraciones del empleado que informó el incidente, de todos los demás empleados involucrados y de cualquier testigo. Dependiendo de la gravedad del caso, se puede notificar a las autoridades locales. Ningún empleado sufrirá represalias por realizar una denuncia.

Cualquier empleado involucrado puede recibir una licencia temporal mientras se lleva a cabo la investigación, para garantizar la seguridad de todos los empleados.

Las investigaciones deberían completarse en el plazo de una semana. Así como todas las acciones correctivas necesarias.

El Registro de incidentes violentos (los requisitos se describen a continuación) se actualizarán al final de la investigación. A cada incidente se le asignará un “tipo de violencia” al finalizar la investigación.

Los registros de violencia laboral se conservarán durante un mínimo de 5 años.

CUMPLIMIENTO

Es su responsabilidad seguir todas las políticas y procedimientos de seguridad de la empresa. Cuando sea necesario, se le proporcionará capacitación e información adicional o reentrenamiento para mantener sus conocimientos.

El incumplimiento del Plan de Prevención de la Violencia Laboral dará lugar a algún tipo de acción disciplinaria, dependiendo de la gravedad de la infracción y del número de casos pasados. Citadel Roofing & Solar se reserva el derecho de despedir a los empleados "a voluntad" por violaciones graves del programa.

- Los empleados que se encuentren amenazando o poniéndose en peligro a sí mismos o a otros empleados estarán sujetos a medidas disciplinarias que pueden incluir el despido.
- La gerencia o los supervisores que no hayan informado sobre amenazas o actos de violencia en el lugar de trabajo estarán sujetos a medidas disciplinarias que pueden incluir el despido.

Recursos Humanos y/o el Gerente de Seguridad determinarán el curso de acción más adecuado en caso de infracción. Los procedimientos disciplinarios estándar se describen en nuestro documento de Procedimientos disciplinarios.

- Todas las violaciones de seguridad ya sean verbales o escritas, se discutirán con usted, su Gerente, Recursos Humanos y el Gerente de Seguridad.
- Toda la documentación relacionada con cualquier acción disciplinaria tomada se mantendrá en el archivo.

REGISTRO DE INCIDENTES VIOLENTOS

Citadel Roofing y Solar mantendrá un registro de todos los incidentes de violencia en el lugar de trabajo, independientemente de que resulten en una lesión. Este registro incluirá información sobre cada incidente de violencia en el lugar de trabajo, según las declaraciones de los empleados, las declaraciones de los testigos y los resultados de la investigación.

El registro incluirá lo siguiente:

- Fecha, hora y lugar del incidente
- "Tipo" de violencia en el lugar de trabajo (1, 2, 3 y/o 4 – definido anteriormente)
- Descripción detallada del incidente
- Clasificación de quién cometió la violencia
- Las circunstancias en el momento del incidente.
- Dónde ocurrió el incidente
- Características específicas del incidente, como ataques físicos, participación de armas, amenazas, agresión sexual, incidentes con animales u otros eventos.
- Cuáles fueron las consecuencias del incidente, incluida cualquier participación de las autoridades
- ¿Qué medidas se tomaron para proteger a los empleados de mayores amenazas o peligros?
- Quién completó el registro, incluido su nombre, cargo y fecha de finalización.

(**Nota**: excluiremos la información de identificación personal que identificaría a cualquier persona involucrada en un incidente violento).

COMUNICACIÓN CON LOS EMPLEADOS

Los elementos del WVPP de Citadel Roofing y Solar y todos los aspectos de su programa de seguridad y salud se comunicarán de manera fácilmente comprensible a todos los empleados. El enfoque de Citadel Roofing y Solar es proporcionar comunicación verbal y escrita en inglés y español y, cuando sea posible, realizar demostraciones gráficas o visuales a todos los empleados.

Si hemos encontrado amenazas o actos de violencia en el lugar de trabajo, comunicaremos a los empleados el resultado de la investigación, las medidas tomadas

para evitar que se repita y la importancia de su seguridad general y reportaremos estos asuntos de inmediato.

RESPUESTA DE EMERGENCIA

En caso de una emergencia inmediata, se comunicará con todos los empleados de inmediato y se los evacuará de cualquier amenaza de la manera más rápida y segura posible. Se notificará a las agencias de respuesta a emergencias correspondientes. Los empleados serán notificados cuando la amenaza haya desaparecido y estén seguros de regresar a sus prácticas laborales normales.

CAPACITACIÓN

Citadel Roofing y Solar brindará capacitación efectiva y se asegurará de que los requisitos de este programa sean comprensibles. Esto puede incluir brindar capacitación en su idioma (cuando sea posible).

El entrenamiento cubrirá:

- Familiarización con el programa.
- Definiciones y requisitos de la sección 6401.9 del Código Laboral.
- Cómo obtener una copia del programa.
- Cómo participar en el desarrollo, implementación y actualizaciones del programa.
- Cómo denunciar la violencia en el lugar de trabajo.
- Comprender los riesgos de violencia específicos del trabajo.
- Propósito del registro de incidentes violentos y cómo obtener registros.
- Oportunidad de mantener debates interactivos con alguien que conozca el programa del empleador.

La capacitación se llevará a cabo durante lo siguiente:

- Fecha de incorporación
- Anualmente
- Después de una amenaza o acto de violencia en el lugar de trabajo

REVISIÓN DEL PROGRAMA

El Programa de Prevención de la Violencia en el Trabajo se revisará anualmente, cuando se observe o sea evidente una deficiencia, y después de cualquier incidente de violencia en el lugar de trabajo.

CODIGOS DE PRÁCTICAS SEGURAS

Este Código de Prácticas Seguras está publicada en un lugar visible en cada lugar con una oficina o sitio de trabajo Remolque (incluyendo la oficina principal y tienda), y se proporciona a cada sitio de trabajo Superintendente y Supervisor quien tendrá que fácilmente disponible.

Las siguientes prácticas de seguridad, en el Código de Prácticas Seguras, **si desobedecía** dará lugar a que el empleado siendo suspendidos o terminados a discreción del Capataz / Superintendente / Supervisor del empleado, o el director de Seguridad de inmediato.

SUSPENSIÓN O TERMINACIÓN INMEDIATA

1. Cualquier empleado se encuentra bajo la influencia de drogas o sustancias intoxicaste en el trabajo deberá ser retirado inmediatamente del trabajo. Y, cualquier empleado que se sabe que bajo la influencia de drogas o sustancias tóxicas no se permitirá en el trabajo, mientras que en esa condición
2. Lanzar o no dejar caer materiales, herramientas u otros objetos de los edificios o estructuras sin proporcionar primero precauciones adecuadas para proteger a otros de la caída de objetos.
3. Cualquier empleado subiendo o bajando una escalera debe mirar hace la escalera and usar las dos manos.
    a. Subiendo o bajando la escalera con algo en la mano esta prohibido. Empleados deben de siempre mantener 3 puntos de contacto.
4. Los empleados que trabajan en las alturas sin protección por encima de 15 pies deben llevar arneses de seguridad con cada cuerda de seguridad o auto- retráctil salvavidas atado a un mínimo de £ 5.000 anclaje. Su sólo habrá una persona por el ancla.
    a. Esto incluye a los empleados que trabajan en elevadores de tijera, donde se requiere protección contra caídas. Los empleados que trabajan en plataformas aéreas utilizarán un arnés de seguridad y cuerda de seguridad que evita que se caiga de la cesta.
5. Nunca echar abajo barreras de protección, eliminar barreras, o descubrir agujeros : (1) sin la autorización de su capataz / Superintendente / Supervisor, (2) sin proporcionar protección (marcar, barricadas) para otros empleados por lo menos seis pies de distancia del borde y (3) sin proveer para su propia protección contra caídas.
6. Siempre que se crean aberturas en el piso o agujeros, que deben ser protegidos inmediatamente por barandas altas de 42 pulgadas con rodapiés, o cubiertas. Si se utilizan cubiertas, deben ser lo suficientemente fuertes como para soportar cargas 4 veces el máximo destinado a ser impuestas sobre ellos y deben ser asegurados para evitar el desplazamiento accidental.
7. Cada vez que se ha eliminado una cubierta sobre una abertura en el piso, como por la incorporación de equipo o material, reemplace la tapa inmediatamente tras la finalización de manejo de materiales. El no hacerlo podría resultar en la suspensión inmediata y / o terminación.
8. Siempre que se crea un riesgo de caída, debe ser guardia criticó o protegida de otro modo inmediato.
9. Sólo los empleados que poseen tarjetas de certificación del operador válido están autorizados a utilizar las herramientas accionadas por pólvora.

10. Bobcats, carretillas elevadoras, gradalls, elevadores aéreos y tijeras ascensores solamente serán operados por personal cualificado.
11. Solamente empleados autorizados y entrenados operarán cualquier balanceo o equipo motorizado.
12. Solamente autorizado o aprobado elevador será usado. No use palete, caja de basura, o cualquier otro método que no sea aprobado.
13. Solamente autorizado y entrenado empleados manejaren cualquier equipos rodantes o motorizados.
14. No se permite alterar, ajustar, o de otra manera " meterse con " ningunas cajas eléctricas del panel, circuitos, equipo y cualquier otro dispositivo eléctrico asociado a la estructura del edificio, a menos que él / ella está debidamente capacitado y certificado.
15. Se prohíbe manipulación o alteración de cualquier línea de equipos eléctricos, maquinaria, o aire o el agua de una manera no dentro del ámbito de sus funciones.
16. Antes de utilizar cualquier herramienta o equipo, todos los protectores y otros dispositivos de protección deben estar en su lugar y correctamente ajustados y operar correctamente.
17. No quite, altere o derrota a cualquier guardia, dispositivo de seguridad o de bloqueo.
18. Cualquier payasada, forcejeos y otros actos, como la lucha, en el trabajo que pueden tener una influencia adversa sobre la seguridad o el bienestar de los empleados se prohíbe y dará lugar a la terminación inmediata.
19. La posesión de un arma de fuego o cualquier otra arma en el trabajo está prohibido, y dará lugar a la terminación inmediata.
20. El robo o daño intencional a cualquier empresa, otro contratista de, o cualquier otra propiedad relacionada con el trabajo o materiales se prohíben, y dará lugar a la terminación inmediata.
21. Informar sobre todas las lesiones sospechosas, las lesiones y las enfermedades con prontitud a sus Capataz / Superintendente / Supervisor y Gerente de Seguridad de inmediato para arreglos se pueden hacer para el tratamiento médico o de primeros auxilios, si es necesario.
22. Todos los derrames de productos químicos y fugas deben ser reportados inmediatamente a su Capataz / Superintendente / Supervisor y Gerente de Seguridad, a fin de que las medidas adecuadas se pueden tomar para la limpieza y la eliminación adecuada de materiales contaminados.

SOLAR CÓDIGO ELÉCTRICO DE PRÁCTICAS SEGURAS

El siguiente documento describe las prácticas de seguridad específicos para cualquier trabajo solar y / o eléctrica. Código de la Norma de prácticas seguras también que sigan siendo aplicables a todos Ciudadela Roofing y los empleados solares.

Todo el trabajo solar y / o eléctrica se realiza bajo la supervisión de un electricista certificado o con licencia.

Generales Normas de seguridad solares

1. Sea consciente de sus alrededores. Esto incluye cualquier compañero de trabajo o los propietarios de viviendas que pueden entrar en su área de trabajo.
2. Manténgase 2-3 pies clara de nada cuando se trabaja con paneles de cableado eléctrico o cajas.
3. Nunca cortar un alambre sin saber lo que es, antes de cortar. Corte solamente un cable a la vez.
4. Use guantes al manipular los paneles solares
5. La protección contra caídas debe ser usado cuando un trabajador está expuesto a una caída superior a 15 pies. Monitores de seguridad no están permitidos.

Peligros Eléctricos

1. Como mínimo, se quedan 10 pies de distancia de todas las líneas eléctricas aéreas.
2. No utilice cables eléctricos gastados / dañados
3. Los puntos de venta No sobrecargados
4. Sólo el uso de escaleras de fibra de vidrio no conductor se permitirá el empleo de energía solar.
5. No hay señales de advertencia
6. Trabajar en condiciones húmedas
    a. ELECTRICIDAD y agua no se mezclan
    b. El riesgo de descarga eléctrica es mayor en las zonas que están mojados o húmedos. Tome las debidas precauciones
7. Falta de dispositivos de protección o insuficientes
8. Se requiere Cada empleado que pueda estar expuesto a energía peligrosa para ser entrenados en los procedimientos de bloqueo / etiquetado (LOTO), el método de mantenimiento de la energía (electricidad) o el equipo de ser puesto en movimiento y los empleados que ponen en peligro. Los empleados son responsables de comprender y seguir todos los elementos de este programa, sin excepción
9. cintas pescado conductores no podrán ser utilizados en conductos eléctricos que entran en recintos que contengan partes energizadas expuestas menos que estas partes están aislados por barreras adecuadas
10. Nunca use metros de prueba con puntas dañadas. Sustituir por fabricante aprobado dientes.

11. Tenga cuidado con los alrededores cuando el corte o la realización de metales tales como rieles de aluminio, puntal o conducto.
    a. Utilice las dos manos al cortar con una sierra
12. Uso PPE apropiado para el trabajo eléctrico
13. Saber dónde se encuentran los interruptores y cajas en caso de emergencia
14. No bloquee el acceso a los disyuntores
15. Antes de trabajar en altura o cargar objetos largos (paneles solares), revise el área para líneas eléctricas aéreas.
16. Colocar letreros de advertencia suficiente para hacer que la gente tome conciencia del peligro de seguridad (zonas de acceso controlado).
17. Mantener el acceso y el espacio de trabajo alrededor de todo el equipo eléctrico según sea necesario.

Herramientas eléctricas y cables eléctricos

1. Utilice Ground Fault Circuit Interruptores de (GFCI) cables y equipos
2. Inspeccione todos sus equipos eléctricos a diario
    a. Las herramientas no deben tener dientes faltantes
    b. Los cables dañados
3. Utilice cables o equipos que se clasifican para el nivel de amperaje o voltaje que está utilizando.
4. Si ninguna herramienta parecen estar dañados no utilice. Tag " No usar " para que cualquier otro compañero de trabajo no utiliza la herramienta defectuosa.
5. Use solamente a tierra o herramientas eléctricas con doble aislamiento
6. No repare los cables eléctricos o equipos a menos cualificado y autorizado.

Circuitos Eléctricos

1. Cada vez que comience el trabajo o devolver, debe comprobar de los ensayos de verificación, para garantizar que el equipo ha sido desactivado. Nunca asuma el equipo está muerto.
2. Haga que su PPE eléctrica adecuada mientras comprueba - prueba - comprobación se lleva a cabo.
    a. Arco Eléctrico Escudo Cara
    b. Guantes eléctricos
    c. Guantes de cuero (más Guantes eléctricos)
    d. Lentes De Seguridad
3. Una vez que haya probado y equipo asegurado se ha desactivado , puede quitar su PPE
4. Bloqueo y Etiquetado (LOTO) todos los circuitos que se está trabajando para evitar que nadie más vuelva a energizar la fuente.
    a. Dispositivos LOTO sólo podrán ser removidos por la persona que los instaló.
        i. A menos que esa persona ha dejado a los locales y / o lugar de trabajo , otro empleado autorizado puede retirar el equipo LOTO
5. No hay trabajo "en vivo" (trabajar en equipo energizado) se permite sin la aprobación de la gestión

6. Aberturas no utilizadas Cerrar (incluyendo salidas de conducto) en armarios eléctricos y accesorios con cubiertas apropiadas, los enchufes, o placas.

Servicio / Mantenimiento

1. Para minimizar los riesgos , cuando el servicio de un sistema, siga estos pasos en orden:
2. Apague el disyuntor de CA (esto coloca solar en una condición sin carga).
3. Apague cualquier y todos los seccionadores de CA o CC.
4. Verifique que está " calificado" y entrenado adecuadamente para realizar la tarea requerida.
5. Proporcionar justificación por qué y obtener la aprobación de la gestión si el trabajo debe realizarse en una condición de " energía “, en su caso.
6. Determinar si un análisis de peligros se ha realizado para identificar todos los peligros (descargas eléctricas, arco eléctrico, etc.).
7. Lleve a cabo una conferencia de trabajo e identificar trabajo o tarea peligros específicos.
8. Proporcionar barreras u otros medios para impedir el acceso a la zona de trabajo de los trabajadores " no cualificados”.
9. Siga los procedimientos de LOTO.
10. Si es seguro hacerlo, vaya a la caja de combinación de techo o toma de penetración, lo que sea más accesible, y desconecte los conectores MC o retire los fusibles.

Los accidentes eléctricos

1. Apague la fuente de alimentación si la víctima se encuentra todavía en contacto con el circuito energizado
2. No toque a la víctima si todavía están en contacto con un circuito eléctrico con energía.
3. Si la alimentación del sistema no puede ser apagado rápidamente, haciendo palanca a alguien fuera de un circuito vivo sólo debe ser hecho con un material no conductor, como un tablero seco. Tenga especial cuidado si la zona es húmeda.
4. No deje a la víctima a menos que no hay otra opción. Permanezca con la víctima mientras que los Servicios Médicos de Emergencia se pone en contacto con otra persona.
5. Si calificado y dispuesto, administrar los primeros auxilios y RCP si es necesario.

PLAN DE PREVENCIÓN DE ENFERMEDADES POR CALOR CITADEL ROOFING Y SOLAR

Responsabilidad

Cada gerente, superintendente, supervisor, personal de seguridad y líder de equipo tiene autoridad y responsabilidad general para implementar las disposiciones de este programa en nuestro lugar de trabajo. Además, todos los gerentes y supervisores son responsables de implementar y mantener el Programa de prevención de enfermedades causadas por el calor en sus áreas de trabajo asignadas y de garantizar que los trabajadores reciban respuestas a sus preguntas sobre los procedimientos en un idioma que comprendan.

Todos los trabajadores son responsables de utilizar prácticas laborales seguras; siguiendo todas las directivas, políticas y procedimientos; y ayudar a mantener un ambiente de trabajo seguro.

Este plan está en inglés y español. Se mantiene en nuestro lugar de trabajo en cada vehículo del equipo. Está a disposición de los trabajadores o de sus representantes previa solicitud.

Trámites para el Provisión de Agua:

1. Se proporcionará a los trabajadores agua fresca, pura, y adecuadamente fría de forma gratuita. Contamos con máquinas de hielo y dispensadores de agua en nuestros almacenes. Proporcionamos a cada tripulación un contenedor de agua de 5 galones (o más si es necesario). Cuando se trabaja en una obra de construcción, el agua se puede reponer utilizando el agua potable de las casas modelo. Algunos contratistas generales también establecieron un área de reabastecimiento.

2. Los supervisores se asegurarán de que el agua sea fresca, pura y adecuadamente fría. Los supervisores, líderes de equipo o personal de seguridad examinarán visualmente el agua a lo largo del día según sea necesario y verterán un poco sobre su piel para asegurarse de que el agua esté lo suficientemente fría.] Durante el clima cálido o en condiciones de trabajo con mucho calor en el interior, el agua estará más fría que la temperatura ambiente, pero no tan fría como para causar incomodidad.

3. El agua se ubicará lo más cerca posible de las áreas donde trabaja el empleado (dadas las condiciones de trabajo y la disposición del lugar de trabajo), para fomentar el consumo frecuente de agua. Si el área de trabajo impide que el agua se coloque lo más cerca posible de los trabajadores, los trabajadores pueden usar botellas de agua etiquetadas individualmente o contenedores de agua personales más pequeños para que puedan tener agua potable fácilmente accesible.

4. Se recordará y alentará a los trabajadores a consumir con frecuencia pequeñas cantidades de agua a través durante su turno.

5. Durante temperaturas altas, las cuadrillas tienen la obligación de repasar su lista de verificación de

Procedimientos para altas temperaturas (cuando las temperaturas se proyectan por encima de los 80 grados), lo que les recuerda el consumo de agua. Durante las inspecciones periódicas a lo largo del día, los superintendentes y el personal de seguridad recordarán y alentarán a los trabajadores a beber agua. En algunos casos, los recordatorios se pueden enviar por mensaje de texto.

6. Todos los contenedores de agua se mantendrán en condiciones sanitarias. No se acepta agua de fuentes de agua no aprobadas o no probadas (por ejemplo, pozos no probados). Si se utilizan mangueras o conexiones, deben estar aprobadas para sistemas de agua potable, como se muestra en la etiqueta del fabricante.

7. Para lugares de trabajo al aire libre, cuando la temperatura iguala o excede los 95 grados Fahrenheit, o durante una ola de calor, se llevarán a cabo reuniones previas al turno antes del comienzo del trabajo para alentar a los trabajadores a beber mucha agua y recordarles sus Derecho a tomar un descanso para refrescarse cuando sea necesario. Además, se aumentará el número de descansos para tomar agua. Los supervisores/capataces darán el ejemplo y recordarán a los trabajadores durante todo el turno de trabajo que beban agua.

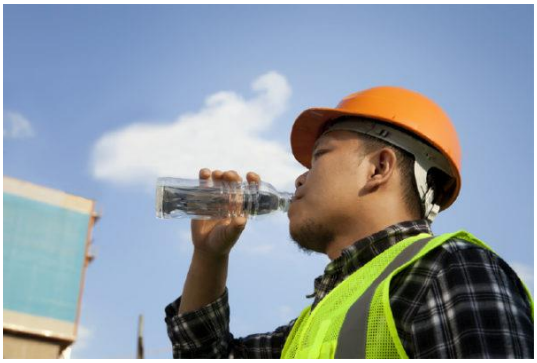
Procedimientos de acceso a áreas de enfriamiento para lugares de empleo interiors

1. Las áreas de enfriamiento estarán ubicadas en las salas de descanso del almacén. La temperatura en las áreas interiores de enfriamiento se mantendrá a menos de 82 grados Fahrenheit mediante el uso de aire acondicionado y ventiladores (cuando sea necesario).

2. Las áreas de enfriamiento estarán disponibles en el sitio para acomodar a todos los trabajadores que estén en un descanso en cualquier momento y serán lo suficientemente grandes como para que todos los trabajadores en descanso puedan sentarse completamente en una postura normal. en las áreas de enfriamiento sin tener que estar en contacto físico entre sí. Para garantizar esto, nos aseguraremos de que los períodos de descanso sean escalonados para evitar el hacinamiento y que haya suficientes asientos.

3. Se informará a los trabajadores sobre la ubicación de las áreas de enfriamiento y se les alentará y se les permitirá tomar descansos en las áreas de enfriamiento cuando sientan que necesitan un descanso. Se controlará a un trabajador que tome un descanso preventivo para enfriarse y se le preguntará si está experimentando síntomas de enfermedad por calor. En ningún caso se ordenará al trabajador que regrese a trabajar hasta que los signos o síntomas de enfermedad por calor hayan desaparecido (consulte la sección sobre Respuesta de emergencia para obtener información adicional). Si un trabajador muestra signos o síntomas de enfermedad por calor mientras realiza un descanso preventivo para enfriarse, se le proporcionarán primeros auxilios o respuesta de emergencia adecuados. Los periodos de descanso preventivo para la vuelta a la calma serán de al menos 5 minutos, además del tiempo necesario para acceder a la zona de vuelta a la calma.

Procedimientos de acceso a la sombra para lugares de trabajo al aire libre



1. Sombra estará lo más cerca posible de los trabajadores cuando la temperatura exterior sea igual o superior a 80 grados Fahrenheit. Cuando la temperatura sea inferior a 80 grados Fahrenheit, se proporcionará acceso a la sombra de inmediato, cuando lo solicite un trabajador. En los trabajos de construcción, el interior del edificio proporcionará amplio espacio y sombra para los equipos en el lugar. Cuando sea necesario, la empresa proporcionará una estructura de sombra para su uso adecuada al número de personas de la tripulación.

   Nota: El interior de un vehículo no se utilizará para proporcionar sombra a menos que el vehículo tenga un aire acondicionado que funcione y esté enfriado con anticipación.

2. Habrá suficiente sombra disponible en el sitio para acomodar a todos los trabajadores que estén de descanso en cualquier momento. Durante los períodos de comida, habrá suficiente sombra para todos los trabajadores que opten por permanecer en el área general de trabajo o en las áreas designadas para los períodos de recuperación y descanso. Para garantizar que la sombra proporcionada sea suficiente, rotaremos a los trabajadores dentro y fuera de los descansos, incluidos los períodos de comida y los períodos de recuperación y descanso, si el número de trabajadores en la cuadrilla es mayor que el número que puede caber cómodamente bajo la sombra. .

3. Se informará a los trabajadores sobre la ubicación de la sombra y se les alentará a tomar un descanso de cinco minutos para refrescarse en la sombra. Dicho acceso estará permitido en todo momento. Se controlará a un trabajador que tome un descanso preventivo para enfriarse, se le alentará a permanecer en la sombra y se le preguntará si tiene síntomas de enfermedad por calor. En ningún caso se ordenará al trabajador que regrese a trabajar hasta que los signos y síntomas de la enfermedad por calor hayan desaparecido, y en ningún caso menos de 5 minutos adicionales al tiempo necesario para acceder a la sombra. Consulte la sección sobre Respuesta a emergencias para obtener información adicional.
4. A medida que las cuadrillas se muevan, las estructuras de sombra se reubicarán para colocarlas lo más cerca posible de los trabajadores para que se proporcione acceso a la sombra en todo momento. Para garantizar que esto se haga, los líderes de equipo serán responsables de mover las estructuras de sombra a una ubicación adecuada. Superintendentes y personal de Seguridad verificarán esto mediante sus inspecciones periódicas. Todos los trabajadores en un período de recuperación, descanso o comida tendrán acceso total a la sombra para poder sentarse en una postura normal sin tener que estar en contacto físico entre sí.
5. Antes de utilizar árboles u otra vegetación para proporcionar sombra (como en huertos), se evaluará el espesor y la forma del área sombreada para garantizar que se proyecte suficiente sombra para proteger a los trabajadores durante toda la jornada laboral, a medida que la sombra se mueve.
6. En situaciones en las que no sea seguro o factible brindar acceso a la sombra (por ejemplo, durante vientos fuertes), se documentarán las condiciones inseguras o inviables y se utilizarán procedimientos alternativos para brindar acceso a la sombra que brinde una protección equivalente. Se determinarán procedimientos alternativos según sea necesario según la ubicación y el diseño específico del lugar de trabajo.

Procedimientos para la evaluación de la temperatura en lugares de trabajo interiores

1. Se utilizará un termómetro en todo el lugar de trabajo para controlar la temperatura o índice de calor. Los instrumentos de monitoreo se mantendrán de acuerdo con las recomendaciones del fabricante y los instrumentos utilizados para medir el índice de calor se basarán en la tabla de índice de calor en el Apéndice A de la Sección 3396. Las ubicaciones para las mediciones de temperatura serán:

    a. Cerca de entradas/salidas del edificio

    b. Dentro de las áreas de Descanso

2. La temperatura o índice de calor será medida y registrada por el Responsable de Almacén. Los trabajadores participarán activamente en la planificación, realización y registro de mediciones de temperatura o índice de calor. Los gerentes de almacén capacitarán y designarán personal apropiado para ayudar en la planificación, realización y registro de mediciones de temperatura o índice de calor.

3. Los registros de las mediciones de temperatura o índice de calor, el valor que sea mayor, se conservarán durante 1 año o hasta que se tomen las siguientes mediciones, lo que ocurra más tarde, y se pondrán a disposición de los trabajadores o representantes designados cuando lo soliciten. Los registros incluirán la fecha, hora y ubicación específica de todas las mediciones.

4. Se deben tomar mediciones iniciales de temperatura o índice de calor donde trabajan los trabajadores y en los momentos durante el turno de trabajo cuando se espera que la exposición de los trabajadores sea mayor y cuando se sospecha que iguala o excede los 82 grados Fahrenheit.

5. Las mediciones se tomarán nuevamente cuando se espere razonablemente que estén 10 grados Fahrenheit o más por encima de las mediciones anteriores donde trabajan los trabajadores y en los momentos durante el turno de trabajo cuando se espera que la exposición de los trabajadores sea mayor.

Procedimientos para monitorear el clima en lugares de empleo al aire libre

1. El supervisor recibirá capacitación e instrucciones para verificar con anticipación el pronóstico meteorológico extendido. Los pronósticos meteorológicos se verificarán con la ayuda de Internet o aplicaciones telefónicas integradas, llamando a los números de teléfono del Servicio Meteorológico Nacional (consulte los números de teléfono de California a continuación) o consultando la red de televisión Weather Channel. El cronograma de trabajo se planificará con antelación, teniendo en cuenta si se esperan altas temperaturas o una ola de calor.

    CALIFORNIA Dial-A-Forecast

    Eureka 707-443-7062

    Hanford 559-584-8047

    Los Angeles 805-988-6610

    Sacramento 916-979-3051

    San Diego 619-297-2107

San Francisco 831-656-1725]

2. Antes de cada día laboral, el supervisor monitoreará el clima en el lugar de trabajo mediante el método descrito anteriormente. Esta información climática crítica se tomará en consideración para evaluar el nivel de riesgo de enfermedades causadas por el calor y cuándo será necesario realizar modificaciones al horario de trabajo (por ejemplo, detener el trabajo temprano, reprogramar el trabajo, trabajar de noche o durante las horas más frescas del día). el día, aumentando el número de pausas para tomar agua y descansar).

3. El supervisor utilizará una aplicación telefónica a través de un dispositivo conectado a Internet en todo el lugar de trabajo y durante todo el turno de trabajo para monitorear el aumento de la temperatura exterior y garantizar que una vez que la temperatura supere los 80 grados Fahrenheit, se abrirán y estarán disponibles estructuras de sombra. a los trabajadores. Además, cuando la temperatura iguale o supere los 95 grados Fahrenheit, se implementarán medidas preventivas adicionales, como procedimientos de alta temperatura. Consulte la sección de procedimientos a altas temperaturas para obtener información adicional.

Procedimientos para medidas de control para lugares de empleo interiores

1. Se implementarán medidas de control cuando ocurra cualquiera de las siguientes situaciones:

   La temperatura interior o el índice de calor es de 87 grados Fahrenheit o más.

   La temperatura interior es de 82 grados Fahrenheit o más y los trabajadores:

   a. Usar ropa que restrinja la eliminación de calor o

   b. Trabajar en un área con alto calor radiante.

2. Primero se implementarán controles de ingeniería factibles para reducir la temperatura y el índice de calor a menos de 87 °F (o la temperatura a menos de 82 °F para trabajadores que trabajan con ropa que restringe la eliminación de calor o que trabajan en áreas con alto calor radiante). Se agregarán controles administrativos si los controles de ingeniería factibles no son suficientes para cumplir con la norma. Si los controles administrativos y de ingeniería factibles no son suficientes para disminuir la temperatura y minimizar el riesgo de enfermedades causadas por el calor, entonces se proporcionará equipo personal de protección contra el calor.
3. Se implementarán los siguientes controles de ingeniería para reducir la temperatura interior, el índice de calor o ambos al nivel más bajo posible. Estos controles ayudan a que el ambiente de trabajo sea más fresco o crean una barrera entre el trabajador y el calor:
   a. Ventiladores de refrigeración o aire acondicionado.
   b. Mayor ventilación natural, como abrir ventanas y puertas cuando la temperatura exterior o el índice de calor son inferiores a la temperatura interior y el índice de calor.

Los siguientes controles administrativos se implementarán una vez que se hayan implementado todos los controles de ingeniería factibles. Estos controles son prácticas laborales modificadas que pueden reducir la exposición al calor ajustando los procedimientos, prácticas o horarios de trabajo:

- Modifique los horarios de trabajo y las actividades a horas del día en las que la temperatura sea más

fresca o programe turnos más cortos, especialmente durante las olas de calor. Ola de calor significa cualquier día en el que la temperatura máxima prevista para el día será de al menos 80 grados Fahrenheit y al menos 10 grados Fahrenheit más que la temperatura máxima diaria promedio de los cinco días anteriores. Para los trabajadores recién contratados y los trabajadores existentes no aclimatados, aumente gradualmente la duración del turno durante las primeras una o dos semanas.

- Exigir descansos obligatorios en un ambiente más fresco, como un lugar con sombra o un edificio con aire acondicionado. La duración de los descansos debería aumentar a medida que aumenta el estrés por calor.

- Programe el trabajo en períodos o horas más frescas del día, como temprano en la mañana o al final de la tarde.

- Rotar las funciones laborales entre los trabajadores para ayudar a minimizar el esfuerzo y la exposición al calor. Si los trabajadores deben estar cerca de fuentes de calor, márquelas claramente para que sean conscientes de los peligros.

- Exigir que los trabajadores trabajen en parejas o grupos durante el calor extremo para que puedan monitorearse entre sí para detectar signos de enfermedades causadas por el calor.

Se proporcionará el siguiente equipo personal de protección contra el calor si los controles de ingeniería factibles no disminuyen la temperatura lo suficiente y los controles administrativos no minimizan el riesgo de enfermedades por calor. Este equipo personal de protección térmica consta de dispositivos de refrigeración especiales que el trabajador lleva en el cuerpo y que pueden protegerle en ambientes calurosos:

- Prendas refrigeradas por agua y/o aire, chalecos refrigerantes, chaquetas y pañuelos para el cuello. La fuente de enfriamiento pueden ser bolsas de hielo reutilizables o aire enfriado conectado a una fuente externa.

Procedimientos en caso de altas temperaturas para lugares de trabajo al aire libre

1. Los procedimientos para altas temperaturas son medidas preventivas adicionales que esta empresa utilizará cuando la temperatura iguale o supere los 95 grados Fahrenheit en lugares de trabajo al aire libre.

2. Se mantendrá una comunicación efectiva por voz, observación directa (aplicable para equipos de trabajo de 20 o menos), sistema de compañeros obligatorio o medios electrónicos para que los trabajadores en el lugar de trabajo puedan comunicarse con un supervisor cuando sea necesario. Si el supervisor no puede estar cerca de los trabajadores (para observarlos o comunicarse con ellos), se utilizarán teléfonos celulares para este fin.

3. Se mantendrá comunicación frecuente con los trabajadores que trabajan solos o en grupos más pequeños por teléfono celular, mensaje de texto o correo electrónico para estar atentos a posibles síntomas de enfermedades por calor. Se contactará a los trabajadores con regularidad y con la mayor frecuencia posible durante el día, ya que es posible que un trabajador en peligro no pueda pedir ayuda por sí solo.
4. Con frecuencia se llevará a cabo una comunicación efectiva y observación directa para detectar el estado de alerta y los signos y síntomas de enfermedades causadas por el calor. Cuando el supervisor no esté disponible, el supervisor designará con anticipación a una persona responsable alternativa y la persona

responsable deberá ser asignada para observar y buscar signos y síntomas de enfermedades causadas por el calor. El líder de cuadrilla será la persona responsable suplente designada. Si un supervisor, una persona responsable designada o cualquier trabajador informa cualquier signo o síntoma de enfermedad por calor en cualquier trabajador, el supervisor o la persona designada tomará medidas inmediatas proporcionales a la gravedad de la enfermedad (consulte los Procedimientos de respuesta a emergencias).

5. Se recordará a los trabajadores durante todo el turno de trabajo que beban mucha agua y tomen descansos preventivos para enfriarse cuando sea necesario. Los supervisores y el personal de seguridad recordarán a los empleados durante las inspecciones periódicas, así como mediante mensajes de texto a teléfonos celulares.
6. Se llevarán a cabo reuniones previas al turno antes del comienzo del trabajo para revisar los procedimientos en caso de altas temperaturas, alentar a los trabajadores a beber mucha agua y recordarles su derecho a tomar un descanso para refrescarse cuando sea necesario.

Procedimientos para manejar una ola de calor en lugares de empleo al aire libre

Ola de calor significa cualquier día en el que la temperatura máxima prevista para el día será de al menos 80 grados Fahrenheit y al menos 10 grados Fahrenheit más que la temperatura máxima diaria promedio de los cinco días anteriores.

1. Durante una ola de calor, todos los trabajadores serán observados de cerca por un supervisor o persona designada. Los supervisores y el personal de seguridad observarán y se comunicarán con todos los trabajadores durante todo el día.

2. Durante una ola de calor o un pico de calor, la jornada laboral se acortará o se reprogramará (por ejemplo, se realizará por la noche o durante las horas más frescas).

3. Durante una ola de calor o un pico de calor y antes de comenzar a trabajar, se llevarán a cabo reuniones para revisar los procedimientos de prevención de enfermedades por calor de la empresa, el pronóstico del tiempo y los procedimientos de respuesta a emergencias. Además, si no es posible modificar el horario, a los trabajadores se les proporcionará una mayor cantidad de descansos y agua y se les observará de cerca para detectar signos y síntomas de enfermedades por calor.

4. A cada trabajador se le asignará un “compañero” para que esté atento a los signos y síntomas de enfermedades causadas por el calor y para garantizar que se inicien procedimientos de emergencia cuando alguien muestre posibles signos o síntomas de enfermedades causadas por el calor.

Procedimientos de Aclimatación:

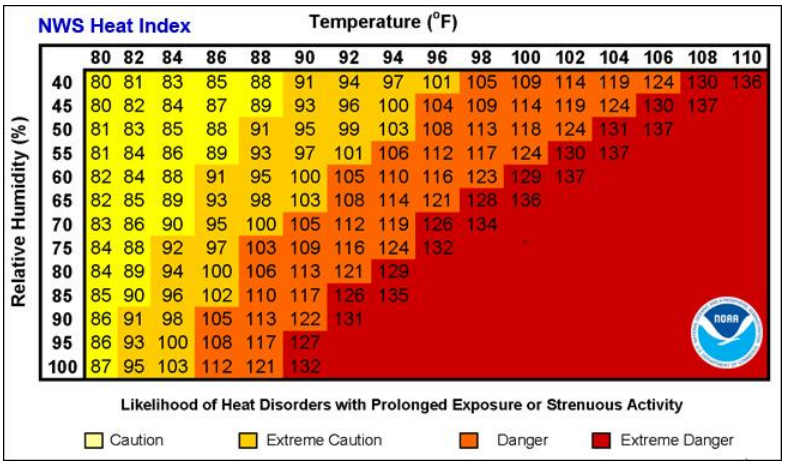
1. La aclimatación es la adaptación temporal del cuerpo al trabajo en el calor que se produce gradualmente cuando una persona se expone a él. El cuerpo necesita tiempo para adaptarse cuando las temperaturas aumentan repentinamente, y un trabajador corre el riesgo de sufrir enfermedades causadas por el calor si no se lo toma con calma cuando llega una ola de calor o un pico de calor, o cuando comienza un nuevo trabajo que lo expone al calor al que su cuerpo ya no está expuesto. Aún no está ajustado. Una aclimatación inadecuada puede ser mucho más peligrosa en condiciones de mucho calor y estrés físico. Los siguientes son procedimientos de protección adicionales que se implementarán cuando las condiciones resulten en una exposición repentina al calor al que los trabajadores no están acostumbrados.

2. El clima será monitoreado diariamente. El supervisor estará atento a olas de calor, picos de calor o temperaturas a las que los trabajadores no hayan estado expuestos durante varias semanas o más.

3. Los trabajadores nuevos y aquellos que hayan sido asignados recientemente a un área de alto calor serán observados de cerca por el supervisor o su designado durante los primeros 14 días. La intensidad del trabajo se reducirá durante un período de rodaje de dos semanas (por ejemplo, programando un trabajo de ritmo más lento y menos exigente físicamente durante las horas más calurosas del día y las actividades laborales más pesadas durante las horas más frías del día).

4. La intensidad del trabajo se reducirá durante un período de rodaje de dos semanas mediante el uso de procedimientos tales como programar trabajos de ritmo más lento y menos exigentes físicamente durante las horas más calurosas del día y las actividades laborales más pesadas durante las horas más frías del día. día (temprano en la mañana o en la tarde). Se documentarán las medidas adoptadas para reducir la intensidad de la carga de trabajo de los nuevos trabajadores.

5. En áreas de trabajo interiores, este período de observación de 14 días se aplica cuando la temperatura o el índice de calor iguala o excede los 87 grados Fahrenheit, o cuando la temperatura o el índice de calor iguala o excede los 82 grados Fahrenheit cuando un trabajador usa ropa que restringe la eliminación de calor o cuando un trabajador Trabaja en una zona de alto calor radiante.



6. Se capacitará a los trabajadores y supervisores sobre la importancia de la aclimatación, cómo se desarrolla y cómo estos procedimientos de la empresa la abordan.

7. Durante una ola o pico de calor, el trabajo se interrumpirá, se reprogramará o, si es posible, se suspenderá durante el día.

Procedimientos de respuesta a emergencias:

1. Los medios eficaces para acercar los servicios de emergencia al trabajador necesitado, o al trabajador necesitado a los servicios de emergencia, estarán garantizados por:

   A. Para lugares de empleo al aire libre, cuando se asigna una cuadrilla a un sitio de trabajo en particular, se proporcionará a los trabajadores y al capataz un mapa del sitio que les permitirá dar instrucciones claras y precisas para llegar al lugar de trabajo (por ejemplo, calle o camino). nombres, características distintivas y distancias a las carreteras principales) para evitar retrasos en los servicios médicos de emergencia.

   B. Para lugares de empleo interiores, se proporcionará a los trabajadores y al capataz un mapa del lugar de trabajo que les permitirá dar instrucciones claras y precisas para llegar al lugar de trabajo (por ejemplo, nombres de calles o caminos, características distintivas y distancias a los caminos principales). para evitar un retraso en el servicio médico de emergencia. También hay mapas de emergencia publicados en todo el edificio.

   C. El supervisor designará a uno o varios trabajadores para que vayan físicamente a la

carretera o carretera más cercana donde los socorristas puedan verlos. Si la luz del día disminuye, los trabajadores designados recibirán chalecos reflectantes o linternas para dirigir al personal de emergencia a la ubicación del trabajador enfermo, que puede no ser visible desde la carretera o carretera.

2. Se garantizará una comunicación efectiva mediante voz, observación directa, sistema obligatorio de compañeros o medios electrónicos, como teléfono celular o mensajes de texto, y se mantendrá para que los trabajadores puedan comunicarse con un supervisor cuando sea necesario. Si el supervisor no puede estar cerca de los trabajadores (para observarlos o comunicarse con ellos), entonces se puede utilizar el teléfono celular o mensajes de texto para este propósito.

3. En el lugar se dispondrá de personal debidamente capacitado y equipado para prestar primeros auxilios.

4. Se determinará si existe una barrera del idioma en el lugar de trabajo que pueda inhibir la llamada a los servicios de emergencia. Las siguientes serán las medidas que se tomarán para garantizar que se pueda llamar rápidamente a los servicios de emergencia, como designar supervisores, personal de seguridad o trabajadores que hablen inglés.

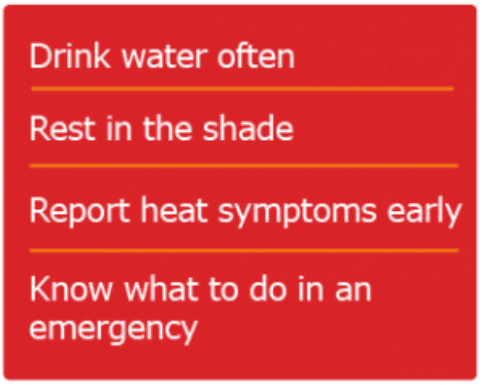
5. Para garantizar que se pueda llamar a los servicios médicos de emergencia, todos los supervisores tendrán acceso o llevarán consigo dispositivos de comunicación, como teléfonos celulares o mensajes de texto. Estos dispositivos de comunicación se revisarán antes de cada turno para garantizar que estén funcionales.

6. Cuando un trabajador muestra signos o síntomas de una enfermedad grave por calor, se llamará a los servicios médicos de emergencia y se tomarán medidas de inmediato para mantener al trabajador afectado fresco y cómodo para evitar que progrese a una enfermedad más grave. En ningún caso se dejará al trabajador afectado desatendido.

7. Durante una ola de calor, un pico de calor o temperaturas altas, se recordará y alentará a los trabajadores a que informen de inmediato a su supervisor sobre cualquier signo o síntoma que experimenten.

8. Los trabajadores y supervisores recibirán capacitación en estos procedimientos escritos para respuesta a emergencias.

Procedimientos para manejar a un trabajador enfermo:



1. Si un trabajador muestra posibles signos o síntomas de enfermedad por calor, un trabajador o supervisor capacitado en primeros auxilios evaluará al trabajador enfermo y determinará si descansar en la sombra o en áreas para refrescarse y beber agua fría será suficiente o si los proveedores de servicios de emergencia lo harán. hay que llamarlo. Un trabajador enfermo no se quedará solo en la sombra o en áreas de enfriamiento, ya que su condición podría empeorar.

2. Cuando un trabajador muestra posibles signos o síntomas de enfermedad por calor y no hay un trabajador o supervisor capacitado en primeros auxilios disponible en el sitio, cualquier empleado disponible en el sitio llamará inmediatamente a los proveedores de servicios de emergencia o podrá dirigirlos al personal de seguridad asignado.

3. Se llamará inmediatamente a los proveedores de servicios de emergencia si un trabajador muestra signos o síntomas de enfermedad grave por calor (por ejemplo, disminución del nivel de conciencia, tambaleo, vómitos, desorientación, comportamiento irracional, habla incoherente, convulsiones, cara roja y caliente), no se ve bien. , o no mejora después de beber agua fría y descansar a la sombra. Mientras la ambulancia está en camino, se iniciarán los primeros auxilios (por ejemplo, enfriar al trabajador colocándolo a la sombra, quitarle las capas sobrantes de ropa, colocarle bolsas de hielo en las axilas y el área de la ingle, y abanicar a la víctima). No dejaremos que un trabajador enfermo regrese a su casa, porque incluso si comienza a sentirse mejor, su condición podría empeorar y puede morir antes de llegar al hospital.

4. Si un trabajador muestra signos o síntomas de enfermedad grave por calor (por ejemplo, disminución del nivel de conciencia, tambaleo, vómitos, desorientación, comportamiento irracional, habla incoherente, convulsiones, cara roja y caliente), se llamará a los proveedores de servicios de emergencia, los signos y síntomas de Se les comunicará la víctima y se solicitará una ambulancia.

Procedimientos para la capacitación de trabajadores y supervisores:

Para que la formación sea eficaz, los trabajadores deben comprenderla. Por lo tanto, debe darse en un idioma y vocabulario que los trabajadores comprendan. Se mantendrán registros de capacitación e incluirán la fecha de la capacitación, quién realizó la capacitación, quién asistió a la capacitación y los temas tratados. Los registros de capacitación se mantendrán en nuestras oficinas o en una nube de almacenamiento en línea.

1. Los supervisores recibirán capacitación antes de ser asignados para supervisar a otros trabajadores. La capacitación incluirá los procedimientos escritos de esta empresa y los pasos que seguirán los supervisores cuando los trabajadores presenten síntomas consistentes con una enfermedad por calor.

2. Se capacitará a supervisores y trabajadores ya que es responsabilidad de Citadel Roofing and Solar proporcionar agua, acceso a áreas de enfriamiento o sombra, descansos preventivos para enfriamiento y primeros auxilios, así como el derecho de los trabajadores a ejercer sus derechos. bajo esta norma sin represalias.

3. Los supervisores y trabajadores recibirán capacitación en primeros auxilios apropiados y/o respuesta de emergencia a diferentes tipos de enfermedades causadas por el calor y se les informará que las enfermedades causadas por el calor pueden progresar rápidamente desde signos y síntomas leves hasta una enfermedad grave que pone en peligro la vida.

4. Los supervisores recibirán capacitación sobre cómo monitorear el clima en el lugar de trabajo (monitoreando la temperatura prevista o los niveles máximos del índice de calor y usando periódicamente un termómetro). Los supervisores recibirán instrucciones sobre cómo se utilizará la información meteorológica para modificar los horarios de trabajo, aumentar el número de descansos y tomar agua o suspender el trabajo antes de tiempo si es necesario.

5. Todos los trabajadores y supervisores recibirán capacitación antes de trabajar. La capacitación incluirá todos los aspectos de la implementación de los procedimientos escritos de esta compañía, incluido el acceso a suficiente agua y sombra o áreas de enfriamiento, descansos para enfriar, procedimientos en caso de altas temperaturas, procedimientos de respuesta a emergencias, medidas de control, importancia del consumo frecuente de agua. , diferentes tipos de enfermedades por calor, signos y síntomas comunes de enfermedades por calor y procedimientos de aclimatación. Los trabajadores y supervisores también recibirán capacitación sobre los factores de riesgo ambientales y personales de las enfermedades causadas por el calor, así como sobre la carga de calor en el cuerpo causada por el

esfuerzo, la ropa y el equipo de protección personal. Se enfatizará especialmente la importancia de informar de inmediato los signos y síntomas de las enfermedades causadas por el calor.

6. Además de la formación inicial, los trabajadores recibirán una nueva formación anualmente.

7. Los trabajadores recibirán capacitación sobre los pasos para comunicarse con los servicios médicos de emergencia, incluido cómo deben proceder cuando haya trabajadores que no hablen inglés, cómo se proporcionarán instrucciones claras y precisas para llegar al sitio, cómo transportar a los trabajadores enfermos a un punto donde puedan puede ser alcanzado por un socorrista, y la importancia de establecer contacto visual con el socorrista en la carretera o punto de referencia más cercano para dirigirlos a su lugar de trabajo, si es necesario.

8. Cuando se espera que la temperatura supere los 80 grados Fahrenheit, se llevarán a cabo reuniones breves para revisar el informe meteorológico, reforzar la prevención de enfermedades causadas por el calor con todos los trabajadores, recordarles que deben beber agua con frecuencia, informarles que hay zona de sombra o de enfriamiento (s) estarán disponibles y recuérdeles que estén atentos a signos y síntomas de enfermedades causadas por el calor.

9. A los nuevos trabajadores se les asignará un “compañero” o compañero de trabajo con experiencia, para garantizar que comprendan la capacitación y sigan los procedimientos de la empresa.

CITADEL
ROOFING & SOLAR

PROCEDIMIENTOS DE CONTRA CAIDAS

Objetivo

Se ha brindado capacitación a todos los empleados de campo que están expuestos a riesgos de caídas para reconocer y eliminar los riesgos de caídas. Todos los empleados de campo también reciben equipo de protección contra caídas.

Cuando un empleado está por encima de la altura del disparador de OSHA, es responsable y debe estar protegido contra caídas en todo momento. Debido al factor de riesgo y las posibles lesiones que pueden ocurrir asociadas con una caída, los requisitos de la empresa pueden ser más estrictos que el requisito mínimo de OHSA. Los requisitos de protección contra caídas pueden variar según la ubicación geográfica y el tipo de techo que se instale. Los requisitos locales se repasan durante la orientación para nuevos empleados y el plan de seguridad diario (que incluye temas habituales). Las pautas para los requisitos mínimos de protección contra caídas convencionales son las establecidas por la agencia rectora OSHA.

Los superintendentes, supervisores y gerentes de seguridad exigirán a los empleados que cumplan con estos procedimientos de protección contra caídas y garantizarán su cumplimiento. Todos los superintendentes, supervisores y gerentes de seguridad están capacitados en protección contra caídas y Citadel Roofing and Solar los considera competentes.

Actualizaciones del Procedimiento

El siguiente procedimiento de protección contra caídas fue organizado por Daniel Reyes, Gerente de Seguridad de Citadel Roofing and Solar. Los gerentes de seguridad pueden aprobar cualquier cambio específico del trabajo a este procedimiento. Siempre que una persona competente implemente prácticas, capacitaciones y procedimientos adicionales. Los cambios deben mejorar la corriente o proporcionar protección adicional contra caídas. Si se realiza algún cambio en este procedimiento, todos los empleados serán notificados y capacitados. Una copia de estos procedimientos de protección contra caídas y cualquier cambio aprobado se mantiene y está disponible en el lugar de trabajo.

Evaluación del lugar de trabajo y selección del sistema de protección contra caídas

Este procedimiento de protección contra caídas tiene como objetivo anticipar los riesgos de caídas a los que nuestros empleados pueden estar expuestos. Específicamente, nosotros:

- Antes de la presencia de nuestros empleados, realice una inspección exhaustiva del lugar de trabajo para determinar los peligros predecibles y el alcance de las salvaguardias necesarias para realizar el trabajo de manera segura.
- A los empleados no se les permite trabajar o caminar sobre superficies que no puedan soportarlos.
- Instruir a los trabajadores de forma específica y adecuada para evitar cualquier exposición a condiciones inseguras.
- Asegúrese de que los empleados sigan los procedimientos dados y comprendan la capacitación brindada.
- Infórmese sobre los pasos que nuestros subcontratistas especializados han tomado para cumplir con sus requisitos de protección contra caídas.

Trabajos de techado en techos de pendiente baja (inclinación de 4:12 o menos)
En todas las operaciones de techado sin paredes perimetrales, con aberturas en las paredes o con un parapeto perimetral de menos de 24 pulgadas (California) y una inclinación de 4:12 o menos cuando se trabaja a alturas de 15 pies o más, utilizamos uno de los siguientes Sistemas de protección para proteger a nuestros empleados:

- **Sistema personal de detención de caídas (PFAS)** con arnés y cuerda/cordón o línea de vida autoretráctil (SRL). Los puntos de anclaje deben instalarse de acuerdo con las pautas del fabricante y soportar 5000 libras o un factor de seguridad de 2:1. La distancia de caída libre permitida no debe exceder los 6 pies.
- **Sistema de línea de advertencia** instálelo a 6 pies desde el perímetro del techo (10 pies cuando/si se utiliza equipo mecánico). Las líneas de advertencia consisten en una cuerda, alambre o cadena resistente señalizada a intervalos de 6 pies con alta visibilidad. Las líneas no pueden colocarse a más de 39 pulgadas ni combarse a menos de 34 pulgadas. Los montantes de soporte verticales no deben volcarse durante condiciones de viento de trabajo. Los empleados que trabajan fuera del sistema de línea de advertencia deben estar protegidos con un sistema personal de detención de caídas (PFAS) o un sistema de monitoreo de seguridad. Los anclajes para PFAS deben colocarse dentro de la línea de advertencia para minimizar la posibilidad de que haya trabajadores desprotegidos fuera del sistema de la línea de advertencia.
- **Andamios perimetrales sonoros** con barandillas donde la plataforma no esté a menos de 24 pulgadas del nivel de trabajo y se requiera un rodapié a lo largo del borde exterior del andamio.
- **Barandillas** - La barandilla superior tiene entre 42 y 45 pulgadas de alto y se coloca una barandilla intermedia a medio camino de la plataforma. Se requieren rodapiés. Los montantes deben estar espaciados a 8 pies de distancia. Todas las barandillas deben poder soportar una carga de 200 libras. Se puede utilizar alambre o cuerda de nailon y marcar cada 6 pies.

Trabajos de techado en techos de pendiente media (4:12 a 7:12)
La empresa ha establecido requisitos estándar de protección contra caídas. Los trabajos con riesgos no estándar requerirán un análisis de riesgos, una evaluación del lugar de trabajo y potencialmente un procedimiento de protección contra caídas específico del trabajo. Durante todas las operaciones de techado con una altura de alero de 15 pies o más utilizamos el siguiente sistema de protección contra caídas para proteger a nuestros empleados:

- Sistema personal de detención de caídas con arnés y cuerda/SRL. Los puntos de anclaje deben soportar 5000 libras o cumplir con un factor de seguridad de 2:1. La distancia de caída libre no debe exceder los 6 pies.
- Los puntos de anclaje deben soportar 5000 libras o cumplir con un factor de seguridad de 2:1.
- La distancia de caída no debe exceder los 3 pies.
-

Trabajos de techado en techos con pendiente alta (7:12 y mayores)
Los techos con pendientes de 7:12 y mayores requerirán protección contra

caídas independientemente de la altura. Los empleados estarán protegidos de una caída en el primer escalón hacia el techo. Los primeros y últimos empleados en el techo deben estar protegidos contra caídas mientras instalan o cubren anclas. Se pueden utilizar protectores deslizantes y/o dispositivos de posicionamiento que no forman parte de la protección contra caídas.

Lados desprotegidos y bordes de ataque
Los empleados deben estar protegidos cuando estén expuestos a caídas desde los lados y bordes de las superficies para caminar/trabajar (superficies horizontales y verticales), que están a 15 pies o más por encima de los niveles inferiores.

Áreas de elevación
Cuando las operaciones requieren que los materiales se levanten con una grúa hasta una zona de aterrizaje (y no requieren que un empleado se incline a través de la abertura de acceso o sobre el borde para recibir o guiar los materiales), podemos seleccionar un equipo personal de detención de caídas o una barandilla. sistema. Cuando se retiran las barandillas (o cadenas o portones) para facilitar las operaciones de elevación y uno de nuestros empleados debe inclinarse a través de la abertura de acceso o sobre el borde para recibir o guiar materiales, estará protegido por un sistema personal de detención de caídas.

Agujeros
Cuando los empleados pueden tropezar con, dentro o a través de un agujero (incluidos los tragaluces) o un objeto puede caer a través de un agujero y golpear a un trabajador, utilizamos cubiertas para evitar accidentes. Entendemos que OSHA no tiene la intención de que se instale una barandilla alrededor de los hoyos mientras los empleados están trabajando en el hoyo, pasando materiales, etc. Por lo tanto, si se retira la cubierta mientras se realiza el trabajo, no se requieren barandillas porque interferirían con la realización del trabajo. En este caso, los empleados de CRS utilizarán otros métodos convencionales de protección contra caídas, controlarán el acceso al área debajo del hoyo y/o usarán otros métodos efectivos para evitar que herramientas o materiales caigan en el hoyo. Cuando se complete el trabajo en el hoyo, los empleados utilizarán inmediatamente uno o más de los siguientes métodos para controlar el peligro:

1. Reemplace la cubierta
2. Establecer una Zona de Acceso Controlado temporal con líneas de advertencia.
3. Montar barandillas

Rampas, pistas y otros pasillos
Equipamos todas las rampas, pistas y otros pasillos con barandillas cuando los empleados están sujetos a caer desde 6 pies o más a niveles más bajos.

Superficies para caminar/trabajar no tratadas de otra manera
Sabemos que habrá situaciones que no están cubiertas por nuestro procedimiento de seguridad escrito para las cuales tenemos el deber de brindar protección contra caídas. En estas áreas, los empleados expuestos a caídas de 15 pies o más a niveles inferiores deben estar protegidos por un sistema de barandillas, un sistema de red de seguridad o un sistema personal de detención de caídas.
Ciertos empleados están autorizados a inspeccionar, investigar o evaluar las condiciones del lugar de trabajo antes de que comience el trabajo de construcción o después de que se haya completado toda la construcción. Estos empleados están exentos de la regla de protección contra caídas durante el desempeño de estas funciones.

Protección contra la caída de objetos
Cuando los empleados están expuestos a la caída de objetos, nos aseguramos de que usen cascos y también implementen una de las siguientes medidas:

- Monte rodapiés, pantallas o sistemas de barandillas para evitar que caigan objetos desde niveles más altos.
- Levante una estructura de dosel y mantenga los posibles objetos que caigan lo suficientemente lejos del borde del nivel superior para que esos objetos no caigan por el borde si se mueven accidentalmente.
- Coloque barricadas en el área donde podrían caer objetos, prohíba que los empleados entren al área barricada y mantenga los objetos que puedan caer lo suficientemente lejos del borde de un nivel superior para que no pasen por el borde si se movieran accidentalmente.
- Cubra o proteja los orificios a 6 pies o más por encima de un nivel inferior.

Política general del lugar de trabajo
Si alguna de las condiciones peligrosas descritas en la Evaluación de riesgos en el lugar de trabajo no se resuelve para el área o pieza del equipo que presenta un riesgo potencial de caída, entonces no realice ese trabajo hasta que se resuelva la condición peligrosa. Si no puede remediar la condición inmediatamente, notifique el problema a un supervisor y continúe trabajando de manera segura en otra área hasta que se resuelvan todos los peligros.
Si la situación requiere el uso de equipo de protección contra caídas, como arnés, línea de vida autorretráctil o cuerda de seguridad porque el riesgo de caída no se puede reducir a un nivel seguro, entonces el empleado debe ponerse dicho equipo de protección antes de comenzar el trabajo y usarlo según lo previsto. la duración del trabajo.
Sólo se espera que lo realicen empleados capacitados en dicho trabajo.
Todos los lugares de empleo, incluidos los lugares de trabajo, se mantendrán limpios, ordenados y en condiciones sanitarias.
Todas las superficies para caminar/trabajar deben mantenerse limpias y, en la medida de lo posible, secas.

Programa de formación
Todos los empleados que puedan estar expuestos a riesgos de caídas reciben capacitación en protección contra caídas en la capacitación para nuevos empleados y a medida que avanza el trabajo. La formación incluye, como mínimo:

1. La naturaleza de los riesgos de caídas en el área de trabajo;
2. Los procedimientos correctos para montar, mantener, desmontar e inspeccionar los sistemas de protección contra caídas que se utilizarán;
3. El uso y operaciones de sistemas personales de detención de caídas y otras protecciones que se utilizarán;
4. El papel de los trabajadores en los planes de protección contra caídas.

Se mantienen registros de capacitación escritos que muestran: Quién recibió la capacitación, fecha y lugar de la capacitación, Nombre/Firma de la persona que brinda la capacitación.
Los equipos de protección contra caídas y las materias primas para uso en sistemas de protección contra caídas cumplen con los requisitos aplicables de ANSI y OSHA. El PPE (incluido el PFAS) se entrega a cada individuo durante la capacitación de nuevos empleados y/o según sea necesario en cada lugar de trabajo.
Los supervisores tienen la responsabilidad general de la seguridad de sus empleados. Se

deberá proporcionar reentrenamiento cuando se observe lo siguiente:

- Actos Peligrosos o Deficiencias en el entrenamiento
- Cambios en el lugar de trabajo
- Sistemas de protección contra caídas o cambios de equipos que dejen obsoleta la formación previa.

Aplicación

La conciencia y el respeto constantes por los riesgos de caídas y el cumplimiento de todas las normas de seguridad se consideran condiciones de empleo. Los superintendentes del lugar de trabajo, así como las personas del departamento de seguridad de CRS, se reservan el derecho de emitir advertencias disciplinarias a los empleados, que pueden incluir el despido, por no seguir los requisitos descritos en este procedimiento.

Investigación de incidents

Se investigan todos los incidentes y accidentes notificados, independientemente de su naturaleza. La documentación se realiza lo antes posible para que se puedan identificar la causa y los medios de prevención para evitar que se repita. En caso de que un empleado se caiga o se produzca algún otro incidente grave relacionado (por ejemplo, un cuasi accidente); Este procedimiento se revisará para determinar si es necesario implementar prácticas, procedimientos o capacitación adicionales para evitar que ocurran tipos similares de caídas o incidentes.

Rescate de caídas

CRS proporciona un rescate rápido de los empleados en caso de una caída o asegura que los empleados puedan rescatarse a sí mismos. A continuación se muestra un ejemplo de capacitación para empleados: Si se cae accidentalmente y está suspendido y consciente:

- Lo que necesitas es poner las rodillas al nivel o más arriba que las caderas, la posición en la que estarías si estuvieras sentado en una silla.
    - Levante las rodillas hasta quedar sentado y tire de las correas traseras del arnés hacia adelante y debajo de las piernas. Esto aliviará la presión sobre la arteria femoral y ayudará a evitar que la sangre se acumule en las piernas.
    - Relájese tanto como sea posible. El pánico empeora las cosas.
    - Utilice el método de envoltura de pies (descrito en la página siguiente) para aliviar la presión si está colgado de una cuerda.
    - Si alguien se cae y queda colgado herido o inconsciente, llame al 911 de inmediato y siga su plan de acción de emergencia.
- Si hay equipo disponible y está certificado para su uso, como un elevador, utilícelo solo para ayudar a sostener a un empleado inconsciente para evitar un trauma por suspensión hasta que llegue el personal médico.
    - Si alguien cae y está consciente y ileso, colocar una escalera y permitirle bajar. Si el área es inaccesible mediante escaleras o montacargas, llame al 911 y pásele al trabajador suspendido un asiento de trabajo o una plataforma improvisada.
- Haga lo que pueda para ayudar a un trabajador suspendido a aliviar los puntos de presión hasta que llegue el rescate. El trauma por suspensión solo puede afectar a alguien que está inmóvil, específicamente, que no utiliza los músculos de las piernas en gran medida. ¡El peligro es cuando alguien no puede moverse o se olvida de molestarse!

How to do a foot wrap

Necessary equipment

- A *personal fall-arrest system* (including *body harness*, *connectors*, secure *anchor*, vertical *lifeline*, *lanyard*, and a *rope grab*).

Foot wrap self rescue method is included in the new hire orientation training

Fig. 1

Grasp the lifeline hanging below you (that's the trailing end). Wrap it once under your right foot starting from the inside, then loop it over the top of the foot.

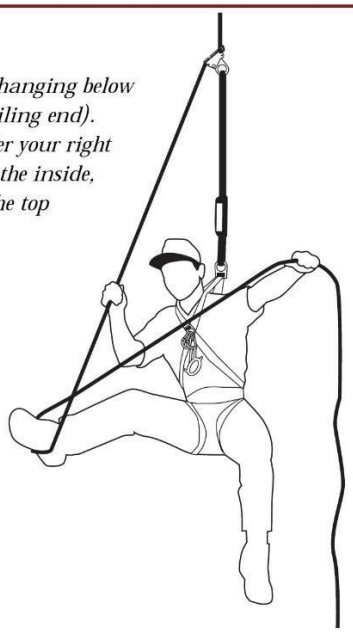


Fig. 2

Stretch the lifeline out horizontally and step into it with your left foot.

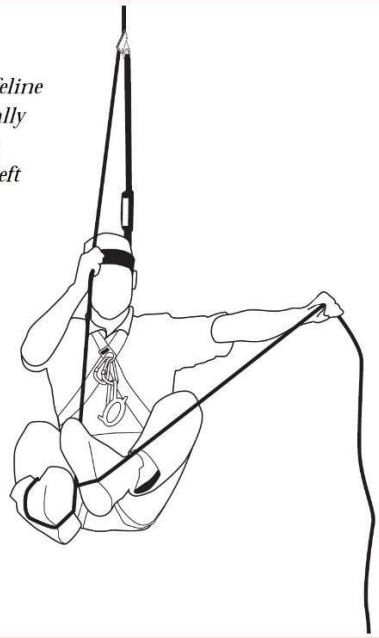


Fig. 3

Raise the trailing end of the lifeline and bring both parts together. You have now created a loop that will allow you to stand.

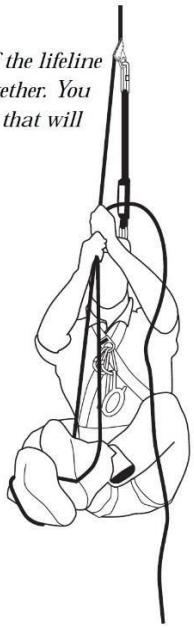
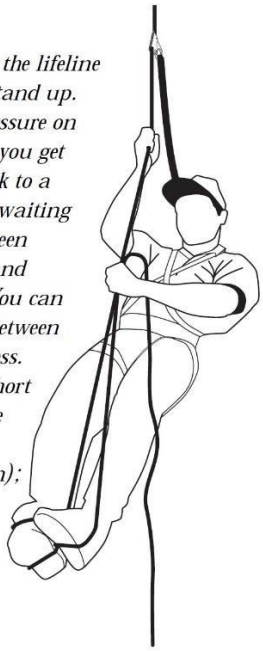


Fig. 4

Continue to hold on to the lifeline with both hands and stand up. This will relieve the pressure on your upper legs. When you get tired, you can shift back to a sitting position. While waiting for help, alternate between sitting in the harness and standing in the loop. You can also distribute weight between your feet and the harness. To climb up or down short distances, slide the rope grab up (to climb up) or down (to climb down); sit back down, grasp another bite of rope, then repeat the process.



Trauma por suspension

La presión que resulta de colgarse de un arnés corporal puede restringir el flujo sanguíneo entre las extremidades inferiores y el corazón. Si la presión no se reduce rápidamente, la víctima podría perder el conocimiento en cuestión de minutos y morir en tan solo 10 a 15 minutos. El rescate rápido es fundamental.

Por eso a nadie se le permite trabajar solo.

- Si el trabajador ha estado suspendido sin movimiento de piernas por más de 10 a 15 minutos:
- La sangre que queda atrapada en las piernas puede no estar en muy buenas condiciones, ¡e incluso puede matar a la persona si dejamos que toda regrese a su cerebro!
- Esto se llama “síndrome de reflujo” y es médicamente muy complicado: no podrá controlarlo una vez que comience y el paciente morirá. ¡Afortunadamente puedes evitar que esto suceda si los manejas con cuidado!
- La sangre acumulada en las piernas está "rancio" después de 10 a 20 minutos.
- Drenado de oxígeno, saturado con CO2
- Cargado de desechos tóxicos (del proceso de quema de grasa)
- Al volver a elevar las piernas, estas se devuelven al resto del cuerpo en una inundación masiva.
- El corazón se puede detener
- Los órganos internos (especialmente los riñones) pueden resultar dañados
- Tienes que detener esta avalancha de sangre estancada, ¡pero aún así mantener suficientes trucos en el cerebro para mantener a la persona con vida!

Cualquier persona liberada de una suspensión inmóvil debe permanecer sentada durante al menos 30 minutos.

- Los sistemas de descenso deben controlarse para evitar que el cuerpo del paciente quede plano al llegar al suelo.
- Manténgalos sentados durante 30 minutos.
- Las reglas normales de primeros auxilios y paramédicos son INCORRECTAS
- ¡Esto no es un “desmayo”!
- Debe evitar que los “profesionales” hagan algo incorrecto y acuesten a su paciente sobre una tabla o camilla.

CITADEL ROOFING & SOLAR PROGRAMA DE SEGURIDAD DE RECONOCIMIENTO

El propósito del Programa de Reconocimiento de Seguridad de Citadel Roofing & Solar es promover la conciencia de seguridad, reconocer a los individuos que demuestran un comportamiento seguro o que contribuyen a la seguridad del proyecto.

Criterios: No hay violaciones graves (ejemplo, violación de protección de contra caídas), entregando los planes de seguridad diarias y no hay accidentes/incidentes.

Los empleados serán reconocidos en una base periódica, incluyendo:

- Potencialmente durante una inspección con éxito de seguridad en el sitio de trabajo
- En términos trimestrales, en donde todas las inspecciones de seguridad durante el trimestre del año no tenían violaciones.

Citadel Roofing & Solar reconocera los empleados con los siguientes ejemplos:

- **Trajetas de regalo (ejemplo: Home Depot, Walmart, Target)**
- **Sombras de cuello para el casco**
- **Chill Skinz gorritas de regrigeracion**
- **Herramientas (por ejemplo, martillos magneticos, cuchillos retractiles, martillos para tack)**
- **Jarras de agua de 2 galones**

La seguridad de nuestros empleados es una parte importante de nuestra empresa y apreciar todo el trabajo que hacen, que es parte clave de nuestro éxito, pero la seguridad de nuestros trabajadores es aún más importante. Nuestro programa de reconocimiento reconocerá los trabajadores más seguros. Les damos las gracias por ser seguros, manteniendo su compañero de trabajo seguros, y volver a casa de la misma manera en que lo dejo.

Las siguientes prácticas de seguridad, en el Código de Prácticas Seguras, si desobedecido por los empleados seguirá la acción disciplinaria progresiva como se describe en la sección / Política de Disciplina del Empleado Cumplimiento en el IIPP.

REGLAS GENERALES DE SEGURIDAD

1. Los empleados deben seguir estas reglas prácticas seguras, hacen toda la ayuda posible a las operaciones seguras y reportar todas las condiciones o prácticas inseguras a su supervisor.
2. Capataces / Superintendentes / Supervisores deberán insistir en que los empleados de observar y obedecer todas las reglas, regulaciones, y el orden que sea necesario para la realización segura de su trabajo y adoptará las medidas que sean necesarias para obtener el cumplimiento.
3. Al enterarse de un accidente o enfermedad relacionada con el trabajo, el / Superintendente / Supervisor Capataz determinará el alcance de las lesiones o enfermedades, busque tratamiento médico a los heridos / empleado enfermo, y reportar el incidente inmediatamente al Director de Seguridad.
4. El / Superintendente / Supervisor Capataz es necesario para reportado accidente / enfermedad a su / su empleado al Director de Seguridad de inmediato si su / su empleado está fatalmente herido, tiene una parte del cuerpo amputada, sostiene desfiguración física, o es hospitalizado por más de 24 hora para que no sea la observación
5. No está permitido el acoso sexual. Pornográfico y materiales sugerentes no están permitidos en el trabajo.
6. El trabajo deberá estar bien planificado y supervisado para evitar lesiones en el manejo de los materiales y en el trabajo conjunto con el equipo.
7. Todos los empleados del lugar de trabajo deben asistir a las reuniones semanales de seguridad " caja de herramientas".
8. Nadie sabiendas será permitido o requerido para trabajar, mientras que su / su capacidad o el estado de alerta es tan perjudicados por la fatiga, enfermedad, u otras causas que le podría exponer innecesariamente / ella u otros a lesión.
9. Todos los empleados fijarán los riesgos de seguridad dentro de su autoridad o notificar a su Administrador del peligro Capataz / Superintendente / Supervisor o Seguridad. Si bien existe el peligro, los empleados advertir a otros empleados o su / Superintendente / Supervisor.
10. Si no está seguro de cómo hacer una tarea de forma segura, pregúntele a su supervisor o gerente de seguridad.
11. No opere ninguna herramienta o equipo que no ha sido capacitado y autorizado para su uso.
12. Utilizar máquinas o equipos con guardias inoperantes o faltantes, dispositivos de seguridad, o enclavamientos está prohibido.
13. Informe cualquier peligro de seguridad o equipos defectuosos inmediatamente a su supervisor o gerente de seguridad.

CITADEL
ROOFING & SOLAR

EQUIPO DE PROTECCIÓN PERSONAL (EPP) Y ROPA

14. Calzado o zapatos con suela o palas delgadas o muy desgastados inadecuados no serán usados en el trabajo. Botas de trabajo Sólo se pueden usar en el lugar de trabajo.
15. Use ropa y el PPE apropiado para el trabajo:
    a. Camisa (camisa mínimo o según lo especificado por el trabajo Capataz / Superintendente / Supervisor).
    b. Pantalones de cuerpo entero en el lugar de trabajo y en la tienda.
    c. Botas aceptables de trabajo en el lugar de trabajo y en la tienda (no sandalias, tenis o zapatos similares).
    d. Gafas de seguridad con protección lateral, cuando se precisen.
    e. Guantes, si es necesario.
    f. Tapones para los oídos, si es necesario.
    g. Máscaras contra el polvo, si es necesario.
16. Cascos deben ser usados en todo momento, mientras que el suelo en los sitios de trabajo y cuando se trabaja en los techos que son 2 historias o superior.
17. Las gafas deben ser usados más de anteojos que no están aprobados seguridad.
18. Se requieren 18 chalecos de seguridad reflectantes para ser usados cuando se trabaja en las carreteras o en los hombros de la carretera, y cuando se trabaja alrededor de cualquier equipo pesado.
19. Los respiradores del tipo adecuado deben ser usados al realizar cualquier operación en la que existe suficiente oxígeno, pero donde los contaminantes del aire a niveles dañinos están presentes, para evitar la inhalación de cantidades perjudiciales de polvo, humos tóxicos, nieblas o vapores.
20. Los respiradores con alta eficiencia de partículas / aire (HEPA) filtros deben usarse si hay un potencial para la exposición al polvo peligrosos en el lugar de trabajo, tal como sílice, plomo, amianto, etc.
21. Plástico recubierto o guantes de goma deben ser usados cuando se trabaja con productos cáusticos, ácidos, solventes, hormigón y cemento. Guantes de muñeca tipo banda se deben utilizar para la manipulación de material caliente
22. Protección auditiva debe ser usado cuando el nivel de ruido en el área de trabajo cumple o supera los 90 dB (A) durante un promedio ponderado en el tiempo de 8 horas. Igual o superior a 115 dB (A) para cualquier duración de tiempo, no habrá exposición sin protección.
23. Use tapones para los oídos u orejeras cuando el ruido impide la conversación en un tono de voz normal a una distancia de 3 pies. (Esta es una " regla de oro " que indica los niveles de ruido superan los 90 decibelios.)
24. Doble la protección (por ejemplo, tapones para los oídos y orejeras) debe ser utilizado para ruidos superiores a 104 decibeles.
25. Gafas para soldadura, flash o de seguridad, protectores faciales, o los ojos similares o enfrentar el equipo de protección, deben ser usados durante cualquier trabajo donde hay alguna posibilidad alguna de lesiones a los ojos o la cara.

26. El equipo arriba y / o cualquier otro tipo de equipo de seguridad no figura, pero necesario para el funcionamiento seguro de su trabajo, debe ser solicitada a su Capataz / Superintendente / Supervisor.

MANIPULACION DE MATERIALES

27. Al levantar objetos pesados, levante con las piernas en vez de la espalda baja. Mantenga la carga cerca de su cuerpo y obtener ayuda cuando sea apropiado. Nunca levante más de lo que se siente capaz de elevación. Pida ayuda cuando se necesita. Siempre siga los siguientes procedimientos de elevación seguras :
    a. Doble las rodillas, no la espalda.
    b. Mantenga la carga cerca de su cuerpo.
    c. Mantenga la espalda recta.
    d. Levante con las piernas.
    e. Nunca levante y gire. Mueva sus pies.
28. Pida ayuda al levantar o mover cargas sobre 50 libras.
29. Planee para el movimiento de materiales mediante la eliminación de los obstáculos y tropiezos u otros peligros antes de comenzar. Siempre que la visión es obstruida por la carga, otro empleado deberá caminar delante de la carga para guiar el movimiento.
30. No haga funcionar sobre cables eléctricos; Re - ruta o pasarlos durante la carga.
31. Al utilizar carretillas y plataformas rodantes, reducir la velocidad en las esquinas y otros lugares ciegos a tráfico en sentido contrario, y se turnan para ciegos como amplias como sea posible.
32. Balance de la carga en los camiones de mano y carretillas para reducir la tensión muscular y reducir al mínimo las propinas. No trate de enderezar una carretilla o carro que ha comenzado a volcarse; Saltar fuera del camino de las asas y la carga.
33. No bajar una carga pallet jack hasta que todos los demás empleados de la zona son varios pies de distancia de la carga.
34. Cuando se lleva tablones u otros artículos largos, reducir la velocidad en las curvas ciegas y hacer giros de ancho; continuar con el borde frontal en ángulo hacia abajo o en ángulo hacia arriba para evitar golpear personas que se aproximan.
35. Los materiales no deben ser apilados descuidadamente o tan alto como para caerse.
36. Sin consolidar cajas, sacos o material suelto tendrán un curso de cabecera al menos cada cuarta fila para la estabilidad.
37. Suelo, andamios u otras áreas de acopio no se sobrecargan.
38. Herramientas, equipos y materiales no deben ser arrojados hacia arriba o abajo forma un nivel de trabajo a otro. Deben llevarse o enviarse arriba o hacia abajo por el uso de una línea de mano u otro método adecuado seguro.
39. Herramientas, equipos y materiales no deben ser dejados alrededor donde pueden caer o ser pateado fuera a un nivel inferior.

LIMPIEZA

40. Las áreas de trabajo deben mantenerse limpios y ordenados.

41. Mantenga las almacenado materiales materiales ordenados y pila de una manera ordenada
42. Coloque los desechos en contenedores o pilas para minimizar riesgos de tropiezos.
43. No bloquee escaleras, pasillos o vestíbulos con andamios, escombros o almacenamiento por más tiempo de lo necesario.
44. No deje materiales sueltos en las escaleras o en los pasillos o en los pasillos , que crean un riesgo de resbalones o tropiezos
45. Aceite de limpieza, grasa, u otro material derrames inmediatamente.
46. Usar material absorbente (por ejemplo, el suelo seco o arena para gatos) para minimizar la posibilidad de pérdida de equilibrio.
47. Inclínate hacia delante o eliminar sobresale tornillos o clavos en los materiales usados y cajas de almacenamiento, y al pelar las formas.

CHEMICALS - SOLVENTES, ACIDOS, Cáusticos, TAR Caliente, etc.

48. Lea las etiquetas de advertencia antes de utilizar un producto químico; y siempre asegúrese de seguir las instrucciones del fabricante en la Hoja de Datos de Seguridad del Material (MSDS) o la Hoja de Datos de Seguridad (FDS).
49. Equipo de protección personal adecuado (PPE) se debe usar en todo momento cuando se trabaja alrededor o con, o manipulación de productos químicos. Está prohibido el contacto directo con la piel.
50. Utilice el equipo de protección personal requerido por el MSDS o SDS para el químico manejado, utiliza, etc.
51. El uso de tela o de cuero guantes está prohibido, ya que pueden absorber el producto químico que resulta en la exposición de la piel.
52. Sólo entrenados y personas autorizadas se les permite mezclar los productos químicos.
53. No tome atajos o experimentar cuando se trabaja con productos químicos.
54. No se permite gasolina para ser utilizado para fines de limpieza en cualquier momento.
55. Todos los productos químicos (a excepción de los envases de aerosol, botellas de spray y los productos químicos que se utilizan durante ese día o turno) deben almacenarse en la contención secundaria, recipientes a prueba de fugas en todo momento, mientras que en el trabajo. Y, recipientes de contención secundaria deben protegido de los elementos del tiempo - el calor, la lluvia, etc.
56. Los derrames se deben limpiar en marcha inmediatamente. Deberán tomarse medidas para asegurar superficies para caminar son antideslizantes.
57. Limpiar completamente después de manejar sustancias potencialmente peligrosas y siga las instrucciones en el MSDS o SDS.
58. Sólo el jabón y el agua se utilizarán para fines de limpieza. El uso de disolventes, gasolina u otros productos químicos está prohibido, ya que pueden causar dermatitis.
59. Retire los productos químicos derramados en su cuerpo lo más rápido posible por el lavado con grandes cantidades de agua.
60. Conocer la ubicación de duchas de emergencia y estaciones de lavado de ojos cuando se trabaja con productos químicos.

61. Tienda de productos químicos, de acuerdo con las instrucciones del fabricante.
62. recipientes Mantener cerrados cuando no estén en uso.
63. Está prohibido fumar en las áreas donde gases inflamables o líquidos volátiles están en uso o almacenados.
64. Todos los contenedores deben estar etiquetados correctamente en cuanto a sus contenidos y peligros.
65. Utilice sólo contenedores aprobados y etiquetados para el almacenamiento de productos químicos. Se prohíbe el uso de envases de alimentos o bebidas vacías.
66. Los productos químicos no se transferirán a los contenedores secundarios, a menos que esos contenedores secundarios son adecuados para los fines y tienen un pre-impreso marcado fijado que contiene el nombre y la información sobre los peligros.
67. Nunca utilice aire a presión para eliminar los productos químicos desde los tambores u otros recipientes.
68. Mantenga tapones fijados cada vez que se mueven los tambores; si están llenos o vacíos.
69. Inspeccione los contenedores diariamente y reporte por fugas de inmediato a su Capataz / Superintendente / Supervisor.
70. Use ventiladores para dispersar a los productos químicos en el aire en el área de trabajo.
71. chispas y abierto las herramientas y equipos de llama están prohibidas dentro de las áreas de trabajo donde hay un potencial para alcanzar el límite inferior de explosión (LIE) para líquidos inflamables presentes.
72. ventile bien las áreas de almacenamiento químico antes de entrar.
73. Almacenamiento o comer alimentos o bebidas en los que pueden ser contaminados por los productos químicos utilizados en el área de trabajo está prohibido.

AIRE COMPRIMIDO

74. El uso de aire comprimido para limpiar a sí mismo, está prohibida áreas ropa o de trabajo.
75. Las áreas de trabajo se deben limpiar con una escoba, la fregona o el vacío, no con aire comprimido.
76. accesorios para mangueras y acoplamientos deben ser inspeccionados antes de usar cualquier equipo de aire impulsado.
77. Soplar aire comprimido hacia otra persona está prohibido.
78. Una aprobada válvula de retención de seguridad debe ser instalado en la salida del colector de cada línea de suministro de las herramientas neumáticas de mano.
79. Alambre de todas las conexiones de la manguera de aire o usar un cheque látigo.

HERRAMIENTAS MANUALES

80. herramientas dañadas serán retirados de servicio y etiquetados " defectuoso "

81. Sólo las herramientas apropiadas serán utilizados para el trabajo.
82. La capacidad de diseño de herramientas de mano no debe ser superado por accesorios no autorizados.
83. Llaves no será utilizado como martillos.
84. Mantenga cuchillos o navajas para que un resbalón o se pierda no causarán una lesión. Cortar en la dirección lejos del cuerpo o el de cualquier otra persona.
85. Herramientas de corte se deben utilizar en el ángulo adecuado y mantenerlos afilados
86. No guarde los cuchillos en su bolsillo.

HERRAMIENTAS ELÉCTRICAS

87. herramientas eléctricas dañadas serán retirados de servicio y etiquetados " defectuoso".
88. Las herramientas eléctricas deben estar conectados a tierra o doble aislamiento antes de su uso.
89. Está prohibido el uso de herramientas eléctricas sin protectores en su lugar.
90. Nunca use herramientas eléctricas dañadas o defectuosas
91. Antes de taladrar en un piso, pared o en el techo, asegúrese de que las líneas de gas y eléctricos no están en el camino.
92. Las herramientas eléctricas no deberán ser operados donde existe peligro de vapores inflamables, gases y líquidos, o donde el polvo o el agua está presente.
93. herramientas eléctricas portátiles no deberán ser levantados o bajados por medio del cable de alimentación. Más bien, se utilizarán cuerdas.
94. En los lugares donde es difícil el uso de una herramienta eléctrica portátil, la herramienta será apoyado por medio de una cuerda o soporte similar de resistencia adecuada.

ELÉCTRICA

95. Los cables de alimentación no deben tener alambres internos expuestos o cables empalmados.
96. Todos los cables de extensión y de alimentación (excepto los de las herramientas de doble aislamiento y equipos) deben tener tapones con un pin de tierra (3 clavijas), y ninguno de los dientes pueden estar flojos o faltantes.
97. El aislamiento en todos los cables, y la condición de los enchufes y tomas de corriente, deben ser revisados antes de su uso. Si se encuentran defectuosos, retire del servicio inmediatamente y reparar o destruir.
98. espinal y las reparaciones eléctricas, incluyendo la reparación de herramientas y equipos eléctricos, deberán ser realizadas únicamente por personal cualificado.
99. La exposición de los cables eléctricos, incluyendo los cables de extensión, a los daños de los vehículos y equipos de conducción por encima de ellos está prohibido.
100. Cables de extensión en Lugar para que no crean un peligro de tropiezo.
101. cableado Energizado en cajas de conexiones, tableros de interruptores de circuitos y lugares similares deben estar cubiertos en todo momento, excepto cuando se accede.
102. procedimientos de bloqueo se utilizarán en su caso.

103. Máquinas siendo reparado tendrá el cierre de la electricidad en la caja de control o disyuntor, y bloqueado por cada persona que trabaja en la máquina, por lo que no pueden ser reactivadas, excepto por la persona (s) de realizar las reparaciones.
104. Las escaleras de metal no se utilizarán cuando se trabaja en o cerca de circuitos o equipos eléctricos.
105. Los empleados , herramientas , materiales y equipos deben permanecer por lo menos 10 pies de distancia de las líneas eléctricas aéreas , incluyendo las cargas elevadas y líneas de etiqueta
106. Si se trabaja a 10 pies de las líneas eléctricas enterradas o aéreas, han potencia apagado con interruptor de bloqueo y etiquetado, o tener la compañía local de enmascarar los cables.
107. correctamente a tierra de aparatos eléctricos.
108. Utilice sólo recipientes conectados a tierra de tres hilos y cables de extensión.
109. No se pare en el agua cuando se opera el equipo eléctrico.
110. Use interruptores de circuito de falla a tierra (GFCI) para suministrar todo el poder temporal.

ESCALERAS

111. Compruebe siempre la condición de una escalera antes de cada uso, incluyendo rieles débiles o dañados y peldaños sueltos o rotos.
112. escaleras rotas, dañadas o defectuosas no se deben utilizar. DESTRUIR inmediatamente.
113. Las escaleras fuera de servicio deben ser etiquetados " NO USAR ", e informó de inmediato a su Capataz / Superintendente / Supervisor.
114. Siempre use una escalera con el tipo correcto de los pies de seguridad para la superficie.
115. Apoyo a todas las escaleras en una superficie plana y estable.
116. Mantenga las escaleras libres de grasa, aceite, productos químicos y otras sustancias resbaladizas.
117. Las escaleras no deben ser pintadas.
118. No empalme escaleras juntas cortos para hacer una escalera.
119. Las escaleras no deben colocarse contra objetos móviles.
120. Cuando dos o más escalas se utilizan para llegar a una zona de trabajo, que debe ser compensado con un aterrizaje o plataforma entre las escaleras.
121. Las áreas alrededor de la parte superior y la base de las escaleras deben estar libres de peligros de tropiezos, como materiales sueltos, basura y cables eléctricos.
122. Las escaleras que se proyectan en los pasillos o puertas, donde podrían ser golpeados por los empleados, equipo en movimiento, o materiales que se manejan, deben ser protegidos por barricadas o guardias.
123. escaleras rectas se establecerán de forma que el ángulo es de 1 pie horizontal para cada 4 pies verticales.
124. rectas y extensión escaleras será medida por lo menos 3 pies por encima del nivel superior,

125. rectas y extensión escaleras serán atados -off o asegurados de otra manera en el lugar para evitar que vuelque.
126. escaleras A- marco no se utilizarán como escaleras rectas.
127. escaleras A- marco deben estar completamente abiertas para permitir que las barras separadoras para bloquear.
128. organizar su trabajo de modo que usted puede usar las dos manos y la cara de la escalera al subir o bajar la escalera.
129. Tres (3) puntos de contacto con la escalera se deben mantener en todo momento al subir y bajar la escalera.
130. Mantenga su "ombligo" entre los carriles laterales de la escalera, y nunca SHIFT una escalera, mientras que su peso está en él.
131. De pie en el escalón superior, la tapa superior o paso atrás de una escalera está prohibida en todo momento.
132. Asegúrese de que sus manos y las plantas de los zapatos están libres de suciedad y grasa antes de subir una escalera.
133. Está prohibido el uso de una escalera de mano para cualquier propósito que no sea lo que está diseñado.
134. La escalada o de pie en los estantes, sillas u otros objetos está prohibido; debe usar un taburete o escalera.
135. Sólo una persona se le permitirá subir la escalera a la vez.
136. Nadie podrá llevar nada encima de una escala en sus manos. Las manos y los pies deben estar libres para mantener 3 puntos de contacto en todo momento al subir una escalera (por ejemplo, dos manos y un pie o dos pies y una mano).

TRABAJOS EN ALTURA

137. Nunca trabaje en una posición elevada por encima de las barras de refuerzo vertical, estacas, etc. a menos que estos objetos que sobresalen están debidamente cubiertos.
138. Cuando se trabaja más de seis pies de altura por encima de las barras de refuerzo vertical, estacas, etc., se requiere el uso de barandillas o un arnés de seguridad.
139. Antes de trabajar en cualquier andamio, compruebe que tiene buen pie, es arrostramiento adecuado y totalmente tablaje, con tablones que se superpone sus soportes 6 a 12 pulgadas, y tiene una barandilla en su lugar a alturas de 7½ pies o más por encima de la superficie a continuación.
140. Nadie está autorizado a trabajar en un andamio con una sola plancha; la superficie de trabajo debe ser al menos dos tablones de ancho.
141. Cualquier daño a los andamios, los falsos trabajo, u otras estructuras de soporte debe ser reportado inmediatamente a su Capataz / Superintendente / Supervisor y reparar antes de su uso.
142. barriles, cajas, barras de refuerzo y otros sustitutos provisionales para los andamios no se utilizarán para llegar a un área de trabajo elevada.
143. Evitar " saltando " atajos; usar las escaleras, escaleras, rampas y pasarelas.

BARANDILLA Y / O AGUJERO DE APERTURA

144. El trabajo que requiere la apertura de barreras de protección o la extracción de las tapas de agujero debe ser aprobado previamente por el Capataz / Superintendente / Supervisor.
145. Cuando se utilizan medios alternativos de protección contra caídas para realizar el trabajo de forma segura, el / Superintendente / Supervisor Capataz protegerá otros empleados en las proximidades de la exposición de otoño.
146. Siempre que la protección alternativo caída se va a utilizar, el / Superintendente / Supervisor Capataz deberá redactar un Plan Específico de área de trabajo para proporcionar protección alternativo caída, y presentar el plan al Director de Seguridad para su aceptación.
147. Ningún trabajo procederá en la zona hasta el Plan Específico área de trabajo por escrito ha sido aceptada por el Director de Seguridad.

EQUIPOS DE PROTECCIÓN DE CAÍDA Y LÍNEAS DE VIDA

148. Cada empleado inspeccionará su / su arnés de seguridad y cordón diaria antes de utilizarlas por cualquier defecto, incluyendo, pero no limitado a, los cortes, agujeros, quemaduras, y la roya, y cualquier otro tipo de daño o deterioro.
149. Cualquier arnés de seguridad defectuoso y cuerda de seguridad serán retirados de inmediato del servicio. Informe a su supervisor y / o Gerente de Seguridad de inmediato para que lo reemplacen
150. Todas las líneas de vida y cuerdas de seguridad deben ser utilizados de una manera tal como para evitar que sean cortado o dañado de otra manera.
151. Cuando se utilizan líneas de vida verticales, no más de un empleado se adjuntará a ninguna línea de vida a la vez.
152. Todas las líneas de vida serán inspeccionados por el empleado utilizando la línea de vida inmediatamente antes de cada uso.
153. Cualquier salvavidas a mostrar signos de desgaste excesivo, daños o deterioro requerirá la línea de vida para retirarse inmediatamente del servicio.

PREVENCIÓN DE FUEGO

154. Informe cualquier incendio inmediatamente a su Capataz / Superintendente / Supervisor, y el Director de Seguridad.
155. En caso de incendio, apague todos los equipos eléctricos y caminar hacia la salida más cercana. Siga las instrucciones del / la Directora de Seguridad del Supervisor / de supervisor o de su capataz.
156. Nunca bloquee el acceso a los equipos de extinción de incendios o salidas de emergencia.
157. Nunca bloquee los sistemas de extinción de incendios.
158. El uso de fuegos abiertos se prohíbe en todo momento.
159. Correctamente organizar usar materiales almacenados y en a proporcionar maneras de pasillo adecuadas y un buen mantenimiento.
160. Coloque trapos con aceite en recipientes metálicos cubiertos aprobados.
161. Utilice únicamente disolventes de limpieza y desengrase aprobado; Queda prohibido el uso de gasolina y productos similares inflamables.

162. La gasolina y el diésel sólo se deben almacenar en recipientes de seguridad FM Aprobado o UL Listad equipados con supresores de flash.

TRABAJO CALIENTE

163. El trabajo en caliente se define como un proceso o procedimiento que podría provocar un incendio si no se controla adecuadamente. Los tipos comunes de trabajo en caliente incluyen soldadura, quema, corte, soldadura fuerte, soldadura.
164. El trabajo en caliente se permite sólo durante las horas de trabajo normales.
165. Los permisos serán emitidos por el / Superintendente / Supervisor Capataz el día antes del trabajo se va a realizar, y el área de trabajo serán inspeccionados para verificar que el control adecuado ha sido establecida. Una copia del permiso estará disponible en el lugar de trabajo
166. Un extintor dedicado estará en su lugar dentro de los 50 pies del punto de trabajo para el que se expide un permiso de trabajo en caliente.
167. Cada Capataz / Superintendente / Supervisor y sus / sus empleados tomarán las precauciones necesarias cuando se suelda o ardor encima paredes para asegurar que la protección se mantiene en ambos sitios de cualquier pared, suelo u otra estructura, y que las áreas por debajo y adyacentes están protegidos en edificios de varios niveles.
168. Toda soldadura, corte, ardor y otros tipos de trabajo en caliente debe ser parada por lo menos una hora antes del final del día de trabajo o turno de trabajo.

MAQUINARIA Y EQUIPAMIENTO

169. Inspeccione la maquinaria y el equipo a diario antes de su uso para verificar que estén en buenas condiciones de trabajo, y documentar todas las inspecciones.
170. máquinas y equipos sin vigilancia o dañados deben ser reportados inmediatamente a su Capataz / Superintendente / Supervisor y retirarse del servicio.
171. No intente reparar cualquier maquinaria o equipo menos que sea autorizado para hacerlo.
172. procedimientos "Bloqueo Etiquetado" se utilizarán durante toda la reparación y el trabajo.
173. Maquinaria y equipo no se limpian, reparan o ajustados durante el funcionamiento, ni se aceitado de piezas móviles intentarse, excepto en el equipo que está diseñado o equipado con medidas de seguridad para proteger a la persona que realiza el trabajo.
174. Todos los de limpieza, reparaciones o ajustes deben hacerse sólo cuando el equipo está apagado y la máquina o el equipo ha llegado a una parada completa. Además, la máquina o equipo deben estar bloqueadas y salida, etiquetados y bloquearon físicamente de operación.

175. Los empleados no deberán trabajar bajo la maquinaria o equipo con el apoyo de los gatos o polipastos de cadena y sin bloqueo de protección que evite lesiones si los gatos o polipastos fallan.
176. Las mangueras de aire no se desconectarán a compresores hasta que las mangueras se han desangrado.
177. protección ocular y facial serán usados siempre que haya exposición a volar o caer partículas, salpicaduras de productos químicos o peligrosos rayos de luz.
178. La ropa suelta o deshilachado, collares, anillos, joyas sueltas, etc., no se usa alrededor de maquinaria, equipo u otras fuentes de enredo en movimiento.

VEHÍCULOS MOTORIZADOS Y EQUIPO PESADO

179. Inspeccionar los vehículos de motor y equipo pesado al día antes de operar para verificar que estén en buenas condiciones de trabajo, y documentar todas las inspecciones.
180. Inmediatamente retire los vehículos de motor defectuosos y equipo pesado del trabajo para las reparaciones.
181. Los empleados no deben trabajar en vehículos de motor y equipo pesado soportado por gatos o polipastos de cadena, sin bloqueo de protección que evite lesiones si los gatos o polipastos deben fallar.
182. Los cinturones de seguridad deben ser usados en todo momento al conducir o manejar vehículos de motor y equipo pesado.
183. Los jinetes no se permiten en carretillas elevadoras, poli brazos o retroexcavadoras; un escaño significa una sola persona en el equipo.
184. No viajar en las horquillas de una carretilla elevadora, o en el cargador frontal o retroexcavadora cubos, o en una carga, aparejos, ganchos, o una pelota.
185. Montar en la parte trasera de camiones de caja y camionetas se prohíbe en todo momento está prohibido.
186. El hacinamiento o empujar al subir o dejar cualquier vehículo u otro medio de transporte.

OPERACIONES DE TECHO DE TRABAJO CALIENTE

187. En ningún momento durante la manipulación o expuestos a las lesiones del alquitrán caliente, habrá un empleado sin camisa o calzado adecuado.
188. Los empleados de manejo cubos de alquitrán caliente no llevar cualquier cosa que interfiera con la seguridad de esta operación.
189. Los empleados que tiende teteras o cargar baldes de alquitrán caliente deberán usar guantes que se ajustan perfectamente a las muñecas y camisas de manga larga atado por las muñecas.
190. Los extintores portátiles deberán mantenerse en o cerca del calentador de agua, y unidos, si es posible, a la lengua de la caldera, lejos de la zona de peligro.
191. cubiertas Hervidor deben estar equipados con un mango que se proyecta al menos 14 pulgadas de distancia de la superficie de la cubierta o tapa.
192. cubiertas Hervidor quedarán cerradas y enclavadas, cuando en tránsito y la caldera deben ser a prueba de agua sucia cuando la tapa está cerrada.

193. Cuando estacionado, se proveerán medios para evitar el movimiento involuntario de la caldera.
194. El castillete estará anclado firmemente antes de izar materiales.
195. Sólo el poder muscular, se utilizará para izar materiales por medio de un castillete. Se prohíbe el uso de un torno o el poder de elevación.
196. portadores deberán evitar el uso de escaleras de extensión cuando el transporte de cargas. Estas escaleras pueden proporcionar una resistencia adecuada, pero la disposición posición y cuerda peldaño realizar dicha escalada difícil y peligroso para este comercio.
197. Nunca utilice las canaletas del techo para la ayuda.

ZONAS DE ACCESO CONTROLADAS

198. Antes de iniciar cualquier trabajo, establecer cinta de precaución y / o señales por debajo de su área de trabajo donde los artículos, herramientas o materiales pueden caer y posiblemente poner en peligro a otros oficios.
    a. Nunca tirar nada (azulejos, herramientas, cuerdas, etc....) desde el techo, sin asegurarse de que hay espacio libre y no hay otros trabajadores puede resultar lesionado.
199. Si alguien quita su cinta de precaución, ellos advierten y notifique a su supervisor. Siempre que pueda sustituir la cinta de precaución para que sea visible.
200. Siempre ponga cinta de precaución a nivel del ojo. Esto ayudará a otra sede y evitar de tomar abajo de su cinta de precaución.
201. Eliminar precaución o cinta de peligro cuando se ha completado el trabajo o al final del día.

PELIGROS FISICOS

202. No se pare cerca de cucharones retro y equipos de movimiento de tierra.
203. No se pare ni camine debajo de cargas o escaleras elevadas.
204. No se pare cerca de excavaciones o zanjas sin vigilancia.
205. No entre excavaciones o zanjas de 5 pies o más de profundidad que no están adecuadamente apuntalada, la banca o inclinada según lo especificado por órdenes de Cal- OSHA de seguridad de construcción.

Trainer/Entrenador:	**Date/Fecha:**
Supervisor:	**Crew Leader/Encargado:**
Employee/Empleado	**Employee/Empleado**

Oficina: 4980 Allison Parkway, Vacaville, CA 95688-9346

Plan de Acciones de Emergencia

Contactos:

- **Nombre**: Daniel Reyes
- **Titulo**: Safety Manager
- **Telefono**: 408-708-6180
- **Email**: dreyes@citadelrs.com

- **Nombre**: Dieter Folk
- **Titulo**: President
- **Telepfono**: 707-486-6961
- **Email**: dfolk@citadelrs.com

Alertas:

En el evento de una emergencia, empleados serán notificados por:

Empleados de Sitios

- Anuncio Verbal
- Gerente del Sitio de Trabajo
- Dependiendo del sitio de trabajo, claxon de emergencia puede ser usado
- Teléfono

Empleados de Oficina, Yarda, y Almacén

- Anuncio Verbal
- Sistema de Alarma
- Claxon de emergencia
- Sistema de Anuncio Dirección Publica

Identificar la señal de emergencia para cada situación de emergencia (es decir, terremotos, incendios, y evacuación general):
Fuego –Todos los empleados deben evacuar lo mas pronto posible.
Terremoto –Los empleados se reducirán y cubrir bajo cualquier escritorio o una mesa hasta que haya pasado terremoto.

Póliza:

En un evento de fuego o cualquier emergencia, todos los empleados deben evacuar inmediatamente.

- Cuando una emergencia seria y/o incidente ocurra, donde se necesitara respuesta médica (medica, fuego, y/o policía) llamen al 9-1-1 INMEDIATAMENTE
- Reporte todo posible tipo de amenaza (aunque sea al edificio or alguna persona(s)) inmediatamente.

Rutas:

En el evento de una emergencia, todos los empleados deben evacuar:

<u>Empleados de Sitios</u>

- Usando la escalera para abajar del techo. Escaleras deben proporcionar acceso del techo hasta el suelo y moverse la más lejos posible del peligro.
  Locacion de reunir:
  _____
  _____

<u>Empleados de Oficina, Yarda, y Almacén</u>

- Empleados deben evacuar por la salida marcada que está más cercana y reunir por la entrada del parqueadero por la calle Allison Parkway.

Extintores:

Extintores portables están disponibles a los empleados para uso. En el evento de un fuego, cualquier empleado que esta apropiadamente entrenado y cuando sea seguro para hacerlo, puede usar el extintor para apagar el fuego antes de evacuar.

Operaciones:

Apagando operaciones críticas no es requerido, porque ningún empleado está aprobado para retrasar la evacuación por ese propósito.

Deberes:

Los empleados siguientes deben realizar el rescate o deberes médicos durante una emergencia:

Empleados de Sitios

- Encargado de la cuadrilla (en el sitio)
- Supervisor (si está en el sitio en el tiempo de la emergencia)
- Gerente de Seguridad (si está en el sitio en el tiempo de la emergencia)

Empleados de Oficina, Yarda, y Almacén

- Gerentes de la Oficina, Yarda, o Almacen

Reunión:

Después de una emergencia, los empleados deben reunirse en el lugar siguiente:

Empleados de Sitios

- En el lugar designado de reunir por causas de evacuación (locaciones depende del sitio y que el lugar no está cercas, o que pueda causar, un peligro/lastimaduras a los empleados).

Empleados de Oficina, Yarda, y Almacén

- En el lugar designado para reunir en caso de una emergencia (al menos que el lugar designado no está cercas, o que pueda causar, un peligro/lastimaduras a los empleados).

Contabilidad:
Después de evacuar por una emergencia, el procedimiento por contabilidad de todos los empleados es:

Empleados de Sitios

- Cada encargado del grupo va revisar el Plan Diario de Seguridad para asegurar que todos los empleados que firmaron estén contados.

Empleados de Oficina, Yarda, y Almacén

- Gerentes de Oficiana, Yarda, y Almacén usaran la lista de empleados para contabilidad de sus empleados.

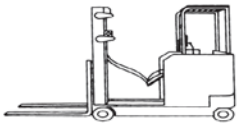
Hospitales más Cercanos a la Oficina Corporativa:

Nombre	Direcciones	Numero	Millas
NorthBay VacaValley Hospital	1000 Nut Tree Rd. Vacaville, CA 95687	707-446-4000	2.52
California Medical Facility	1600 California Dr. Vacaville, CA 95696	707-448-6841	4.07

Empleados de Sitios

- Los hospitales o clínicas más cercanas van a hacer determinadas y comunicadas antes de comenzar el trabajo en cualquier sitio (ejemplo de forma usada abajo). Porque las locaciones de los trabajos varean, así también pasaría con las locaciones de los hospitales o clínicas.

REGLAMENTOS PARA LA OPERACION DE VEHICULOS INDUSTRIALES



Reglamentos Generales de Seguridad Industrial 3664 Reglas de Operación (parte(a))

(a) Todos los Empleadores que utilicen vehículos de carga o camiones de remolque industriales, deberán colocar en un lugar visible y hacer cumplir un conjunto de reglamentos de operación, incluyendo los reglamentos apropiados presentados en la Sección 3650.

Reglamentos Generales de Seguridad Industrial 3650 Vehículos de Carga y Tractores de Remolque Industriales. General (parte (s))

(t) Vehículos de carga y tractores de remolque industriales serán operados de una manera segura de acuerdo con las siguientes reglas de operación:

(1) Únicamente a los conductores autorizados por el empleador y entrenados en la operación segura de vehículos de carga o tractores de remolque industriales de acuerdo con la Sección 3668 se les permitirá operar dichos vehículos.

(2) Esta prohibido manejar con imprudencia y hacer acrobacias.

(3) No se permitirán pasajeros en los vehículos, a menos que dichos vehículos dispongan de facilidades adecuadas para tal fin.

(4) Los empleados no deberán viajar en las horquillas de los montacargas.

(5) Los empleados no deberán viajar con el cuerpo fuera del vehículo industrial de carga en movimiento o entre el mástil vertical u otras partes del vehículo adonde exista peligro de mutilación o aplastamiento.

(6) A los empleados no se les permitirá permanecer de pie, pasar o trabajar debajo de la porción elevada de cualquier vehículo industrial de carga, cargado o vacío, a menos que éste haya sido bloqueado efectivamente para prevenir que se caiga.

(7) Los conductores deberán revisar el vehículo al comienzo de cada turno y si se encuentra que éste no está en condiciones de funcionamiento seguro, deberá informar inmediatamente a un supervisor o mecánico. El vehículo no deberá ser puesto en servicio nuevamente hasta que esté en condiciones de funcionamiento seguro. Se deberá prestar atención al funcionamiento apropiado de los neumáticos, bocina, luces, batería, control, frenos, mecanismo de la dirección, sistema de enfriamiento y sistema de levantamiento de los vehículos de horquillas elevadoras (fork lifts) (horquillas, cadenas, cables e interruptores de seguridad).

(8) Ningún vehículo que tenga pérdidas en el sistema de combustible deberá ser puesto en funcionamiento.

(9) Los vehículos no deberán exceder la velocidad autorizada, o aquella considerada como segura, manteniendo siempre una distancia segura con respecto a los otros vehículos. El vehículo deberá estar bajo control en todo momento y todos los reglamentos de tráfico establecidos deberán ser observados. Para vehículos que viajen en la misma dirección se deberá mantener una distancia entre ellos de aproximadamente igual al largo de 3 vehículos industriales o de preferencia, un lapso de 3 segundos – antes de pasar por el mismo punto.

(10) Los vehículos que viajen en la misma dirección no deberán pasarse en intersecciones, puntos ciegos, ni en lugares peligrosos.

(11) El conductor deberá disminuir la velocidad y hacer sonar la bocina al pasar por pasadizos y otros lugares adonde la visibilidad esté obstruida. Si la carga que se transporta está obstruyendo la visibilidad enfrente, se requerirá que el conductor viaje con la carga atrás, o remolcándola.

(12) Los operadores deberán mirar en la dirección en la que viajan y no deberán mover ningún vehículo hasta que estén seguros de que no hay ninguna persona en el área.

(13) Los vehículos no deberán ser conducidos hasta la proximidad de una persona parada adelante de un banco u otro objeto fijo de un tamaño tal que la persona pueda ser atrapada entre el vehículo y dicho objeto.

(14) Los declives deben ser ascendidos o descendidos lentamente.

(A) Cuando se asciendan o desciendan declives de mas de un 10 % de inclinación, los vehículos cargados deberán ser conducidos con la carga cuesta arriba.

(B) En todos los declives la carga y el mecanismo de carga y descarga deberán estar inclinados hacia atrás, si es posible, y ser elevado solamente hasta donde sea necesario por encima del nivel del suelo.

(C) Los vehículos motorizados de mano y los “hand/rider trucks” deberán ser operados en todos los declives, con el mecanismo de carga y descarga hacia abajo.

(15) Las horquillas deberán estar siempre en la posición más bajas posible, para lograr una operación segura.

(16) Cuando un vehículo no esté siendo vigilado (el operador está a mas de 25 pies (7.6 metros) del vehículo o cuando no pueda ver el vehiculo), los frenos deben estar puestos, el mástil colocado en posición vertical, y las horquillas en la posición baja con una de las siguientes:

(A) Se deberá apagar el motor y, cuando el vehículo se deje en un declive, las ruedas deberán quedar bloqueadas; o,

(B) El motor podrá dejarse encendido siempre y cuando las ruedas delanteras y traseras queden bloqueadas.

continúa...

(17) Cuando el operador no esté a bordo de un vehículo industrial y se encuentre dentro de una distancia de 25 pies (7.6 metros) del vehículo y pueda verlo, el mecanismo de carga y descarga debe encontrarse totalmente hacia abajo, los controles puestos en neutral y los frenos puestos, para evitar que el vehículo se mueva.
EXCEPCIÓN: Las horquillas elevadoras equipadas en vehículos industriales podrán ser elevadas a la posición para cargar y descargar, si la horquilla no ha sido elevada mas de 42 pulgadas sobre el nivel adonde están parados los operadores/cargadores y el motor está apagado, los controles puestos en neutral, y los frenos puestos. Si el vehículo se encuentra en un declive, los neumáticos deben ser bloqueados.

(18) Los vehículos no deberán ser introducidos en el interior de ningún ascensor, a menos que el conductor haya sido expresamente autorizado para hacerlo. Antes de entrar al ascensor el conductor deberá asegurarse de que no se excederá la capacidad de peso del ascensor. Cuando esté en el ascensor deberá apagar el motor y poner los frenos.

(19) Los vehículos de mano “hand trucks” motorizados deberán entrar a los ascensores u a otras áreas cerradas con la parte donde llevan la carga hacia el frente.

(20) Los vehículos no deberán ser operados en pisos, entradas en las aceras, o plataformas que no soporten con seguridad, el peso del vehículo cargado.

(21) Antes de conducir hacia el interior de camiones, remolques y vagones de ferrocarril, se deberá revisar el piso de todos estos, para detectar rupturas o partes de la estructura débiles o poco resistentes.

(22) Ningún vehículo deberá ser conducido dentro o fuera de camiones de transporte y remolques sobre las plataformas de carga, hasta que dichos camiones y remolques queden bloqueados o restringidos de forma segura y los frenos estén aplicados.

(23) Para evitar el movimiento de los vagones de ferrocarril durante las operaciones de carga o descarga deberán aplicarse los frenos usando cuñas para las ruedas, u otros medios de bloqueo reconocidos como tales, y colocar banderas azules o luces en un lugar visible, de acuerdo con la Sección 3333 de estos Reglamentos y Título 49, CFR, Sección 218. 27 la cual se incorpora por referencia a la presente.

(24) Mientras un vehículo industrial motorizado se encuentre sobre una rampa elevada, plataforma, carro de carga o camión, la distancia mínima que se debe dejar entre el vehículo y el borde de cualquiera de las superficies antedichas, deberá ser por lo menos igual al ancho de un neumático de dicho vehículo.

(25) Siempre que sea posible, las vías del ferrocarril deberán ser atravesadas diagonalmente. Está prohibido estacionar a una distancia menor que 8 1/2 pies de la línea central de las vías del ferrocarril.

(26) Los camiones no deberán ser cargados mas allá de su capacidad nominal.

(27) No se deberá mover un vehículo cargado hasta que la carga sea asegurada y no presente ningún peligro.

(28) Se deberá tener extremo cuidado cuando se inclinen las cargas. Está prohibido inclinar la carga hacia adelante con el mecanismo de carga y descarga elevado, excepto cuando se está recogiendo alguna carga. Las cargas elevadas no deberán ser inclinadas hacia delante, excepto en los casos cuando la carga está siendo depositada en anaqueles de almacenamiento o su equivalente. Cuando la carga se apile o se coloque en filas, el inclinarla hacia atrás deberá quedar limitado a únicamente lo necesario para estabilizar la carga.

(29) El aparato de carga y descarga deberá ser colocado de una manera tal que la carga sea sostenida o sujetada de forma segura.

(30) Se deberán tener precauciones especiales al asegurar y manipular cargas por medio de vehículos equipados con accesorios, y durante la operación de estos vehículos después que las cargas hayan sido retiradas.

(31) Cuando los vehículos motorizados sean usados para abrir y cerrar puertas se deberán cumplir con los siguientes reglamentos:

(A) Se deberá agregar al vehículo un aparato diseñado específicamente para abrir y cerrar puertas.

(B) La fuerza que este aparato aplique a las puertas deberá ser paralela a la dirección en que corra la puerta.

(C) Toda la operación de abrir las puertas deberá realizarse bajo la vigilancia total del operador.

(D) El operador del vehículo y otros empleados deberán mantenerse alejados del área inmediata, adonde la puerta podría caerse mientras está siendo abierta.

(32) Si la carga es levantada por dos o más vehículos trabajando a la vez, el peso total de la carga no deberá exceder la capacidad de levantamiento nominal combinada de todos los vehículos utilizados.

(33) Cuando proporcionado por el fabricante de vehículos industriales un sistema de sujeción del operador, tal como el cinturón de seguridad, será utilizado.

Las reglas de operación para vehículos industriales contenidos en esta pancarta están actualizadas al Registro 2009, No. 44 del Código de Reglamentos de California (efectivo el 27/NOV/2009). También pueden aplicarse otros reglamentos.

State of California
CAL OSHA
Department of Industrial Relations

S-503-08/11

FORMA DE USO VOLUNTARIA DE RESPIRADOR

Protección respiratoria Estándar de la OSHA, 29CFR1910.134

Apéndice D Sec. 1910.134 (Obligatorio) Información para los empleados que usen respiradores cuando no esté requerido bajo la norma

Los respiradores son un método eficaz de protección contra los riesgos designados cuando se selecciona adecuadamente y desgastado. Se fomenta el uso del respirador, aun cuando las exposiciones están por debajo del límite de exposición, para proporcionar un nivel adicional de comodidad y protección para los trabajadores. Sin embargo, si un respirador se utiliza de forma incorrecta o no se mantiene limpio, el respirador mismo puede convertirse en un peligro para el trabajador. A veces, los trabajadores pueden usar respiradores para evitar exposiciones a riesgos, incluso si la cantidad de sustancia peligrosa no excede los límites establecidos por las normas de OSHA. Si su empleador ofrece respiradores para su uso voluntario, o si usted proporciona su propio respirador, es necesario tomar ciertas precauciones para asegurarse de que el respirador mismo no presenta un peligro. Usted debe hacer lo siguiente:

1. Lea y siga todas las instrucciones proporcionadas por el fabricante en el uso, mantenimiento, limpieza y cuidado, y advertencias sobre las limitaciones de los respiradores.

2. Elija respiradores certificados para su uso para proteger contra el contaminante de interés. NIOSH, el Instituto Nacional de Seguridad y Salud del Departamento de Salud y Servicios Humanos de los EE.UU. Ocupacional, certifica respiradores. Una etiqueta o declaración de certificación deben aparecer en el respirador o respirador embalaje. Le dirá lo que el respirador está diseñado y cuánto va a protegerte.

3. No use su respirador en atmósferas que contienen contaminantes para los cuales su respirador no está diseñado para proteger contra. Por ejemplo, un respirador diseñado para filtrar partículas de polvo no lo protegerá contra gases, vapores o partículas sólidas muy pequeñas de vapores o humo.

4. Mantenga un registro de su respirador para que no se utilicen por error respirador de otra persona.

RESPIRADORES DE CARETA FILTRANTE Y REQUISITOS DE OSHA

❑ Los respiradores Filtrado pieza facial (también llamados máscaras contra el polvo) se consideran verdaderos respiradores de acuerdo con OSHA. N95 se refiere a la certificación de NIOSH de los medios de filtro que comprende la pieza de la cara. N significa que no es resistente al aceite y 95 se refiere a que es 95 % de efectividad en partículas de filtrado a nivel de 0.3 micras. N95 es el tipo más común de cara filtrada pieza respirador. Otros respiradores pieza facial de filtración certificados por NIOSH incluyen R95, P95, N100 y P100.

❑ Uso voluntario se define como el uso sólo a efectos de comodidad de los empleados. No existe un peligro que requiere el uso de un respirador y el uso del respirador no produce ningún riesgo adicional. En Ciudadela Roofing y Solar, el único respirador aceptable para uso voluntario es el respirador facial de filtración pieza (N95).

❑ OSHA requiere que todos los empleados que usan voluntariamente cara filtrado pieza respiradores reciben información básica sobre respiradores conforme a lo dispuesto en el

Apéndice D de su estándar respirador, 1910.134 (que se encuentra al principio de este documento). - **Revisión Apéndice D con los empleados. Firma de esta forma la formación certifica la recepción de Apéndice D de 1910.134, como es requerido por la OSHA.**

COMO USAR Y PONER UN RESPIRADOR DE CARETA FILTRANTE

❑ Inspeccione los respiradores antes de su uso, incluyendo nuevas unidades fuera de la caja. Compruebe si hay roturas y desgarros. Asegúrese de que las correas estén bien conectados, pieza de la nariz está conectado correctamente y que no existen defectos obvios.

❑ El uso apropiado del respirador es importante. Sin ella, el respirador es ineficaz contra los contaminantes del lugar de trabajo. Siga las instrucciones del fabricante para su uso. – **Revise las instrucciones del fabricante con los empleados. Haga que el empleado pueda demostrar el uso correcto.**

❑ La barba y el otro vello facial niegan la eficacia del respirador, ya que impiden un sello adecuado entre el respirador y la cara. Afecciones de la piel, como dermatitis, o cicatrices, podrían afectar la capacidad de producir un sello.

❑ Cotejos de sello de usuario confirman que se logra un sellado adecuado con la cara cuando se aplica la máscara. Cotejos de sello de usuario se debe hacer cada vez que la máscara se puso y cada vez que se vuelve a ajustar en la cara. - **Revise las instrucciones del fabricante para realizar cotejos de sello de usuario con los empleados.**

LIMITACIONES DEL EPP

❑ Filtrado pieza cara respiradores sólo son útiles para la protección contra partículas. Ellos no están para ser utilizados en atmósferas o ambientes con deficiencia de oxígeno que contienen peligros que son un peligro inmediato para la vida y la salud (IDLH). Olores todavía se observaron cuando se usa el respirador porque no filtra los gases o vapores. El respirador no proporcionará una protección adecuada si no se logra un buen sello con la cara.

CUIDADO, MANTENIMIENTO DE VIDA UTIL, Y ELIMINACION DE EPP

❑ Filtrado pieza Cara respiradores son considerados PPE desechable. Ellos no se pueden limpiar, sobre todo cuando se convierten en mojado o sucio. Ellos no se pueden compartir con otros empleados.

❑ Nuevos respiradores deben almacenarse en un lugar limpio, seco y protegido de la luz solar, productos químicos, agua y daño físico.

Nombre de Empleado:	Firma:	Fecha:
Entrenador:	Firma:	Fecha:

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