Site Safety Program

Olympic Companies, Inc.

"Building a Safer Place to Work"

2026

"Building a Safer Place to Work"

Olympic Companies, Inc.

Jobsite Safety Manual

Including:

Right-To-Know
AWAIR Program **(A Workplace Accident & Injury Reduction Program)**
Companies Policies
Accident Investigation
Inspection Sheets
Signage
SDS
Silica Exposure Program
Crisis Management

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Olympic
Companies, Inc.
"Building a Safer Place to Work"

SAFETY STATEMENT

It is the commitment of Olympic Companies that every employee is entitled to work within the safest possible conditions each and every day. It is our goal to eliminate potential hazards in order to prevent injuries to workers or damage to equipment and property.

In the interest of accident prevention every conceivable effort will be made to provide for a safe and healthy work environment. To achieve this standard, all projects will establish and maintain safety activities in cooperation with our Safety Director, Mike Sturgeleski.

Olympic Companies will view current laws and regulations as a minimum standard when building a safer place to work. The objective is to update our program annually as to keep up with current policies and accident prevention measures. Management at all levels will ensure that accident control measures are implemented, carefully monitored and receiving the upmost attention.

With teamwork, commitment and ongoing communication, a safe jobsite will be our goal. Accidents can be prevented and this policy illustrates Olympic's commitment to ensure our employees return home safely at the end of each day.

Remember:

"BY NO MEANS WILL OLYMPIC PERFORM ANY ACTIVITY OR SERVICE IN WHICH THE SCHEDULE OVER RIDES THE HEALTH AND SAFETY OF OUR CREW MEMBERS"

Michael Conroy
President
Olympic Companies, Inc.

Olympic Companies, Inc.

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RIGHT-TO-KNOW HAZARD COMMUNICATION PROGRAM

Olympic Companies is firmly committed to a healthy and safe work environment. The purpose of our Right-To-Know Hazard Communication Program is to provide our employees with information about hazardous chemicals and materials on each of our jobsites. Our written Program includes information about Container Labeling, Material Safety Data Sheets, Employee Information and Training, Hazardous Non-routine Tasks, Multi-employer Workplaces, and a List of Hazardous Chemicals.

The Program (depending on the size and location of the project) will be available for review in our jobsite trailer, or in our jobsite gang box, or in the possession of our jobsite foreman.

LABELING

Olympic's Project Foreman will verify that each container of hazardous chemicals on the jobsite is properly labeled.

Each product label will list:

- Contents of the container
- Appropriate hazard warnings
- Name and address of the manufacturer

Olympic's Project Foreman will label each small container with product name and our company name.

SDS (Safety Data Sheets)

Safety Data Sheets are used for hazard determination. Copies of SDS are kept in our jobsite trailer, or in our jobsite gang box, or in the possession of our jobsite foreman depending on the size and location of the project. SDS are also kept at the main office and are available for review to all employees at any time.

Each Safety Data Sheet will list:

- Chemical identification
- Physical characteristics
- Hazardous ingredients
- Health hazards
- Emergency Telephone Numbers
- Physical hazards
- Handling precautions
- First-aid procedures
- Reactivity and control procedures

EMPLOYEE INFORMATION AND TRAINING

Olympic Companies will provide employees with information and training on hazardous chemicals in their work area and will inform them when a new hazard is introduced. Employees will also be informed of any operation in their work area where hazardous chemicals are present, and the location and availability of the RTK Hazard Communication Program including a list of hazardous chemicals and Safety Data Sheets. RTK is a MN statute only and employees in other states will be familiar with this material as Hazard Communication.

Before starting work, each new employee will be given a copy of Olympic's RTK Hazard Communication Program. Each employee will be trained on methods and observations that need to be used to detect the presence or release of hazardous chemicals in the work area.

Employees will also be informed of measures that they can take to protect themselves from these hazards. Specific procedures that we have implemented to protect them from exposure to hazardous chemicals include:

- An explanation of the R-T-K Hazard Communication Program
- An explanation of the material labeling system
- An explanation of Safety Data Sheets (SDS)
- Appropriate work practices
- Use of personal protective equipment
- Emergency procedures

After receiving the training and information, each employee will sign a form stating that they have received the training and the written materials stated above.

LIST OF HAZARDOUS CHEMICALS

Olympic Companies has compiled a list of hazardous chemicals and materials that we normally use on the jobsite. This list will be kept in our jobsite trailer, or in our jobsite gang box, or in the possession of our jobsite foreman depending on the size and location of the project. The jobsite list will be updated to include all of the hazardous chemicals and materials present on the jobsite.

HAZARDOUS NON-ROUTINE TASKS
(Site Specific Safety Plan)

There may be projects that require Olympic employees to perform work that is different than the work performed on a routine basis. This non-routine work may pose a higher safety risk, or require the use of hazardous materials with which employees are unfamiliar.

Non-routine tasks will be identified and discussed during pre-construction meetings attended by the Estimator, Project Manager, and Project Foreman. A specific plan will be developed to ensure that these tasks are completed safely, and to ensure that hazard communication training is provided for any hazardous materials required for the completion of non-routine tasks. A jobsite meeting attended by the Project Foreman and the crew assigned the work will be held to communicate the plan and make any adjustments prior to beginning the work.

MULTI-EMPLOYER WORKPLACES

Safety Data Sheets for all hazardous chemicals and materials will be kept on each project in the possession of Olympic Companies as described above in the section entitled ***SDS (Safety Data Sheets)***.

In addition to this requirement, copies of all Safety Data Sheets will be provided to the "Controlling Contractor" *(usually the General Contractor)* for each multi-employer workplace. The Controlling Contractor will then communicate and make available all SDS information as required to all other persons working at or visiting the project site.

Olympic's Project Foreman is responsible to become knowledgeable of the Controlling Contractor's Hazard Communication Program in order to inform all Olympic employees of the location of all Safety Data Sheets.

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AWAIR

(A Workplace Accident and Injury Reduction Program)

EMPLOYEE INFORMATION AND TRAINING

Olympic Companies, Inc.. will provide our employees with training on the hazardous chemicals we use at our job site and with the SDS related to the chemicals. We will also find out whether or not other trades at the job site are using hazardous chemicals with which our employees may come into contact. If other trades are using such chemicals, we will obtain the corresponding SDS for it and convey the information to our employees. Our employees will be trained in the methods they can use to protect themselves from these hazards.

Olympic Companies, Inc.. will provide hard hats, ear protection, eye protection, fall protection and the proper respirators for protection at the job site. If there is a hazardous procedure-taking place that these devices will not protect against, we will **"pull out"** of the area until the conditions return to a normal working environment.

Our employees will be shown a "typical" SDS and will be taught how to read it. Special attention will be given to the safe handling, proper storage, proper personal protective equipment and any first aid required. When employees are working with unfamiliar products, they are instructed to read the SDS regarding those products before starting their procedure. The information provided in the SDS can prevent a serious accident.

AWAIR is meant to establish safety responsibility for each level of management.

_____

Clint Milner
Safety Director
Olympic Companies, Inc.

Olympic Companies, Inc.

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EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION POLICY STATEMENT

Olympic commits to an employment policy without discrimination with respect to race, creed, color, sex, religion, disability, national origin, or disabled veterans of all wars.

This commitment provides that decisions concerning recruitment, hiring, transfer, promotion, demotion, termination and compensation depend on individual merit. All persons should seek employment and advancement by contacting their superintendent regarding promotion opportunities.

All employees will actively and affirmatively promote the company polices of nondiscrimination. Appropriate minority and woman's organizations, trade schools, and union halls will be used for assistance in hiring minority and female workers. Referrals from Employees are encouraged. All other individuals and organizations will consider these policies when doing business with Olympic.

Olympic Companies, Inc. has appointed Lindsey Harfield as EEO Specialist to manage the Equal Employment Opportunity Program. Her responsibilities will include monitoring all Equal Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. She will be given the necessary top management support and staffing to fulfill her job duties. The President of Olympic Companies, Inc. will receive and review reports on the progress of the program.

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HARASSMENT POLICY

Olympic Companies is committed to provide a work environment that is free of unlawful harassment. Harassment on the basis of protected classification (race, color, creed, religion, sex, national origin, age, disabilities, sexual orientation, marital status, status with regard to public assistance, or any other characteristic protected by Federal, State or local law) including sexual harassment, is prohibited.

Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to the company and tarnishes the image of the company and everyone associated with it.

POLICY No employee, vendor or customer may engage in verbal or physical conduct that denigrates or shows hostility or adversity towards an individual because of that person's race, color, creed, religion, sex, national origin, age, disabilities, sexual orientation, marital status, status with regard to public assistance, or any other characteristic protected by Federal, State or local law, if the conduct:

> Has the purpose or effect of unreasonably interfering with the person's work performance; or otherwise adversely affects that person's employment opportunities.

The following are examples of prohibited harassment. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with our General Superintendent or our Human Resources Department.

> Epithets, slurs, name calling or negative stereotypes;
> Intimidating or hostile acts based upon protected classification;
> Written or graphic material that denigrates or shows hostility or adversity to persons of a protected classification and that is posted or circulated on company property or our jobsites.

One specific kind of offensive behavior prohibited by law is sexual harassment. Sexual harassment is illegal. Olympic's commitment to equal Employment Opportunity includes every employee's right to freedom from sexual harassment in the workplace. This policy will allow all employees to work in an environment free from all forms of sexual harassment.

Definition:

Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It includes verbal abuse, gestures, advances and pressures inviting sexual activity. Physical contact such as intentional touching, patting, pinching, and assaults including rape and attempted rape are also forms of sexual harassment. Any sex-related conduct that is intimidating, hostile, or especially offensive is unlawful. This also includes pictures and calendars that may be posted in the work area.

Employee Responsibility:

If you feel you are being sexually harassed, first make sure the conduct is sexual harassment. A wrongful accusation is just as serious as a charge of sexual harassment. If possible, talk to the person who is harassing you. Tell him/her how you feel about the conduct and ask him/her to stop immediately.

If talking to the person doesn't work, or you are afraid to talk to him/her, report the incident to your foreman, general superintendent, office manager, or the president of the company.

Put it in writing. Be specific with names, dates, and statements or conduct. Send the memo to the office manager or the president.

Company Responsibility:

Supervisors not involved in the complaint will investigate all verbal and written complaints of sexual harassment.

Supervisors will inform the employee initiating the complaint that an investigation is proceeding.

Any employee, as determined by the investigation, who has engaged in sexual harassment, will be disciplined by appropriate action up to and including termination.

Olympic
Companies, Inc.

POLICY FOR A DRUG AND ALCOHOL FREE WORKPLACE

STATEMENT OF PURPOSE

Olympic Companies, Inc. recognizes the problems of substance abuse in society and in the workplace. Substance abuse poses a serious threat to our staff, customers, and to the communities in which we do business. By enacting this substance abuse policy, we hope to help combat the problems associated with substance abuse by creating a drug and alcohol-free workplace.

Our substance abuse policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug and alcohol-free environment. Our intention is to prevent substance abuse and promote its treatment. We encourage those who use drugs or who abuse alcohol to seek help overcoming their problem.

With these basic objectives in mind, Olympic Companies, Inc. has established a program and policy for a drug and alcohol-free workplace.

Olympic Prohibits the use of alcohol or drugs during working hours, on jobsite premises or while operating an employer's vehicle, machinery, or equipment.

Olympic prohibits the use of cannabis, edible cannabinoid products, alcohol, drugs, or possessions of or impairment while on company jobsites, company premises or during work hours, unofficial breaks or meal periods.

Example: Drug, Alcohol and Cannabis-Free Workplace Policy. While on Company property or Company jobsites, the Company is not required to accommodate, nor may employees use, possess, distribute, sell, offer, purchase, transfer, be under the influence of or impaired by alcohol, drugs, intoxicating cannabinoids, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, or any other substances which have an intoxicating effect or impair the ability of employees to work safely and effectively.

If any employee is suspected of being under the influence or impaired by drugs, cannabis or alcohol, your supervisor will remove you from the task/work you are doing. You will be taken to a safe environment until you can safely return home, or you will be driven home from the jobsite at the end of the day.

- The first offence will be a written warning that will go into your personnel file.
- Second offense – be removed from work for 3 days without pay and required to meet with our Safety Director.
- Third offense – your employment with Olympic will be terminated.

Olympic will require post-accident drug tests.

Pre-Employment Drug Testing

As part of the company's commitment to an alcohol and drug-free work environment. The company will perform pre-employment drug and alcohol testing in accordance with Minnesota laws.

Pre-employment Drugs and Alcohol Testing will be for the following:

- Alcohol
- Cocaine
- Opiates (and their derivatives including morphine and codeine)
- PCP (Phencyclidine)
- Amphetamines (including methamphetamines)

To be considered qualified for employment, Olympic Companies, Inc. must receive a valid negative report on the drug screen. If the qualifications are not met, the prospective employee will be deemed not qualified for employment. A second drug test may be conducted within 30 days. The secondary test will be at the employee's expense.

If the secondary test is negative, the offer of employment will be granted.

Post Accident Drug Testing

In the event of a jobsite injury requiring medical attention, a post-accident drug test will be conducted. The following items will tested for:

- Alcohol
- Marijuana (including cannabinoids and THC derivatives)
- Cocaine
- Opiates (and their derivatives including morphine and codeine)
- PCP (Phencyclidine)
- Amphetamines (including methamphetamines)

If the post-accident drug and alcohol tests are positive "failed", Olympic Companies, Inc. will consult with employee about entering a drug or alcohol rehabilitation program. After completing a rehabilitation program through the Union or employee's own doctors. The employee may retake Olympics' drug and alcohol test. A negative test result "Pass" will allow re-hiring of the employee.

All rehabilitation courses and retesting for drugs and alcohol will be at the employee's own expense.

Olympic
Companies, Inc.

Reasonable suspicion of being under the influence of drugs or alcohol while on the job for Olympic Companies, Inc.

A Supervisor (Field Foreman, Field Superintendent) may have reasonable suspicion that an Olympic employee is under the influence of drugs or alcohol while on the job. Our Field Supervisors, while not experts on drugs and alcohol, have been trained to understand a reasonable suspicion / impairment while on the job. The Supervisor will fill out the required form which is signed and dated by the Supervisor.

The employee suspected of being under the influence of drugs or alcohol will be brought to a safe field office on the jobsite or other safe location. The employee will be taken off the task they are performing. When the employee is safe to return home, the employee will be driven home by an Olympic Supervisor.

- The first offense will be a written warning that will go into the employee's personnel file.
- The second offense, the employee will be removed from work for 3 days without pay and required to meet with our Safety Director.
- The third offense, the employee's employment with Olympic Companies will be terminated.

Olympic may depending on the severity or endangerment the employee may have potentially caused to himself/herself or others, termination of employment may be enforced.

Olympic requires a safe and drug free work environment.

Sincerely,

Michael Conroy
President

Attachments

Olympic
Companies, Inc.

Attachment 1

DRUG AND ALCOHOL TESTING POLICY
REASONABLE SUSPICION OBSERVATION – SUPERVISOR STATEMENT

General Information

Employee's Name: _____

Observation Date: _____ Time: _____ am/pm

Location: _____

Supervisor's Name: _____

How long has the employee worked with the Company? _____

How long have you supervised the employee? _____

Was the employee involved in an accident or unsafe activity? Yes _____ No _____

If yes, please describe: _____
_____

If yes, accident/unsafe activity date and time: _____

If yes, extent of injury to persons/property (if applicable): _____
_____

If yes, extent of injury to persons/property (if applicable): _____
_____

If yes, was there evidence of negligence/carelessness (please explain):_____
_____

Other Witnesses: _____

Cause of Suspicion

☐ Observed possession or use of a controlled substance and/or paraphernalia (specify if applicable)

_____

☐ Observed Abnormal or erratic behavior (see checklist below)

Observed Personal Behavior Checklist

- Appearance

☐ Normal
☐ Disheveled
☐ Profuse Sweating
☐ Diluted Pupils
☐ Bloodshot Eyes
☐ Other (Specify

☐ Unable to Consistently Open Eyes
☐ Watery Eyes
Flushed

☐ Puncture Marks
☐ Tremors or shaking
☐ Bodily Odor
☐ Inappropriate use of Sunglasses

- Speech

☐ Normal
☐ Confused
☐ Slurred
☐ Mumbled
☐ Other (Specify)

☐ Incoherent
☐ Slowed
☐ Stuttered
☐ Silent

☐ Shouting
☐ Irritable
☐ Rambling

- Breath

☐ Alcohol Odor
☐ Vomit Odor
☐ Other (Specify)

☐ Marijuana Odor

☐ Shouting

- Awareness

☐ Normal
☐ Disoriented
☐ Paranoid
☐ Euphoric
☐ Other (Specify)

☐ Sad
☐ Confused
☐ Drowsy
☐ Hyperactive

☐ Lethargic

- Attitude/Demeanor

☐ Normal
☐ Exited
☐ Care-free
☐ Cooperative
☐ Combative
☐ Other (Specify)

☐ Talkative
☐ Profane
☐ Calm
☐ Insulting
☐ Polite

☐ Mood Swings
☐ Violent
☐ Irritable
☐ Angry

- Motor Skills/Balance/Agility

  ☐ Normal ☐ Unsteady ☐ Shaky
  ☐ Swaying ☐ Needs Support ☐ Slow/Delayed
  ☐ Falling ☐ Staggering
  ☐ Other (Specify)

- Other

  ☐ Employee's Attendance had Declined.

  Explain:_____
  _____

  ☐ Employee has Exhibited change in Performance.

  Explain:_____
  _____

  ☐ Employee has Exhibited Change in Demeanor or Behavior

  Explain:_____
  _____

Indicate other unusual actions, behavior, or statements:_____
_____
_____

Supervisor Opinion

The observable behaviors noted cause me to believe that there is a potential safety concern and/or violation of the Company's Drug and Alcohol Policy. If I believe this to be an immediate concern, I should stop the employee from working and prevent them from operating any equipment where there would be a foreseeable danger. Based upon my observation as noted in this document, I recommend that a drug and/or alcohol test be administered.

_____ _____
Name (Print) Date

_____
Signature

Olympic
Companies, Inc.

Attachment 2

I _____ applied for employment at Olympic Companies, Inc. on _____.
(Name) (Date)

I have read and understand Olympic Companies, Inc.'s Drug and Alcohol Policy, according to Olympics' Field Employee Handbook (see attached policy).

I was offered conditional employment at Olympic Companies, Inc. on _____. I understand this is a
(Date)
conditional offer, contingent on my submission of a drug/alcohol screening test and receiving a negative result to any and all illegal drugs.

_____ I agree and consent to the pre-employment drug/alcohol test required.
_____ I decline to take the test.

I understand that I may refuse to take the drug and alcohol screening. My refusal will result in my retraction of conditional employment. I will not be hired as an employee at Olympic Companies, Inc.

_____ _____
(Date) (applicant)

_____ _____
(Date) (witness)

RESPONSIBILITIES OF THE EMPLOYEE

1. All employees are responsible to comply with, and ensure that Olympic's safety policies and procedures are followed, such as Olympic's 100% use of hard hats and safety glasses

2. Employees are responsible to report safety concerns, hazardous conditions, and unsafe acts to their immediate supervisor when they are unable to correct these conditions or acts.

3. Employees will immediately report all accidents and injuries.

4. Employees will assist in accident investigations as requested.

5. Employees will use all required safety devices and personal protection equipment and will use these devices and equipment properly.

6. Employees will attend all company sponsored training classes.

7. Employees are responsible to "ask a question" if they are unaware of how to perform a particular task safely

RESPONSIBILITIES OF THE SAFETY COMMITTEE

The Safety Committee's purpose is to serve as a means of communication of the safety program to the Company's employees. It also is to create and maintain an active interest in safety. The responsibilities of the committee include:

1. Meet, at a **minimum**, on a monthly basis.

2. Discuss, establish and review **safety policies.**

3. Conduct a summer and winter **safety meeting** with foremen.

4. Assist in providing employee **training.**

5. Review the **effectiveness** of the safety program on a yearly basis.

6. Assist on all safety related issues.

RESPONSIBILITIES OF FOREMEN

1. Foremen are responsible to comply with, and ensure that Olympic's safety policies and procedures are followed, and that enforcement of Olympic's safety program is maintained.
2. Foremen will perform Accident Investigations and ensure that all injuries are reported immediately to the safety director.
3. Foremen will continuously monitor safety on projects to which they are assigned, and responsible for correcting all safety and health violations.
4. Foremen are responsible for conducting weekly "Toolbox Talks".
5. Foremen will enforce disciplinary actions.
6. Foremen will conduct all necessary equipment inspections.
7. Foremen will submit all paperwork into the office.
8. Foremen to notify the office when Scaffold/Scissor lift release forms are needed on site.
9. Foreman to work with Field Superintendent to return injured workers back to work and maintain that they are working within their restrictions.

RESPONSIBILITIES OF MANAGEMENT

1. Management has the ultimate responsibility for the safety and health of all Olympic employees.
2. Promote the importance of safety and health.
3. Allocate resources for implementation and enforcement of the Olympic safety program.
4. Maintain and monitor accident reports and records.
5. Management has established and will maintain the Safety and Health and **A Workplace and Injury Reduction Program. (AWAIR)**

6. Monitor policies, rules and regulations that pertain to safety operations throughout the organization.

7. Consult with experts outside the organization when particular safety related situations require additional specific knowledge or expertise.

8. Provide support and input to the training and orientation of new employees, and retraining or updating of current personnel regarding company safety policies and procedures

9. Development and policies and regulations that relate to the safety function.

10. Issue safety bulletins periodically to help ensure awareness of applicable laws, standards and rulings.

11. Assure that all records and documentation required by government agencies are current and properly maintained.

12. Conduct program safety audits as partial basis for improvement of the safety program.

RESPONSIBILITIES OF THE FIELD SUPERINTENDENT

1. Promote the importance of Safety and Health

2. Monitor that all safety related paperwork is being turned in by the foremen.

3. Monitor policies, rules and regulations that pertain to safety operations throughout the organization.

4. Consult with Safety Directors or vendor from outside the organization when particular safety related situations require additional specific knowledge or expertise.

5. Provide support and input to the training and orientation of the new employees, and retaining or updating of the current personnel regarding company safety policies and procedures.

6. Serve as a consultant to management for development of polices and regulations that relate to the safety function.

7. Conduct program safety audits as partial basis for improvement of the safety program.

8. Provide Support and input to the Return-To-Work Program for injured workers.

9. Superintendents are responsible to comply with, and ensure that Olympic's safety policies and procedures are followed, and that enforcement of Olympic's safety program is maintained.

10. Conduct safety orientation at the start of each project to discuss safety issues that may arise during the course of the project.

RESPONSIBILITIES OF THE SAFETY DIRECTOR

1. **Active member** of Safety Committee.

2. Provide support and input in the training and orientation of **new employees** in company safety policies, procedures, and hazardous chemicals in the work place.

3. Compile a **master list** of hazardous chemicals used by Olympic Companies, Inc., by reviewing container labels and Safety Data Sheets (SDS). Assure the applicable individual SDS are on each job site for review by all employees and that each container of hazardous chemicals is properly labeled.

4. Oversee the two Foreman **safety meetings** per year.

5. **Assist foremen** in accident investigation and reporting.

6. Implement and supervise a program for the **maintenance and inspection** of equipment, which would also include identification and elimination/repair of unsafe tools & material.

7. Conduct and document **job site inspections** to identify and analyze new or existing hazards and conditions.

8. **Assure enforcement** of safety rules and use of personal protective equipment.

9. Meet with **Loss Control Specialist** from the Company's worker's compensation insurance carrier on a regular basis.

10. Assure that adequate **first aid and firefighting equipment** is available and personnel are properly trained in its use.

11. Assure that weekly **Tool Box Meetings** are held and documented.

12. Undertake prompt corrective action on any **safety recommendation.** If an unsafe condition is out of the control of the Field Safety Director, oral and written notification of the unsafe condition should be given to the Owner/General Contractor.

13. Stay knowledgeable in **industry safety standards**.

14. To follow workers compensation claims from the **First Report of Injury to the closing of the Claim with our insurance claim representative.**

15. Assure that all government mandated **records and documentation** are current and properly maintained.

16. Gather and interpret **statistics** on injuries and illness for reporting data to Safety Committee on the performance of safety function activities.

17. Inform and require **sub-contractors** to abide by the Company's safety program. Obtain Hold-Harmless Agreements and Certificates of Insurance for all sub-contractors.

18. Assist in the process of **interviewing, testing and hiring** of all new employees.

19. Stay knowledgeable of updated **worker's compensation laws and OSHA regulations.**

DISCIPLINARY ACTION AND ENFORCEMENT

Each Olympic employee must understand and follow all of the rules, regulations and policies contained within the Olympic Safety Program. Failure to comply will be grounds for the following disciplinary action:

First Violation: Verbal Warning

Second Violation: Written Warning and or Suspension

Third Violation: Discharge

Major Violation: Immediate Discharge

Olympic Companies, Inc.

"Building a Safer Place to Work"

Employee Warning Notice

Employee Name: _____ **Date of Warning:** _____

TYPE OF VIOLATION		Reprimand Schedule (*Cirlce One) 1st Violation	2nd Violation	3rd Violation
Attendance				
Failure to Call In	☐	WW	3S	DC
Unauthoritized Absence	☐	WW	3S	DC
Theft	☐	DC		
Misconduct	☐	10S	DC	
Failure to Use Safety Equipment & Practice Safetey Rules	☐	WW	3S	DC
Failure to Promptly Report an Accident or Injury	☐	WW	3S	DC

1) WW- Written Warning.

2) 3S- Written Warning accompanied by a 3 Day Suspension without pay.

3) 10S- Written warning accompanied by a 10 day suspension without pay.

4) DC- Discharge.

Date of Incident: _____

Employer Statement:

_____

_____

_____

_____

Signed By: _____

Employee: If you disagree with this reprimand, please indicate your reason below and return this form to our office.

_____

_____

_____

AERIAL PLATFORM SAFETY

Only experienced and qualified personnel are allowed to operate aerial work platforms, including scissors lifts, man lifts, and articulating work platforms.

All personnel shall perform the following before operating the machine:

1. Pre-Start Inspections
2. Work Place Inspections
3. Operations Checks
4. Hazardous Locations
5. Location of Warning decals and Operator Instructions

General Rules

Fall protection is required on all aerial lifts per the following:

- On **scissor lifts**, fall protection will be guardrails installed by the manufacturer, including the chain guardrails at the entrance to the lift.
- On **boom type aerial lifts**, personnel fall protection systems including body harness and lanyards attached to the anchor spot, as per manufacturers recommendations, and guard rails shall be used for fall protection.
- Employees must stand on the floor, not on the guardrails.

Lift Inspection

- Test operating and emergency controls
- Safety devices must be operational
- Establish fall protection systems
- Wear hard hats and safety glasses at all times
- Check for air, hydraulic, and fuel system leaks
- Check cables and wiring
- Check for loose and missing parts
- Check tires and wheels
- Check warning signs, control markings, and operating manual
- Check guardrail system
- Ensure that load is within manufacturer's rated capacity
- Ensure that outriggers, stabilizers and extendible axles are in place
- Become familiar with the unit

Work Area Inspection

Before the scissor or aerial platform is used, and during it's use, the operator must check the area for possible hazards such as:

- Holes, bumps, and floor obstructions
- Debris in the work area
- Overhead obstructions and high voltage conductors
- Inadequate support for the lift
- Presence of unauthorized persons
- Explosive conditions

Hazardous Operations

Aerial platforms operated in a hazardous location shall be approved and of the type that can meet the requirements for locations that are classified as hazardous depending on the properties of the flammable vapors, liquids or gases, or combustible dusts or fibers which may be present and the likelihood that a flammable or combustible concentration or quantity is present.

Warning and Instructions

The operator shall before operating any aerial platform, read and understand all requirements for maintenance, safety and operations as set forth in the manual. The equipment shall be operated in accordance with the warning decals located on the aerial platform.

The operator must use good judgment, safety control, and caution in evaluating each situation. Since the operator is in direct control of the platform, conformance with all safety regulations is the responsibility of the operator.

ASBESTOS

Olympic Employees are not allowed to work with any type of asbestos.

Work can be performed in areas where airborne concentrations of asbestos are less than the permissible exposure limits (PELS) as determined by test results by an approved testing lab.

> *If at any time there is a question concerning asbestos in the workplace, employees are instructed to cease work in the area and contact their immediate Foreman, who will then contact our Safety Director or Field Superintendent, who will then request additional testing on site to verify if we are in compliance with OSHA regulation.*

ACCIDENT INVESTIGATION

Accident investigation is the determination of who, what, where, and how an accident occurred. It involves gathering important facts and background information about the event, and taking statements from persons involved. It also involves inspection of the accident site, machinery, equipment, vehicles, etc. The purpose of the investigation is to bring forth information that can be used to prevent or reduce the frequency of accidents. These investigations are "fact finding" only, not fault finding. Corrective action will be immediately implemented to prevent further occurrences.

The Safety Director along with the General Superintendent, Project Foreman, or any other employees or personnel necessary, will investigate every accident. A written accident report will be required for every accident on any project.

The purpose of investigation is to gather facts regarding the accident such as:

1. Who was involved?
2. Location of the accident
3. What was being done? (activity)
4. Cause of the accident
5. How could the accident have been prevented?
6. How can a recurrence be prevented?

In order to prevent a recurrence of this type of accident, an in-depth analysis of the cause and effect of the accident will be performed. Either the cause of the accident will be eliminated, or corrective actions will be taken to reduce the risk of future recurrences.

The corrective actions resulting from each accident will be communicated to all employees during training sessions or toolbox talks.

For additional information, see **Appendix Z** for Crisis Management procedures.

Olympic Companies, Inc.

"Building a Safer Place to Work"

FOREMAN ACCIDENT REPORT

1. Date _____

2. Name of employee _____ Phone _____

3. Occupation _____

4. Date of accident _____ Time _____ AM _____ PM

5. Jobsite _____

6. Witnesses & Phone Numbers _____

7. Did you authorize first aid or doctor? Yes No Driver to Clinic: _____

   Name, address & phone of doctor: _____

8. Did injured leave work? Yes No Time _____

9. Did injured return to work? Yes No Time _____

10. Describe injury _____

11. Describe accident _____

    _____

    _____

12. Accident causes (Check all factors)

PHYSICAL CAUSES

___ Defective/improper tools or equipment
___ Poor housekeeping (trash, slippery floor, etc.)
___ Unguarded/improperly guarded equipment
___ Congested area
___ Unstable/improper piling or storage
___ other sub-contractors
___ Improper light, ventilation, temperature, etc.
___ Other (describe)_____

PERSONAL CAUSES

___ Not properly trained/instructed
___ Failure to use personal protective equipment
___ Failure to follow rules or instructions
___ Using improper/defective tools or equipment
___ Horseplay
___ Using improper methods/procedure
___ Operating without authority
___ Physical limitations for work
___ Other (describe)_____

_____

13. What should be done & by whom to prevent recurrence:_____

    _____

14. Signatures: Prepared by: _____ (Supervisor)

    Verified by: _____ (Injured worker)

    Reviewed by: _____ (Safety Director)

BACK INJURY PREVENTION

Lifting by hand is a big part of our everyday work. Some of the proper lifting procedures are listed below to make the job easier and to help prevent pulled muscles, disk damage, hernias, and other back and shoulder injuries.

1. Know how much the load weighs and are you able to pick it up

2. Make sure the lifting area and path are clear

3. Know where the load is going to be placed

4. Use mechanical lifting devices whenever possible

5. Get help if a load is more than can be handled alone

6. Place one foot along side the load and the other slightly behind the load

7. Keep the load close to the body, keep back straight, head facing forward

8. Get a firm grip on the object to be lifted

9. Center weight over the feet and start lifting with a thrust of the rear leg

10. Lift gradually, avoiding jerky, twisting motions, breathe, don't hold your breath during the lift

11. When team or gang lifting is required, one person should be in charge to give commands and ensure the lift is properly done

CARBON MONOXIDE

WHAT IS IT?

Carbon monoxide – a colorless, odorless, tasteless gas (is one of the most common construction related health hazards.) It is the result of incomplete burning of any material containing carbon, such as gasoline, natural gas, oil, propane, coal or wood, produces this poisonous gas. Carbon Monoxide poisoning is the body's inability to carry oxygen in your blood through out your body. Mild exposure can cause such symptoms as nausea, dizziness or headaches while sever exposure can result in brain or hearing damage, or even death. The most common source of Carbon Monoxide in the workplace is from internal combustion engine.

Common producers of Carbon Monoxide within Olympic:

- Fireproofing pumps
- Cement mixers
- Welders
- Fork Truck (propane or gas)
- Temp Heat (if not provided with outside air)

ARE YOU LIKELY TO BE POISONED?

If you have a heart condition, your condition may be aggravated by carbon monoxide.

Ingestion of barbiturates and the excessive use of alcohol may increase these health effects. Further, smokers will have higher carboxyhemoglobin than non-smokers, and therefore face higher risk from carbon monoxide exposures on the job.

What are the signs of over exposure of Carbon Monoxide?

Breathing large amounts of carbon monoxide can kill in minutes. The more carbon monoxide in the air and the longer you are exposed to it, the greater the danger. Any one of the following symptoms can signal carbon monoxide poisoning: **headaches, tightness across the chest, nausea, drowsiness, inattention or fatigue**. As the amount of carbon monoxide in the air increases, more serious symptoms develop such as **lack of coordination, weakness and confusion.**

The poisoning can be reversed if caught in time. But even if you recover, acute poisoning may result in permanent damage to the parts of the body that require a lot of oxygen, such as the heart and brain. There is a significant reproductive risk involved with carbon monoxide. An American Journal of Industrial Medicine article quotes two studies showing that acute carbon monoxide exposures that were non-lethal to the mother were associated with fetal loss.

WHAT CAN YOU DO ABOUT CARBON MONOXIDE?

If you suspect high levels of carbon monoxide, get out of the area and into the open fresh air.
Open the area up, and ventilate. Prompt action can make the difference between life and death
Call Safety Director, Clint Milner @ 612-791-8691 & let him know we need air monitoring done at your site.
If you have someone with serious symptoms, Get them out of the area, **CALL 9-1-1.**

HOW CAN POISONING BE PREVENTED?

Suggestions for Foreman & Lead Persons

1. Install an effective ventilation (fans for makeup and exhaust) system to remove poisonous carbon monoxide from the area. Preplan, an open door or open stairway shaft may solve the build up of gases.
2. Maintain equipment in good order, adjusting flames, burners and drafts to reduce the formation of carbon monoxide. Provide outside air to all temporary heating devices.
3. Limit the amount of equipment indoors and pipe exhaust outdoors for stationary equipment.
4. Consider switching from fuel-powered equipment to electric or battery-powered machinery when possible, i.e. Fork lifts switched from propane to electric. Gasoline powered mixers to electric.
5. Monitor carbon monoxide regularly, test air in areas when carbon monoxide is generated or used. If the general contractor or sub-contractor is responsible for the equipment. Request their air monitoring records.
6. Instruct workers in the hazards of carbon monoxide and train them on prevention.

Suggestions for Workers

1. Report to your foreman any condition that might make carbon monoxide form or accumulate.
2. Be alert to ventilation problems, especially in enclosed areas where gases of burning fuels may be released.
3. Report complaints early. Don't over exert yourself if you suspect carbon monoxide poisoning. Physical activity increases the body's need for oxygen and this increases the danger of poisoning.
4. If you get sick, don't forget to tell your doctor about the possibility of exposure to carbon monoxide.
5. Think carefully about your smoking habits. Tobacco, when burned, releases carbon monoxide that reduces the oxygen-carrying ability of the blood, even before any jobsite exposure is added.

WHAT ARE THE FEDERAL STANDARDS?

The OSHA standard for exposure to carbon monoxide prohibits construction workers exposure to more than 50 parts of the gas per million parts of air (ppm), averaged over an 8-hour workday.
Air testing is necessary to verify these amounts.

Any additional questions, please call Clint Milner.

FALL PROTECTION PROGRAM

Fall protection is required whenever employees are working above dangerous equipment, on ramps or runways, or a height of 6'0" or greater.

Olympic's written Fall Protection Program establishes uniform requirements which ensure that fall protection training, operation, and practices are communicated and understood by all employees, and ensures that procedures are in place to safeguard the health and safety of all of our employees.

Fall protection generally can be provided through the use of guardrail systems, personal fall arrest systems, positioning device systems, and warning line systems, among others.

The project foreman will assess the workplace to determine if the walking or working surfaces on which employees are to work have the strength and structural integrity to safely support workers. Employees are not permitted to work on those surfaces until it has been determined that the surfaces have the required strength and structural integrity to support the workers. When it is determined that the surface is safe, the foreman will select one of the conventional options listed for the work operation if a fall hazard is present.

- Guardrails
- Personnel Fall Arrest System

If it is not feasible or practical to use the above listed fall protection systems, the following will be used with a fall protection plan in place.

- Controlled Access System
- Warning Line System

GUARDRAIL SYSTEMS

Toprails and midrails must be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations.

The top edge height of toprails, or equivalent guardrails, must be 42 inches plus or minus 3 inches, above the walking/working level. When workers are using stilts, the top edge height of the top rail, or equivalent member, must be increased an amount equal to the height of the stilts.

Midrails, intermediate vertical members, screens, mesh or equivalent intermediate structural members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches high.

Midrails must be installed at a height midway between the top edge of the guardrail system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate vertical members shall not be more than 19 inches apart. Other structural members, such as additional midrails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches.

The guardrail system must withstand a force of at least **200 pounds** applied within 2 inches of the top edge in any outward or downward direction, and not deflect more than 3 inches or to a height of not less than 39 inches.

Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least **150 pounds** applied in any downward or outward direction at any point along the midrail or other member.

Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging. The ends of top rails and midrails must not overhang terminal posts except where such an overhang does not constitute a projection hazard.

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

Openings in a horizontal surface more that two (2) inches must either be covered or guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. If guardrail systems are used around holes that are used as access points (such as ladderways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.

Toeboards will be used when there is a hazard from materials falling off to the surface below.

PERSONAL FALL ARREST SYSTEMS

Personal Fall Arrest Systems consist of an anchorage, connectors, and body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 1,800 pounds when used with a body harness
- Be rigged so that an employee can neither free fall more than 6 feet nor contact any lower level
- Limit maximum deceleration distance an employee travels to 3.5 feet
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet or the free fall distance permitted by the system, whichever is less

Anchorage used to attach personal fall arrest systems shall be independent of any anchorage being used to support or suspend platforms and must be capable of supporting at least 5,000 per person attached.

Retractable devices and or self-retracting lifelines and lanyards shall be used to limit the maximum arresting force to 1800 pounds.

Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Snaphooks shall be of a **locking** configuration. Snaphooks should not be engaged directly to webbing, rope, wire rope, or to another snaphook.

CONTROLLED ACCESS ZONES

A controlled access zone is a work area designated and clearly marked in which certain types of work may take place without the use of conventional fall protection systems to protect the employees working in the zone. **Controlled access zones are only used when conventional fall protection systems CAN NOT be used.**

Controlled access zones must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be flagged or otherwise clearly marked at not more than 6-foot intervals with high visibility material.

WARNING LINE SYSTEMS

Employees working on roof areas 6'-0" or higher must use a conventional fall protection system whenever possible. If conventional fall systems are not feasible or practical, the use of a warning line system may be permitted with a fall protection plan.

Warning line systems consist of ropes, wires, chains, and supporting stanchions rigged so that the lowest point including sag is no less than 34 inches, and its highest point is no more than 39 inches from the walking/working surface.

Warning line systems must be placed 15' or more from a fall hazard. They must also be flagged at not more than 6'-0" intervals with high visibility material.

TRAINING

Olympic will provide a certified training program for each of our employees who might be exposed to fall hazards. The training will include:

- The nature of the fall hazards in the work areas
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems
- The use and operation of guardrails, controlled access zones, and personal fall arrest and warning line
- The correct procedures for handling and storage of the equipment and materials and the erection of overhead protection
- The employee's role in fall protection plans
- The OSHA Standards contained in Subpart M

Olympic maintains a written record containing the name of each employee trained, the date(s) of the training, the employee's signature, and the name of the trainer.

INTERIOR AND EXTERIOR FORKLIFTS

1. Only trained and certified personnel are allowed to operate forklifts.
2. Before operating a forklift, a daily inspection of the machine must be made to ensure that everything is in proper working order. (Brakes, Lights, Horn, etc.)
3. Make sure the area in which the forklift is operated is safe for you and the machine. Forklift use must be approved in areas where flammable gases, vapors, or ignitable fibers may be present in the atmosphere.
4. When forklifts with internal combustion engines are operated inside buildings or enclosed areas, the area must be checked to ensure that operations do not cause harmful concentrations of dangerous fumes.
5. Forklifts designed to operate on solid ground are restricted to those areas.
6. When a forklift operator is positioning a load in an area that is not fully visible to the operator, the operator shall be assisted by a designated person who shall direct placing of the load by using predetermined signals.

LADDERS

1. All ladders must be maintained in good working condition and inspected by a **C*ompetent Person*** before use each day.
2. Do not place ladder in front of doors, except if the door is blocked open, locked, or guarded.
3. Do not place ladders on boxes, barrels, or other unstable bases.
4. Extend ladder side rails at least 3'-0" above landings and tie the ladder securely to the structure.
5. Open step ladders fully and lock the spreaders in place.
6. Always face the ladder when climbing up or down and use a rope to hoist materials or tools.
7. Do not over extend your reach from the ladder, move the ladder instead.
8. Do not use metal ladders where they may come in contact with electricity.
9. While using the stepladders, to prevent tipping, do not use the top two steps.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment will be worn in accordance with the rules described within this policy, and as required by OSHA regulations. Employees will be trained on the correct use of the equipment.

HARD HATS

HARD HAT USE IS MANDATORY ON ALL OLYMPIC PROJECTS. The Safety Committee must authorize any exception to this policy.

Hard hats will be provided to all Olympic employees who work at or periodically visit construction sites. Upon initial employment, each employee will receive a new hard hat provided by Olympic.

Hard hats shall be kept clean and in good repair. Damaged or outdated hard hats will be turned in to the Foreman for replacement.

EYE AND FACE PROTECTION

THE USE OF SAFETY GLASSES IS MANDATORY ON ALL OLYMPIC PROJECTS. The Safety Committee must authorize any exception to this policy.

Welding hoods and goggles will be provided by Olympic for welding, cutting operations, and other special field operations.

Safety glasses, protective cases, and retention straps will be provided to all Olympic employees who work at, or periodically visit construction sites. Safety glasses shall be worn at all times during construction operations to prevent eye/face injury.

Employees whose vision requires the use of corrective lenses will be provided glasses or goggles that can be worn over their own corrective glasses without disturbing the adjustment of their glasses. Each employee will receive the first pair of glasses at no cost.

Worn or damaged safety glasses must be turned in to an Olympic Foreman for replacement.

Safety glasses, and all other personal protective equipment, shall be kept clean and in good repair. Use of this equipment with structural or optical defects is prohibited.

HEARING PROTECTION

When noise levels exceed 90 dba, engineering and or administrative methods shall be used to eliminate the noise hazard before using *Personal Protective Equipment.* If it is not feasible to these methods Olympic will provide ear plugs or ear muffs for protection when levels exceed the following levels.

Examples of administrative methods would be working in an area with a noise level of 95 dba for 4 hours, then moving to an area of 85 dba for the balance of the day, or 100 dba for 2 hours then moving to 85 dba for the balance the of day.

Engineering methods would be using a noise abatement wall, or a similar means of isolating the noise.

Hearing protection will be used when noise levels exceed the following permissible noise exposures:

Duration Per day	Allowable dba	Examples of Noise Level
8 hours	90	Can't hear conversation from 3 feet
4 hours	95	Jackhammer
2 hours	100	Compressor inside building
1 hour	105	HILTI Gun/Hammer Drill
¼ hour or less	115	Chop Saw

Olympic will provide ear plugs or ear muffs when these permissible levels are exceeded. Employees will be trained on the proper use and care of all personal protective equipment.

RESPIRATOR PROTECTION PROGRAM

Olympic employees may be required to work in areas that contain respiratory hazards such as particulate and vapors. If e*ngineering controls*, such as ventilation and substitution of less toxic materials cannot be used to eliminate the hazard, then respirators and other protective equipment must be used.

The work processes requiring respirator use are outlined below:

Respirator	Area
Filtering face piece (dust mask)	Demolition (Dust)
Half-face piece APR or PAPR with P100 filter	Painting if over PEL
Half-face piece APR with organic vapor	Sanding dry wall or painting

Sanding drywall can be engineered out with vacuum systems and therefore would not require PPE. In addition, the organic vapor cartridge would not be needed, just an N95.

Some employees may wish to wear respirators during certain operations, which do not require respiratory protection. If the use of respiratory protection in a specific case will not jeopardize the health or safety of the employee, Olympic will provide respirators for voluntary use.

Any employee who voluntarily wears a respirator when a respirator is not required is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with a copy of ***OSHA Section 1910.134 Appendix D.***

SCOPE AND APPLICATION

This program applies to all employees who are required to wear respirators during normal work operations and during some non-routine or emergency operations such as a spill of a hazardous material.

Employees who are required to wear respirators must be enrolled in the company's respiratory protection program.

Standard Number: **1910.134 App D**

Standard Title: **(Mandatory) Information for Employees Using Respirators When Not Required Under Standard**

Subpart Title: **Personal Protective Equipment**

Appendix D to Sec. 1920.134 (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, of 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.**

Employee:_____ **Date:**_____

SCAFFOLDING

A scaffold is an elevated platform used for supporting personnel and materials. Most scaffolds fall into three primary categories: Tubular, Suspended, and Rolling. **All scaffold 6'0" and above must be guarded on all exposed sides, rolling towers at 6'0"**. Guards consist of midrails. A safe and convenient means of access must be provided to the working levels, this includes during operation of the scaffold. All scaffolds shall be erected in accordance with all local, state, and federal codes, ordinances, and regulations.

GENERAL REQUIREMENTS

1. A ***Competent Person*** must do an evaluation of the scaffold operation to determine the feasibility of providing fall protection while erecting scaffolding and the feasibility of providing access to scaffolds while erecting scaffolding. It is mandatory that the competent person provide fall protection and proper access to scaffolding while erecting unless the evaluation determines that providing mandatory fall protection and access is not feasible or creates a greater hazard.
2. Scaffolding must be erected, moved, altered, and disassembled under the direct supervision of a *Competent Person*.
3. A ***Competent Person*** must inspect all scaffolding and equipment before use. Damaged scaffold or equipment will not be used.
4. Scaffolds must bear on base plates and/or mudsills. Unstable objects such as brick, barrels, or concrete block shall not be used to support the base plates or mudsills.
5. Scaffolds and their components must be capable of supporting at least four times the maximum intended load. Wire or rope used for scaffold suspension must be capable of supporting six (6) times the load.
6. Scaffold frames must be braced by cross braces to secure vertical members together laterally. Braces should automatically square and align the scaffold frames.
7. Scaffold must be secured to the building or structure at intervals not to exceed 30'-0" horizontally and 26'-0" vertically on immediate ties. Additional anchors will be used when scaffold is enclosed with poly. Secured at 4 times the minimum base.
8. All planking on platforms must be overlapped a minimum of 12" (6" each side of the support), or secured to prevent movement. Scaffold planks must extend over their end supports not less than 6" or more than 12".
9. Overhead protection must be provided for personnel working on a scaffold if exposed to an overhead hazard.

10. Slippery conditions/debris on scaffolding must be eliminated as soon as possible.
11. Scaffolds over 125'-0' in height must be designed by a registered professional engineer.
12. Fall protection on scaffolds is mandatory at 6 feet above working/walking surface-Guard Rails (GR) is preferred method of fall protection-If infeasible to provide GR-see safety director for method of using PFAS.
13. Each platform on all working levels of scaffolds shall be fully planked or decked.
14. See **GUARDRAIL SYSTEMS** used in **FALL PROTECTION SYSTEMS**.

MANUALLY PROPELLED MOBILE SCAFFOLDS / ROLLING TOWERS

1. The height of a free standing mobile scaffold tower may not exceed four times the minimum base width.
2. All casters must be locked to hold the scaffold in position during use.
3. Guardrails to be used when scaffold is 6' or higher.
4. The use of horizontal/diagonal braces is mandatory to prevent the racking of the scaffold.

TRAINING

Each employee who performs work on a scaffold must be trained to recognize the hazards associated with the type of scaffold being used, and understand the procedures to control or minimize those hazards.

Each employee involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold must be under supervision of a *Competent Person* to recognize any hazards associated with the work in question.

RETRAINING

When there is reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use, or dismantling of scaffolds, the employee will be retrained so that the requisite proficiency is regained.

Olympic Companies, Inc.

"Building a Safer Place to Work"

Code of Safe Scaffold Practice

I. GENERAL GUIDELINES

- **A. Post these scaffolding guidelines in a conspicuous place and be sure that all persons who erect, dismantle or use scaffolding are aware of them.**
- **B. Follow all state, local and federal codes, ordinances and regulations pertaining to scaffolding.**
- **C. Survey the job site. A survey shall be made of the job site for hazards, such as untamped earth fills, ditches, debris, high tension wires, unguarded openings, and other hazardous conditions created by other trades. These conditions should be corrected or avoided as noted in the following sections.**
- **D. Inspect all equipment before using. Never use any equipment that is damaged or defective in any way. Remove it from the job site.**
- **E. Scaffold must be erected in accordance with design and/or manufacturers' recommendations.**
- **F. Do not erect, dismantle or alter a scaffold unless under the supervision of a qualified person.**
- **G. Do not abuse or misuse the scaffold equipment.**
- **H. Erect scaffolds should be continually inspected by users to be sure that they are maintained in safe condition. Report any unsafe condition to your supervisor.**
- **I. Never take chances! If in doubt regarding the safety or use of the scaffold, consult your scaffold supplier.**
- **J. Never use equipment for purposes or in ways for which it was not intended.**
- **K. Do not work on scaffolds if you're physical condition I such that you feel dizzy or unsteady in any way.**

II. GUIDELINES FOR ERECTION AND USE OF SCAFFOLDS

- **A. Scaffold base must be set on an adequate sill or pad to prevent slipping or sinking and fixed thereto where required. Any part of a building or structure used to support the scaffold shall be capable of supporting the maximum intended load to be applied.**
- **B. Use adjusting screws or other approved methods instead of blocking to adjust to uneven grade conditions.**
- **C. Bracing, leveling, & plumbing of frame scaffolds-**

    1. **Plumb and level all scaffolds as the erection proceeds. Do not force frames or braces to fit-level the scaffold until proper fit can be easily made.**
    2. **Each frame or panel shall be braced by horizontal bracing, cross bracing, diagonal bracing or any combination thereof for securing vertical members together laterally. All brace connections shall be made secure, in accordance with the manufacture's recommendations.**

- **D. Bracing, leveling and plumbing of tube & clamp and system scaffolds-**

    1. **Posts shall be erected plumb in all directions, with the first level of runners and bearers positioned as close to the base as feasible. The distance between bearers and runners shall not exceed manufacturer's recommended procedures.**
    2. **Plumb, level and tie all scaffold as erection proceeds.**
    3. **Fasten all couplers and/or connections securely before assembly of next level.**
    4. **Vertical and/or horizontal diagonal bracing must be installed according to manufacturers recommendations.**

- **E. The continuous (running) scaffolds to the wall or structure at each end and at least every 30 feet of length when scaffold height exceeds the maximum allowable free standing dimension. Begin ties or stabilizers when the scaffold height exceeds that dimension. And repeat at vertical intervals not greater that 26 feet. The top anchor shall be placed no lower than four (4) times the base dimension from the top of the completed scaffold. Anchors must prevent scaffold from tipping into or away from wall or structure. Stabilize circular or irregular scaffolds in such a manner that completed scaffold is secure and restrained from tipping. When scaffold are partially or fully enclosed or subject to overturning loads, specific precautions shall be taken to insure frequency and accuracy of ties to the wall and structure. Due to increased loads resulting from wind or overturning loads the scaffolding component to which ties are subjected shall be checked for additional loads.**
- **F. When free standing scaffold towers exceed four (4) times their minimum base dimension vertically, they must be restrained from tipping. (CA/Osha and some government agencies require stricter ratio of 3 to 1)**
- **G. Do not erect scaffolds near electrical power lines unless proper precautions are taken. Consult the power Service Company for advice.**
- **H. A means of access to all platforms shall be provided.**
- **I. Do not use ladders or makeshift devices on top of scaffolds to increase the height.**
- **J. Provide guardrails and mid-rails at each working platform level where open slides and ends exist, and toeboards where required by code.**

K. Brackets and Cantilevered platforms-

1. **Brackets for System Scaffold shall be installed and used in accordance with manufacturer's recommendations.**
2. **Brackets for Frame Scaffolds shall be seated correctly with side bracket parallel to the frames and end brackets at 90° to the frames. Brackets shall not be bent or twisted from normal position. Brackets (except mobile brackets designed to carry materials) are to be used as work platforms only and shall not be used for storage of material or equipment.**
3. **Cantilevered platforms shall be designed, installed and used in accordance with manufacturer's recommendations.**

L. All scaffolding components shall be installed and used in accordance with the manufacturer's recommended procedure. Components shall not be altered in the field. Scaffold frames and their components manufactured by different companies shall not be intermixed, unless the components parts readily fit together and the resulting scaffold's structural integrity is maintained by the user.

M. Planking

1. **Working platforms shall cover scaffold bearer as completely as possible. Only scaffold grade wood planking, or fabricated planking and decking meeting scaffold use requirements shall be used.**
2. **Check each plank prior to use to be sure plank is not warped, damaged, or otherwise unsafe.**
3. **Planking shall have at least 12" overlap and extend 6" beyond center of support, or be cleated or restrained at both ends to prevent sliding off supports.**
4. **Solid sawn lumber, LVL (laminated veneer lumber) or fabricated scaffold planks and platforms (unless cleated or restrained) shall extend over their end support not less than 6" or more than 18". This overhang should not be used as a work platform.**

N. For "Putlogs" and "Trusses" the following additional guidelines apply:

1. **Do not cantilever or extend putlogs/trusses as side brackets without thorough consideration for loads to be applied.**
2. **Putlogs/Trusses should be extended at least 6" beyond point of support.**
3. **Place recommended bracing between putlogs/trusses when the span of putlogs/trusses is more than 12 feet.**

O. For rolling scaffolds the following additional guidelines apply:

1. **Riding a rolling scaffold is very hazardous. The Scaffold Industry Association does not recommend nor encourage this practice. However, if you choose to do so, be sure to follow all state, federal or other governmental guidelines.**
2. **Casters with plain stems shall be attached to the panel or adjustment screw by pins or other suitable means.**
3. **No more than 12 inches of the screw jack shall extend between the bottom of the adjusting nut and the top of the caster.**
4. **Wheels or casters shall be provided with a locking means to prevent caster rotation and scaffold movement and kept locked.**
5. **Joints shall be restrained from separation.**
6. **Use horizontal diagonal bracing near the bottom and the 20 foot intervals measured from the rolling surface.**
7. **Do not use brackets or other platform extensions without compensating for the overturning effect.**
8. **The platform height of a Rolling Scaffold must not exceed four (4) times the smallest base dimension (CAL/OSHA and some Government agencies require a stricter ratio of 3 to 1).**
9. **Cleat or secure all planks.**
10. **Secure or remove all materials and equipment from platform before moving.**
11. **Do not attempt to move a rolling scaffold without sufficient help-watch out for holes in floor and overhead obstructions-stabilize against tipping.**

P. Safe use of scaffold

1. **Prior to use, inspect scaffold to insure it has not been altered and is in safe working condition.**
2. **Erect scaffold and platforms should be inspected continuously by those using them.**
3. **Exercise caution when entering or leaving a work platform.**
4. **Do not overload scaffold. Follow manufacturer's safe working load recommendations.**
5. **Do not jump onto planks or platforms.**
6. **Do not use ladders or makeshift devices on top of working platforms to increase the height or provide access from above.**
7. **Climb in access areas only and USE BOTH HANDS.**

III. WHEN DISMANTLING SCAFFOLDING THE FOLLOWING ADDITIONAL GUIDELINES APPLY:

- **A. Check to assure scaffolding has not been structurally altered in a way which would make it unsafe and, if it has, reconstruct where necessary before commencing with dismantling procedures. This includes all scaffold ties.**
- **B. Visually inspect plank prior to dismantling to be sure they are safe.**
- **C. Consideration must be given as to the effect removal of a component will have on the rest of the scaffold prior to that component's removal.**
- **D. Do not accumulate excess components or equipment on the level being dismantled**
- **E. Do not remove ties until scaffold above has been removed (dismantled).**
- **F. Lower dismantled components in an orderly manner. Do not throw off of scaffold.**
- **G. Dismantled equipment should be stockpiled in an orderly manner.**
- **H. Follow erection procedures and use manuals.**

TOOLBOX TALKS

Toolbox talks are held every Monday after morning coffee break. The purpose of these talks is to review accidents, review safety inspection reports, discuss safety concerns, plan the work for the coming week in a manner that will manage any risk associated with the work, review MSD Sheets of new materials delivered to the site, and provide specialized training related to the project.

The project foreman (or designated tool box talk presenter) must complete a simple form indicating the safety items discussed, employee comments or suggestions, and any corrective action required. The form is then forwarded to the office complete with the signatures of all employees who attended the talk.

Olympic Companies, Inc.
AN EQUAL OPPORTUNITY EMPLOYER

2823 Hedberg Drive
Minnetonka, Minnesota 55
Telephone: (952) 546
Fax: (952) 544
www.olympiccompanies

Date:	FAX THIS SHEET IN TO THE OFFICE AFTER YOUR MEETING!!!	
Project Number#	**Job Name:**	**Person Conducting Meeting** *PRINT FULL NAME*

Call the warehouse for **"RED TAGS"** and any safety signage & daily inspection sheets.

Last week's Bonus Question:

Answer:

PLEASE PRINT YOUR NAME!!!

Visit our website: www.olympiccompanies.com

Comments:

Toolbox Talks winner for last week:

This week's Bonus Question:

Hint:

"Building a Safer Place to Work" **one week at a time.**

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"Building a Safer Place to Work"

Employee Orientation/Training for Hazard Communication System (HCS) aligned with Globally Harmonized System, (GHS)

Hazard Communication System, (HCS)

In 1983, OSHA implemented the Hazard Communication System, (HCS), which was designed to notify employees of hazardous chemicals in the workplace and provide employers and employees information on how to protect themselves from these specific hazards. In some states, the Hazard Communication System is also referred to as Employee Right-to-Know. The Hazard Communication System and Right-to-Know are essentially the same except that under the Right-to-Know Standard, employees must be made aware of both chemical hazards and physical hazards such as noise, asbestos, lead, radiation, etc. Many of you are probably aware of "Safety Data Sheets", (SDS's), that employers collect from manufacturer's, keep on file for reference and available to employees. These SDS's provide reference information such as product name; manufacturer; health hazards; fire hazards; protective equipment needed to name just a few. Unfortunately, the 1983 (HCS) was a performance oriented standard, which allowed chemical manufacturers and importers to convey information on labels and material safety data sheets in whatever format they choose and also did not provide specific criteria on how chemicals and the associated hazards were classified or defined. This often made finding information very difficult and in some cases not completely accurate. That is why OSHA, and countries worldwide have adopted the Globally Harmonized System, (GHS).

Globally Harmonized System, (GHS)

In 2003, the United Nations (UN) adopted the Globally Harmonized System of Classification and Labeling of Chemicals, or (GHS) for short. This international approach standardized how chemicals were "classified" as well as standardized how and what the information is presented on container labels and Safety Data Sheets. This change enhances both employer and employee comprehension of hazards, which will help to ensure appropriate handling and safe use of work place chemicals. In addition, the Safety Data Sheet requirement established an order of information that is also standardized which allows persons to access the information more efficiently and effectively. In 2012, the United States, (OSHA) adopted the Globally Harmonized System, (GHS), as an international approach to hazard communication. As a result, manufacturers and distributers of hazardous chemicals and products must begin to standardize how they categorize the hazards of their products, as well as the information and format of their container labels and Safety Data Sheets to be in compliance with (GHS). Employers must also train their employees on all the requirements of the new labeling systems and Safety Data Sheets, (SDS's). GHS is being phased in over the next four years and will be implemented completely on June 1, 2016. The first established phase in date is December 1, 2013, which requires employers to train all employees on the new GHS system, with a focus on pictograms, label elements, and Safety Data Sheet 16 section format. The following information addresses these elements.

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Revised Hazard Communication System, (HCS)

With the adoption of (GHS), OSHA had to revise the Hazard Communication System, (HCS) to be compliant with (GHS). This is only a **modification** to the existing Hazard Communication Standard. The parts of the standard that do not relate to the Globally Harmonized System, (GHS), (such as the basic framework, scope, and exemptions) remain basically unchanged. Some modifications to terminology have been made in order to align the revised Hazard Communication System, with language used in GHS. The four major changes are hazard classification, pictograms, labels, and safety data sheets.

1. **Hazard Classification –** Chemical Hazard Classification are broken down into type of Hazard and Class category. Hazard type defines the nature of the hazard and category defines the severity. Pictograms are now used to visually identify Hazards and are identified in the next section.

   Hazard Class Categories are rated up to 5 sub-categories. (1)- being the highest,(4)- being the lowest and (5)- Hazards Not Otherwise Classified (HNOC). Note: Hazard category (5) does not mean that it is a low hazard, it just means that it did not fall under the established classification criteria so it may or may not pose a higher hazard than say a (3) or (4). Also note that this rating system for GHS is opposite the National Fire Protection Association, (NFPA) and the Hazardous Materials Identification System, (HMIS).

   Hazard Types are defined as either Health Hazards; Physical Hazards; Environmental Hazards; and Hazards Not Otherwise Classified (HNOC).

   - **Health Hazards** refer to chemicals which can cause illness right away (acute) or at a later date (chronic). A rash that results from a one- time exposure would be an **acute** health hazard. Cancer that develops much later or is caused by repeated exposures to a chemical would be a **chronic** health hazard. The following pictograms all indicate Health Hazards and depending on the Hazard Classification would determine which pictogram(s) are displayed on the label and SDS.

     Health Hazards are broken down into 10 types:

     Acute Toxicity
     Skin Corrosion/Irritation
     Serious Eye Damage/Eye Irritation
     Germ Cell Mutagenicity
     Carcinogenicity
     Reproductive Toxicology
     Target Organ Systemic Toxicity – Single Exposure
     Target Organ Systemic Toxicity – Repeated Exposure
     Aspiration Toxicity

   - **Physical Hazards** refer to a chemical's physical properties, and means a material can easily burn, explode, or react violently when it comes in contact with another substance.

The following pictograms indicate Physical Hazards and depending on the Hazard Classification would determine which pictogram(s) are displayed on the Label and SDS.

Physical Hazards are broken down into 16 types:

Explosives
Flammable Gases
Flammable Aerosols
Oxidizing Gases
Gases Under Pressure
Flammable Liquids
Flammable Solids
Self-Reactive Substances
Corrosive Metals
Pyrophoric Liquids
Pyrophoric Solids
Self- Heating Substances
Substances which in contact with water emit flammable gases
Oxidizing Liquids
Oxidizing Solids
Organic Peroxides

- **Environmental Hazards** refer to a chemicals ability to cause harm in the environment. This could be hazards to aquatic life, vegetation, ozone layer, etc. The pictogram for Environmental Hazards is:

Note: OSHA did not adopt the environmental pictogram because they do not have any jurisdiction over environmental issues, EPA has this jurisdiction.

- **Hazards Not Otherwise Classified (HNOC)** refer to chemicals for which there is evidence of adverse physical or health effects, but which do not meet the specified criteria for the physical or health hazard classifications. Classification of HNOC does not mean the chemical poses no hazards, only that it does not fit into one of the established GHS hazard classes.

2. **Pictograms –** are symbols used on a white back-ground with a red border that is intended to convey specific information about the hazards of a chemical. The pictograms which appear on the label and Safety Data Sheet are determined by the chemical's hazard classification. There are nine different pictograms used in GHS. **You may find that in some publications they refer to only (8) pictograms. The reason for this is because OSHA did not adopt the environmental pictogram because OSHA does not enforce environmental issues, EPA has this enforcement.** Below are the nine pictograms:

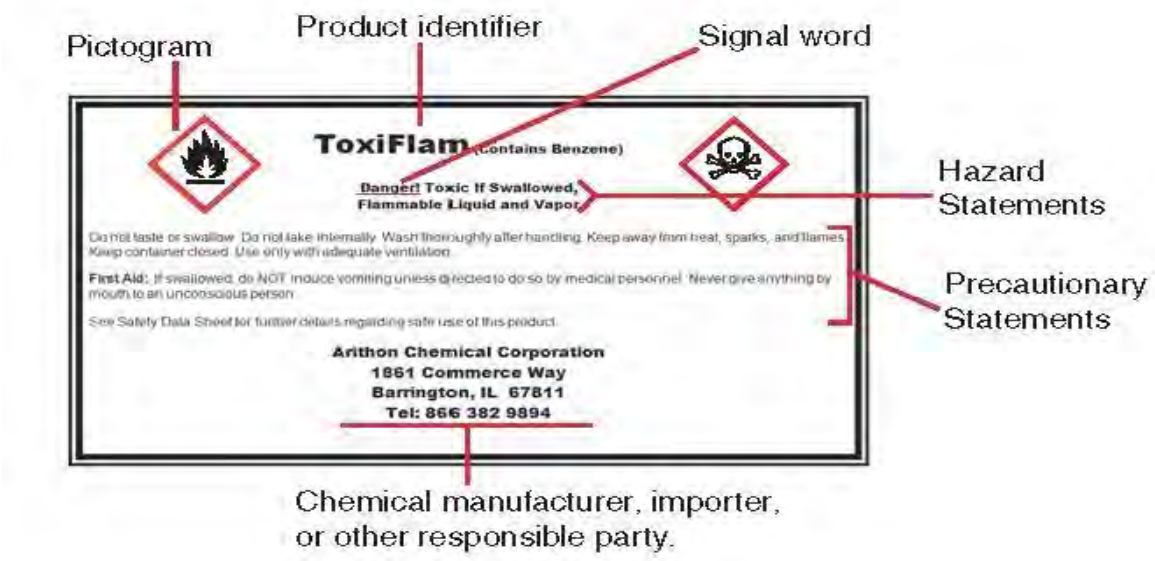
HCS Pictograms and Hazards

Health Hazard	Flame	Exclamation Mark
		
▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity	▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides	▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
		
▪ Gases Under Pressure	▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals	▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle	**Environment** (Non-Mandatory)	**Skull and Crossbones**
		
▪ Oxidizers	▪ Aquatic Toxicity	▪ Acute Toxicity (fatal or toxic)

3. **Labels -**on the product must now display certain information regarding the product. To be compliant with GHS, manufacturers and distributers of hazardous chemicals and products must begin standardizing their container labels to display all of the following information. As of December 1, 2015, all products will need to display all the new label information.
    - **Product Identifier-** which may be the product name or an identifying number that can be cross-referenced to the corresponding Safety Data Sheet, as well as to the list of hazardous chemicals that is maintained in the Safety Data Sheet log book.

- **Signal Words –** are words that indicate the relative level of severity. There are only two signal words used: **Danger** and **Warning.** When evaluating the severity of the hazard, the word "Danger" translates into a category 1 or 2, and a "Warning" would translate to a 3 or 4 as indicated earlier in this material.
- **Hazard Statements –** these are short statements assigned to a specific hazard class and category that describes the nature of the hazard. In simple terms, hazard statements tell you what the product can do to you if not used properly. Examples could be: Highly Flammable; Corrosive to skin or eyes, May cause liver damage, etc.
- **Precautionary Statements –** are phrases that list the recommended measures that should be taken to minimize or prevent exposure to the chemical. In simple terms, what you need to do or use to protect yourself from the hazards. Examples could be: Keep away from heat or sparks, wear gloves or goggles, use in ventilated area, etc.
- **Pictograms –** are icons or pictures that appear on the label that identify the hazards based on the products hazard classification.
- **Name, Address, and Telephone Number –** this is contact information of the chemical manufacturer, importer, or other responsible party so additional information can be gathered in any emergency situation.

Below is a sample of a product label with the required information.

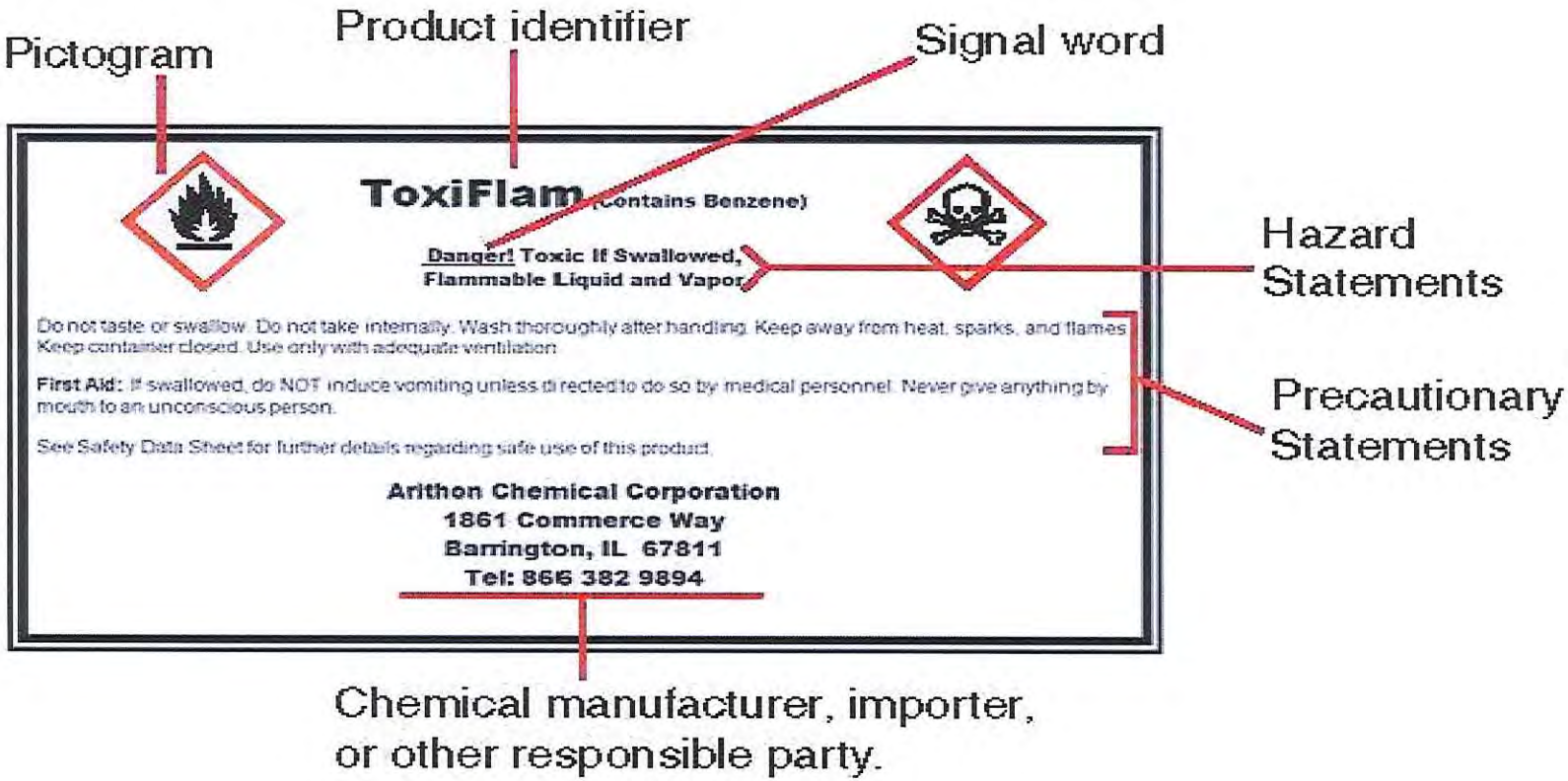


4. **Safety Data Sheets –** are sheets used to communicate the hazards of hazardous chemicals and products from the manufacturer to the user. These were formerly called Material Safety Data Sheets (MSDS's) and will be referred to as Safety Data Sheets (SDS's) under the GHS system. As of June 1, 2015, all manufacturers and distributers must provide the new formatted SDS's. Under the old MSDS program, there was no consistency in the format and/or how the hazards were classified. All this will change under the GHS format so in the future all sections of the Safety Data Sheet will be in a uniform format, and include section numbers, headings, and associated information under each heading. Below is a list in order of each Section Number, Heading and associated information.

    - **Section 1, Identification –** Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
    - **Section 2, Hazard(s) Identification –** Includes all hazards regarding the chemical; required label elements. This is where one will find the pictograms, category class, signal words, "Danger" or "Warning", Hazard Statements and Precautionary Statements.
    - **Section 3, Composition/information on ingredients** – includes information on chemical ingredients; trade secret claims.
    - **Section 4, First-aid measures –** Includes important symptoms/effects, acute, delayed; required treatment.
    - **Section 5, Fire-Fighting measures –** Lists suitable extinguishing techniques, equipment; chemical hazards from fire.
    - **Section 6, Accidental release measures –** List emergency procedures; protective equipment; proper methods of containment and clean-up.
    - **Section 7, Handling and Storage** - List precautions for safe handling and storage, including incompatibilities.
    - **Section 8, Exposure controls/personal protection** – Lists OSHA's Permissible Exposure Limits (PEL's); Threshold Limit Values (TLV's); appropriate engineering controls; personal protective equipment (PPE).
    - **Section 9, Physical and Chemical properties –** Lists the chemical's characteristics such as color, form, boiling point, flash point, vapor pressure, etc.
    - **Section 10, Stability and Reactivity –** Lists chemicals stability and possibility of hazardous reactions.
    - **Section 11, Toxicological information** – Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
    - ***Section 12, Ecological information -** Includes environmental information hazards
    - ***Section 13, Disposal Considerations** - How to dispose of properly
    - ***Section 14, Transportation Information** - List transportation DOT requirements.
    - ***Section 15, Regulatory Information** - List regulations on use.
    - **Section 16, Other Information** – Includes the date of preparation or last revision.

***Note:** Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through Section 15.

WARNING LABEL



SUBSTANCE ABUSE POLICY

Olympic's commitment to provide a safe workplace prohibits employees abuse of illegal drugs or alcohol.

All employees have reasonable assurance that their co-worker's ability to work in a safe and efficient manner has not been impaired by the influence of illegal drugs or alcohol. Olympic Companies reserves the right to drug test under the following three circumstances:
Pre-Employment, Post-Accident and General Contractor's contract requirements.
All employees who seek employment with Olympic will be required to be tested for drugs and alcohol. If you fail to pass this test, the offer of employment will be withdrawn. Failure to pass a post-accident drug test will result in suspension and the requirement to contact Union designated employee assistance program or termination in accordance with Olympic's Policy. On any project where the contract requires random or other testing, Olympic employees will be required to comply with the testing program. Failure to comply with the test program will result in termination.
Any employee who is unfit to work due to the influence of illegal drugs or alcohol will be driven home, and disciplined in accordance with the policy. If you have any questions, we will provide you with a copy of the total policy at your request.

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Olympic Companies, Inc.
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(262) 787-7006

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Olympic Companies, Inc.

Employee Manual

INTRODUCTION

The Subject matter covered in this manual is a brief overview of the Company's policies. For additional information on Olympic Company Policies, please contact our Human Resource Department.

To Every Olympic Employee:

"BY NO MEANS WOULD WE PERFORM AN ACTIVITY OR SERVICE IN WHICH THE NECESSARY SAFETY PROCEDURES ARE DISCARDED IN ORDER TO ACCOMPLISH THE PROJECT AT HAND."

Mike Conroy
President

SAFETY POLICY

Safety Policy Statement

Olympic considers the personal safety and health of each employee of primary importance. Prevention of an injury shares an equal place with quality and productivity. Olympic firmly believes that proper planning and foresight will make working safely and working productively mutually attainable goals.

Olympic's program is designed to keep YOU, the most important part of our company, safe and productive.

Maintaining a Safe Workplace

This component is the foundation of our "Building a Safer Place to Work" Program. With a *totally safe workplace*, accidents don't happen, no one gets injured, and work can be completed productively. A *totally safe workplace* is tough to accomplish but worth pursuing. By working safer than our competition we are able to reduce our costs which will make our company more competitive within the industry.

This program includes the proper injury prevention involving both management and field employees. This program further requires cooperation between each employee and co-workers. Cooperative effort establishes and preserves this safety program in everyone's best interest. Olympic's objective is a safety program that eliminates accidents and injuries. You the employee have the authority to work safe and stay safe at all times. Use this authority to keep your worksites safe and productive.

So how do we "Build a Safer Place to Work"? Here's our seven-step process.

1. Read Employee Manual

This manual describes your participation in the safety program and the importance of your role. In addition to the general information regarding safety rules and procedures, you will find references to additional information concerning specific hazards. Your Foreman will provide this additional information upon your request.

2. Tool Box Talks

Tool Box Talks will be held on each jobsite during Monday morning coffee break. The purpose of Tool Box Talks is to address potential hazards on your jobsite and discuss activities on your jobsite that can affect your safety. With your input in this program, Tool Box Talks will be an important element in the effort to communicate safety to you. With knowledge, training and support we can achieve safe and productive worksites.

Employee Responsibility:

If you feel you are being harassed, first make sure the conduct is non-acceptable harassment. A wrongful accusation is just as serious as a charge of harassment. If possible, talk to the person who is harassing you. Tell him/her how you feel about the conduct and ask him/her to stop it immediately.

If talking to the person doesn't work, or you are afraid to talk to him/her, report the incident to your foreman, general superintendent, office manager, or the president.

Put it in writing. Be specific with names, dates, and statements or conduct. Send the memo to the office manager or the president.

Company Responsibility:

All oral and written complaints of harassment will be investigated by supervisors not involved in the complaint.

Supervisors will inform the employee initiating the compliant that an investigation is proceeding.

Any employee, as determined by the investigation, who has engaged in harassment, will be disciplined by appropriated action including termination.

ASBESTOS POLICY

Olympic employees are not allowed to work with asbestos. At no time are you to work in an area of loose asbestos.

If, at any time, there is a question concerning asbestos, you must cease work in that area and contact your foreman who, in turn, will contact the General Contractor/Construction Manager. Olympic's Safety Director will be informed of the complaint and take proper measures.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Olympic commits to an employment policy without discrimination with respect to age, race, creed, color, sex, religion, disability, national origin, or disabled veterans.

This commitment provides that decisions concerning recruitment, hiring, transfer, promotion, demotion, termination, and compensation depend on individual merit. All persons should seek employment and advancement by contacting their superintendent regarding promotion opportunities.

All employees, aware of the commitment, will actively and affirmatively promote the company policies and nondiscrimination. Appropriate minority and women's organizations, trade schools, and union halls will be used for assistance in hiring minority and female workers. Referrals from employees are encouraged. All other individuals and organizations will consider these policies when doing business with Olympic.

AWAIR POLICY

Olympic has "A Workplace Accident and Injury Reduction" program (AWAIR) which covers the following:

1. Olympic's commitment to safety and the responsibility of all employees for the achievement of this commitment.
2. How Olympic is going to ensure that you have the proper safety training.
3. How Olympic is going to identify and eliminate these hazards.
4. How workplace accidents will be investigated.
5. How safe work practices and rules will be enforced.

If you wish to view the entire AWAIR program, ask your Foreman for a copy.

You may need to respond to OSHA inspectors or our Loss Control Specialist that you have read, understand, have been trained, and are "AWAIR" of workplace activities. Identify your hazards- Olympic will provide you with the equipment and training to be safe.

HAZARDOUS COMMUNICATIONS POLICY

Olympic uses products that may be hazardous to your health if not used correctly. Olympics Hazardous Communication Program/GHS provides specific information on these hazards using Safety Data Sheets (SDS). See your Foreman for this information. The SDS have information important to you on these possible hazardous materials. Know where to find the SDS on any project that you work on. All products have labels that identify the most important hazards – look at the label and never work with any material if you are unsure of the hazards and the PPE (Personal Protective Equipment) or other methods to eliminate problems for you.

If you do not understand the SDS, contact your Foreman to get the proper information. When working with PPE mandated for a product, understand the proper use of the PPE. Never use any PPE unless you have been trained in and understand the importance of a proper fit and the use of various types of PPE. Olympic will furnish and train you on the use of all equipment needed to work with any product we use in our workplace; it is your duty to wear the equipment properly. If other contractors create a hazardous condition- remove yourself from this condition at once and notify your Foreman.

Signal Words – are words that indicate the relative level of severity. There are only two signal words used: **Danger** and **Warning.** When evaluating the severity of the hazard, the word "Danger" translates into a category 1 or 2, and a "Warning" would translate to a 3 or 4 as indicated earlier in this material. GHS requires "Pictograms" on labels to alert users of the chemical hazards to which they may be exposed. See samples below.

HARASSMENT POLICY

Harassment is illegal. Olympic's commitment to Equal Employment Opportunity includes every employee's right to freedom from harassment in the workplace. This policy will allow all employees to work in an environment free from all forms of harassment.

Definition: Harassment means to irritate or torment persistently.

Any conduct that is intimidating, hostile, or especially offensive is unlawful harassment. Examples would be: unwelcome sexual advances, age, medical disability, race or gender.

Be alert and pay attention during the Tool Box Talks. You may be asked by your Supervisor what the Tool Box topic was regarding.

3. Provide Input to Improve Safety

Safe work practices must incorporate a safe work environment. Construction is inherently a dangerous occupation, but no one is asked to accept a task which incorporates undue risk. Should you be required to do something which, in your opinion, involves undue risk, you are expected to make recommendations to your supervisor which eliminates the unnecessary risks.
See AWAIR Policy (pg. 6).

4. Obey Safety Rules

There are probably more rules related to safety than any other aspect of our lives. The problem with so many rules is that many are ignored. If we can concentrate on the five major causes of accidents, our jobsites will be safer.

1. Housekeeping: Provide a clean work area.
2. Use of Equipment: We need to inspect our equipment each day, prior to the start of our shift. (Power tools, hand tools, ladders, lifts, etc.)
3. Electrical: GFCI power supply, poor lighting, and bad electrical cords.
4. Scaffold: Working from elevated areas, both erectors and the users.
5. Fall Protection: Slips, trips and falls from elevated areas.

These five items comprise 95% of all the injuries in our workplace. With a healthy respect for these categories, you should be able avoid injury throughout your career. Be alert to your workplace, identifying the areas that are unusual that have the potential for trouble. DO SOMETHING NOW!
There is one other aspect to a "safe attitude" which, we suspect, has been written on accident reports more often than any other statement. And that statement is: "I only had 5 minutes of work in that location so rather than walk all the way back to get the proper equipment, I just thought I would finish it the best I could with what I had available." The shortcut may turn into a long detour. By doing a little pre-planning you will be prepared with the proper tools and equipment, and not consider risky alternatives.

5. Heed Warnings for Unsafe Practices

As with any policy or procedure, there must be a way to enforce the program. It is all of our jobs to look out for each other. When the person you are working with is not being safe, YOU ARE AT RISK. OSHA says we must have rules. The rules are for your safety and the rules we have must be adhered to. Any employee who disregards their own safety and continues to create hazards for themselves and other employees by not following the safety rules will be reprimanded. The reprimand consists of the following:

1. Verbal Warning (VW)
2. Written Warning (WW)
3. Suspension (S)
4. Termination (T)

The reprimand will be used in accordance with the following schedule:

Offense	1	2	3	4
Working under influence of illegal drugs or alcohol	S	T		
Failure to use safety equipment and practice safety rules	VW	WW	S	T
Failure to promptly report accident or injury	VW	WW	S	T

6. Report ALL Injuries

In spite of our best efforts to avoid accidents and injury, sometimes things we did not anticipate happen. We then have an injury that has to be cared for and recorded to comply with the workers compensation system rules.

A. Get First Aid

Hopefully the injury is slight and a bandage will take care of it. With the help of a co-worker, get the First Aid Kit in the gang box and use necessary medical supplies. Notify your Foreman immediately of the injury.

B. See Designated Clinic

Should the injury require professional medical attention, contact your Foreman for directions to the designated medical clinic or hospital. He or she will appoint someone to take you there. You will need to know the name of our W/C Insurance Company, specific information regarding the injury for the medical professionals and any personal information of a medical nature for treatment.

C. Complete First Report of Injury

Report the injury to your Foreman as soon as possible (before or after treatment depending on severity) but always on the date of injury. Your Foreman will need to complete the accident report and submit to Olympic's Safety Director. Since we use a standardized form for reporting injuries called FIRST REPORT OF INJURY, be specific in answering all questions on the form. This FIRST REPORT OF INJURY is absolutely necessary in having the costs of the injury covered by the W/C Insurance Company**.** Olympic Companies will promptly report the injury to the W/C Insurance Company.

D. Obtain Return to Work Release

After receiving proper medical attention, the will medical provider will provide you with a Workability form. This form states what medical treatment you have received and when you are able to return to work.
Should you need additional treatment or work restrictions, Olympic Companies will work together with the medical provider to hasten your recovery.

Olympic is committed to returning injured workers back to work as soon as possible. Let your doctor know that Olympic has a RETURN TO WORK PROGRAM.

E. Assist in Accident Prevention Analysis

You will be required to participate in the accident investigation. This procedure is intended to prevent similar future accidents and is not intended to find fault or place blame.

7. General Safety Rules

These safety rules are for your protection. You can help yourself and the company by learning and using safe work practices. Since it is not possible to include specific instructions or regulations for every situation, always use good judgement. The SAFE WAY is the best way to perform every job. If you have questions about any of these rules or are in doubt about how to do your job safely, check with your supervisor.
1. Wear hard hats and safety glasses on ALL jobsites at ALL times.
2. Use ear plugs when conditions require. If you can't hear someone speaking to you from 2-3 ft. away or at 85 dB, use hearing protection.
3. Use fall protection when there is exposure to a fall greater than 6 feet
4. Signage: Obey all posted rules and warnings such as "Overhead Work in Progress" and "Laser in Use".
5. Stack all materials in an orderly fashion. Scrap materials and debris are accident hazards and must be disposed of promptly.
6. Store all tools and equipment neatly in the gang box at the end of the day.
7. Keep clear of suspended loads, traffic areas, etc. Watch where you are walking and use designated stairs, walkways and ladders. Good lighting is a must to do your work properly and safely.
8. Lift properly. Use a smooth motion and avoid jerking movements. If a load is too heavy to lift safely, ask for help.
9. No horseplay or roughhousing will be allowed. Practical jokes can become painful injuries.
10. Report to your Foreman if you are unsure of working at heights.
11. Report any unsafe conditions or equipment to your supervisor.
12. Report all injuries or accidents to your Foreman, and all injuries requiring medical treatment to the Safety Director.
(See section 6 for details)

Tool Safety

1. Know the correct use of hand and power tools before operating or using. Use the right tool for the job.
2. Remove defective tools or equipment from use, **RED** tag and report to your Foreman immediately.
3. Use tools and power cords that are protected by GFCI power.
4. Use eye and ear protection when using chop saws, powder actuated tools, or other tools that cause high noise levels or flying debris.
5. Do not remove any protective shields or guards from tools.
6. Use gasoline-powered equipment in well-ventilated areas or vent outside of building with a fire extinguisher nearby.
7. Use proper welding equipment, hood, gloves and leathers.

Ladder Safety

1. Ladders need to be inspected each day.
2. Defective ladders shall be removed from the job.
3. Ladders are NOT placed on unstable bases such as boxes, barrels, or uneven ground or used in any lifts.
4. Ladders are not to be placed in doorways, passageways, or locations where they can be displaced by other work activities.
5. Good housekeeping is maintained at the top and bottom levels of ladders.
6. Stepladders are NOT used as straight ladders and need to be fully extended.
7. Workers never step higher than the second step from the top of the ladder. Read all labels.
8. Extension Ladders must be placed at 1:4 slope and tied off top and bottom.

Scaffold

1. All scaffold will be erected, altered, and inspected by a competent person.
2. Scaffolds must be level/plumb with base plates and all bracing and pins installed.
3. Use of ladders or makeshift devices to increase the height of the scaffold on the working platform is prohibited.
4. Casters with effective locking devices are provided and ALL casters are locked when the unit is in use.
5. All working levels to be fully decked, with wind latches in place.
6. Proper access to all working levels will be provided.
7. Scaffold height shall not exceed 4 times the minimum base without being secured to building.
8. Guardrails shall be placed at 21" and 41" and toe boards as required.
9. Workers are prohibited from riding rolling scaffolds unless special precautions are taken:
    1. Floor is within 3 degrees of level.
    2. Floor is free of defects, holes or obstructions.
    3. Tools and materials secured.
    4. Scaffold is not to be moved unless authorized by crew members.

Fall Protection

Whenever you are 6 feet or more above the lower level you must have fall protection. Fall protection may consist of proper guardrails or personal fall arrest systems. Personal fall arrest systems consist of an anchorage point, body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. Before any of Olympic employees use any type of personal fall arrest equipment, they must have training in the use of guardrails and personal fall systems and the proper care and inspection of the systems. When using stilts, keep the work area free from debris to avoid tripping and falling.
Use the right equipment, check the equipment before using. Any questions or concerns should be directed to your supervisor or the Safety Director. The complete Fall Protection Program is available. If you wish to view the entire document, ask your Foreman.

Olympic Companies, Inc.
"Building a Safer Place to Work"

FOREMAN ACCIDENT REPORT

1. Date _____

2. Name of employee _____ Phone _____

3. Occupation _____

4. Date of accident _____ Time _____ AM _____ PM

5. Job site _____

6. Witnesses & Phone Numbers _____

7. Did you authorize first aid or doctor? Yes No Driver to Clinic: _____

   Name, address & phone of doctor: _____

8. Did injured leave work? Yes No Time _____

9. Did injured return to work? Yes No Time _____

10. Describe injury _____

11. Describe accident _____
    _____
    _____

12. Accident causes (Check all factors)

PHYSICAL CAUSES

___ Defective/improper tools or equipment
___ Poor housekeeping (trash, slippery floor, etc.)
___ Unguarded/improperly guarded equipment
___ Congested area
___ Unstable/improper piling or storage
___ other sub-contractors
___ Improper light, ventilation, temperature, etc.
___ Other (describe)_____

PERSONAL CAUSES

___ Not properly trained/instructed
___ Failure to use personal protective equipment
___ Failure to follow rules or instructions
___ Using improper/defective tools or equipment
___ Horseplay
___ Using improper methods/procedure
___ Operating without authority
___ Physical limitations for work
___ Other (describe)_____
_____

13. What should be done & by whom to prevent recurrence:_____
    _____

14. Signatures: Prepared by: _____ (Supervisor)

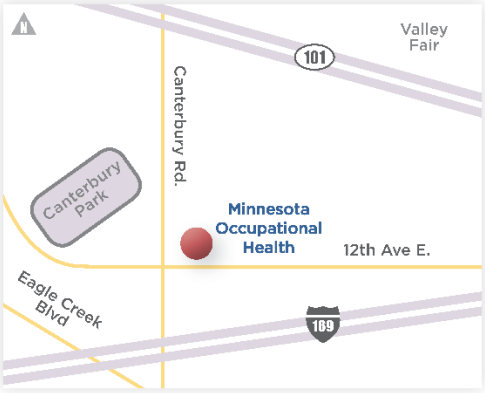
    Verified by: _____ (Injured worker)

    Reviewed by: _____ (Safety Director)

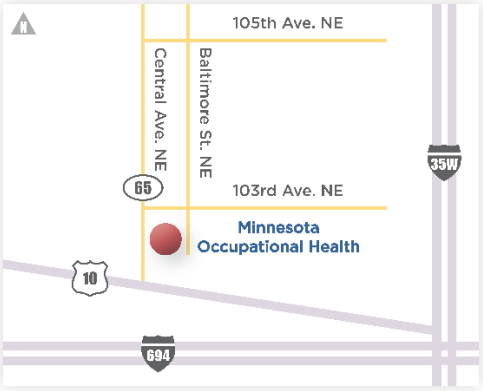
Olympic Companies

Minnesota Occupational Health

Monday – Friday: 7:00 am – 4:00 pm



SHAKOPEE LOCATION | 4360 12th Ave. E.
Shakopee, MN 55379



BLAINE LOCATION | 10230 Baltimore St.
#300
Blaine, MN 55449

ST. PAUL LOCATION | 1661 St. Anthony Ave.
2nd Floor
St. Paul, MN 55104

EAGAN LOCATION | 1400 Corporate Center Curve
Suite 200
Eagan, MN 55121

Minnesota Occupational Health understands the importance of delivering timely, high-quality care for work-related injuries. Walk-in access during normal clinic hours.

We commonly treat non-limb and non-life threatening:

- Joint sprains & muscle strains, fractures and dislocations
- Cuts & lacerations and other wounds requiring cleaning and possible closure
- Eye injuries including dust, wood and metal particles
- Burns (chemical & thermal)

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SCAFFOLDING DAILY INSPECTION

- Mudsill / Screw Jacks / Casters
- Access to all working levels
- Guardrails / Toe Boards / Horizontal / Diagonal Brace
- All working levels fully decked
- Tie into building (H:20' x W:30')
- Load limits

JOB NAME: JOB #:

DATE	INSPECTED BY

OLYMPIC COMPANIES, INC.

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"Building a Safer Place to Work"

DANGER!

DO NOT USE THIS SCAFFOLD KEEP OFF!

This scaffold is being erected, taken down or has been found defective.

DO NOT ALTER

LADDER SAFETY INSPECTION CHECKLIST

Ladder Inspection Sheet

TYPE			CONDITION				
Step Ladder	Ext. Ladder	Inspector	Rungs/ Steps	Siderails	Hrdwr	Safety Shoes	Other
6' 8' 10' 12' 14'	12' 18' 24'						

FOREMAN: _____

DATE: _____

Comments: _____

_____

_____

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LIFT TRUCK SAFETY / MAINTENANCE CHECKLIST

Date: _____ Rental Unit: _____

Truck No.: _____ Hour Meter Reading: _____

SAFETY ITEMS:	**Yes**	**No**	**N/A**
Horns working	___	___	___
Lights working	___	___	___
Rotating beacon working	___	___	___
Overhead & side guard OK	___	___	___
Seat belts OK	___	___	___
Brakes OK	___	___	___
Steering OK	___	___	___

MECHANICAL ITEMS:	**Yes**	**No**	**N/A**
Tire tread OK	___	___	___
Gauges working	___	___	___
Backrest & upright OK	___	___	___
Forks or clamps OK	___	___	___
Oil or coolant leaks	___	___	___
Frayed or corroded wires	___	___	___

FLUID LEVELS:	**Yes**	**No**	**N/A**
Oil level OK	___	___	___
Water level OK	___	___	___
Hydraulic level OK	___	___	___
Transmission fluid OK	___	___	___
Brake fluid OK	___	___	___
Battery fluid level OK	___	___	___
Wet spots under parked unit	___	___	___

ELECTRIC TRUCKS:	**Yes**	**No**	**N/A**
Battery fully charged	___	___	___
Battery secure	___	___	___

Periodic maintenance due date: _____ or hours: _____

Other maintenance needed on truck: _____

_____

Completed by: _____ Date: _____

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"Building a Safer Place to Work"

Respirable Silica Exposure Control Program

Purpose
The purpose of the Silica Program is to provide information, guidelines, control measures and training to eliminate exposures to respirable silica dust in the excess of the action levels established by OSHA.

Scope
This program covers all Olympic crew members who are engaged in silica releasing activities including, but not limited to, such activities as mixing, cutting, grinding, sanding, and drilling of concrete, stucco, fireproofing or other silica containing materials.

Policy
Olympics' Silica Policy is to control and minimize worker exposure to respirable silica while not exceeding the action levels established by OSHA. In this program, all fireproofing materials, masonry products and concrete products are presumed to contain trace amounts of silica as per their SDS. Olympic, in collaboration with the TCDSC, has completed air monitoring by a certified Industrial Hygienist to verify that our current practices have our crews working under permissible action levels.

OSHA uses a benchmark 8-hour, time-weighted average exposure of 0.050 mg/m3 of respirable silica as a point of reference for the permissible exposure limit and 0.025 mg/m3 as the action level related to airborne silica. Olympic's Silica Protection Program will meet the OSHA standards, as the applicable law, at a minimum and Olympic will work toward processes and controls which take into consideration more stringent exposure recommendations.

If a dust producing activity, such as sweeping, drilling or mixing, is performed on a material known to contain silica, or when it is unknown whether such material contains silica, that dust producing activity must be performed in conjunction with adequate engineering controls, administrative controls and/or proper ergonomics to protect against exposures in excess of any action levels established by OSHA.

Policy **(continued)**
The physical disturbance of concrete products or any silica containing material, by tool or piece of equipment (drilling, mixing, etc.) will not be allowed unless engineering controls or administrative controls are put in place to reduce exposure levels below the action levels as established by applicable law. If site conditions make the use of engineering controls, such as wet method or vacuum systems, or administrative controls infeasible, a site-specific plan for associated dust control measures that are to be implemented must be reviewed and approved by the Safety Director.

Responsibilities

Project Manager
Ensure that contract documents adhere to this policy, and that Olympic employees working with silica containing materials are trained on the hazards and applicable standards.

General Superintendents
Ensure that plans assembled for installation or removal of silica containing materials address silica dust control measures for both the workers directly engaged in the work activity and those indirectly affected in adjacent areas.

Ensure that tools being used with silica containing materials are provided with a wet method, vacuum system, or alternate silica dust containment system.

When drilling or mixing silica containing materials, or creating dust during use of silica containing materials, ensure that an adequate initial exposure assessment is conducted and documented to verify actual exposure and validate the effectiveness of the controls implemented.

Ensure that crew members have been appropriately trained as required.

Foreman/Competent Person
Ensure that tools being used with silica containing materials are provided with a vacuum system or alternate silica dust containment system.

Ensure that tools / equipment are inspected and maintained in good working order with required dust control / suppression systems functioning per design.

Ensure that dust control requirements are understood by all employees and adhered to in practice.

Ensure that employees receive training on silica hazards and related tools.

Responsibilities **(Continued)**

Field Employees
Only use tools for which proper training has been provided or obtained. Inspect and test the functions of the tools before each use to ensure it is in safe working condition.

Do not work in areas of potential silica dust exposure without proper training on silica and sufficient controls as detailed in this section. If you are unsure if the work around you is exposing you to air borne silica, please contact your Foreman.

Training
Team Members who may come in to contact with respirable silica (including craft workers and subcontractors) must be properly trained on the hazards associated with silica exposure. Training should include, but not necessarily limited to, the following:

1. What is silica? A description on what silica is and how it can be harmful
2. Associated health hazards
3. Action Levels & Permissible Exposure Limits as established by applicable law
4. Where silica is used / found?
5. How silica can be controlled
6. Tools & materials that can be used to protect against silica exposure
7. Standards, Instructions, Examples

On Olympic projects, respirable silica control must be attempted first through engineering controls, next through administrative controls, and finally using PPE if engineering and administrative controls prove to be ineffective.

This section addresses the recommended engineering controls for five common tools / activities which create potential exposures to respirable silica. This is not an all-inclusive list of potential exposures to respirable silica but rather provides a guide to Olympic project teams on creating protections to address dust producing activities related to silica containing materials. If there is a question as to a potential exposure, Olympic project teams should contact the Safety Director.

1. Mixing Operations (fireproofing/stucco)
2. Removal of fireproofing material
3. Use of Rotary Hammers and Similar Tools
4. Sanding taping materials
5. The use of sweeping compound and/or vacuum systems for cleanup activities

Mixing Operations
Cross ventilation is an effective control for silica dust generated during the dumping of a dry mix or spec-mix during mixing operations. The addition of air flow can be accomplished by use of a two-fan process supplied at the source of the dumping and where empty bags are disposed of. Cross ventilation is used to prevent the concrete mix from becoming airborne in the tenders breathing zone. As is true with all operations, effectiveness of engineering controls must be monitored.
At times, the mixing operation may have to be enclosed in poly to ensure the protection of others. In this case, contact your Superintendent or Safety Director for guidance.

Removing Fireproofing Material
A wet method should be used when fireproofing material is required to be removed for the installation of clips, kickers or other framing members. Employees shall use water to wet fireproofing material down before it is scraped and removed. Removed material shall be cleaned up and disposed of before it dries.

Orbital Vacuum System during sanding & clean-up operations
Use of a vacuum system designed to capture silica dust. Such vacuum system should utilize a High Efficiency Particulate Air ("HEPA") self-cleaning bagged filtering system. Verify the hoses and all connections in the vacuum system are in good working condition and free of holes or cracks. Use caution when disposing of bags. When using a vacuum dust collection system during clean-up it is recommended that a bag liner be used inside the vacuum. When empting the contents, the bag can be closed and secured to greatly reduce the potential exposure to silica dust. The filter media should also be placed in a bag, closed and secured when disposing the filter media after the service life is met.

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TRADE/Task		Work Practices Administrative/Engineering Controls	Respiratory Protection Equipment	Comments
Carpenter	**Layout**	Using a broom along with sweeping compound to clean floor prior to layout activities.	No respiratory protection is needed for silica exposure	Air monitoring performed **OCI**
Carpenter	**Framing**	Using hammer drill for securing top track. Using a hammer drill to anchor door frames.	No respiratory protection is needed for silica exposure	Air monitoring performed **RTL**
Carpenter	**Rocking**	Using Roto-Zip tool to cut drywall to fit around piping electrical boxes.	No respiratory protection is needed for silica exposure	Air monitoring performed **OCI**
Carpenter	**DUROCK Installation**	Using electric shears to cut sheets to length a hole saw & stick saw used to cut pipe and electric box openings. A fan to be used to provide cross-ventilation. A HEPA self-cleaning bagged vacuum is to be used for cleanup.	No respiratory protection is needed for silica exposure	Air monitoring performed **SDI/PWS**
Taper	**Sanding**	Orbital Vacuum sanding head will be connected to self-cleaning HEPA Vac with debris collected in a sealed bag. While Pole/detail sanding maintain upright posture, and avoid standing & bending over at the waist.	No respiratory protection is needed for silica exposure	Air monitoring performed **OCI**
Laborer	**Clean up**	Using a broom w/ sweeping compound to clean floor to turn over to next trade partner.	No respiratory protection is needed for silica exposure	Air monitoring performed **OCI**
Trade Partners	**Working in the vicinity of Olympic Crews**	Air monitoring was completed where Olympic crews were working to simulate other trade partners.	No respiratory protection is needed for silica exposure	Air monitoring performed **TCDSC**

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TRADE / Task		Engineering Control Measures	Respiratory Protection Equipment	Comments
Plasterer	**Installation of Stucco Products**	Products are applied in wet form	No respiratory protection is needed for silica exposure	Air monitoring performed **OCI**
Sprayer	**Spray applied Monokote Fireproofing Products**	Products are applied in wet form	No respiratory protection is needed for silica exposure	Air monitoring performed **CDI**
Sprayer	**Spray applied CAFCO Fireproofing Products**	Products are applied in wet form	No respiratory protection is needed for silica exposure	Air monitoring performed **CDI**
Plaster Tender	**Pumping Station of Stucco & Fireproofing Products**	At the Pump Station, Tenders will set up 2 fans for cross ventilation to divert the air away from employees breathing zone. #1 fan blows from east to west to remove flume of dust coming from the hopper opening of the mixer. #2 fan blows dust debris from south to north in the area where empty bags are disposed of. In the situation where trade partners are near our dust exhaust. Pump Station will be set up in a poly enclosure and air scrubbers will be used to prevent any silica exposure.	No respiratory protection is needed for silica exposure	Air monitoring performed **CDI/OCI**
	Clean up	When cleaning up overspray, crews may need to **"WET DOWN"** the area to keep silica from becoming air borne.		

SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA				
Trade / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
Carpenter / Layout	Floor is to be cleaned by previous trade partners. If the floor is not clean, Carpenter needs to use a broom along with sweeping compound to clean floor prior to layout activities. Air Monitoring was performed by OCI, tests results lower than **.025 Action Level required by OSHA.**	None	None	
Carpenter Framing / Installing door frames	Carpenter, if necessary, will use hammer drill to secure top track to deck. Carpenter will use hammer drill to secure door frame to slab. Air Monitoring was performed by RTL, tests results lower than **.025 Action Level required by OSHA.**	None	None	

Carpenter / Rocking	Using Roto-Zip tool to cut drywall to fit around piping electrical boxes. Air Monitoring was performed by OCI, tests results lower than **.025 Action Level required by OSHA.**	None	None	
Carpenter / DUROCK Installation	Using electric shears to cut to size, a hole saw or stick saw to cut pipe openings. ***HEPA self-cleaning Vacuum with debris collected in sealed bag.*** is to be used when a 4" grinder if used to cut for size or to create openings Air Monitoring was performed by SDI/PWS, tests results lower than **.025 Action Level required by OSHA.**	None	None	
Taper / Sanding	Using sanding pole to prep wall for paint. Orbital Vacuum sanding head will be connected to ***HEPA self-cleaning Vacuum with debris collected in sealed bag.*** Air Monitoring was performed by OCI, tests results lower than **.025 Action Level required by OSHA.**	None	None	 

Laborer / Clean up	Using a broom with ***sweeping compound*** to clean floor to turn over to next trade partner. Air Monitoring was performed by OCI, tests results lower than **.025 Action Level required by OSHA.**	None	None	 
Trade Partners **Working in the vicinity of Olympic Crews**	Air monitoring was completed where Olympic crews were working to simulate other trade partners. Air Monitoring was performed by OCI, tests results lower than **.025 Action Level required by OSHA.**	None	None	
Plasterer / Installation of Stucco Products	**Products are applied in wet form.** Air Monitoring was performed by OCI, tests results lower than **.025 Action Level required by OSHA.**	None	None	

Sprayer / Spray applied Monokote Fireproofing Products	**Products are applied in wet form.** Air Monitoring was performed by CDI, tests results lower than **.025 Action Level required by OSHA.**	None	None	 
Sprayer / Spray applied CAFCO Fireproofing Products	**Products are applied in wet form.** Air Monitoring was performed by CDI, tests results lower than **.025 Action Level required by OSHA.**	None	None	
Plaster Tender / Pumping Station of Stucco & Fireproofing Products **Clean up**	At the Pump Station, Tenders, will set up ***2 fans for cross ventilation*** to divert the air away from employees breathing zone. #1 fan blows from east to west to remove flume of dust coming from the hopper opening of the mixer. #2 fan blows dust debris from south to north in the area where empty bags are disposed of. In the situation where trade partners are in the vicinity of our dust exhaust. Pump Station will be set up in a poly enclosure and air scrubbers will be used to prevent any silica exposure to our trade partners. When cleaning up overspray, crews may need to **"WET DOWN"** the area to keep silica from becoming air borne. Air Monitoring was performed by CDI/OCI, tests results lower than **.025 Action Level required by OSHA.**	None	None	 

Crisis Management

Managing a crisis is about protecting people and practicing good communications. To handle a crisis situation, the following procedure will be followed:

1. Each branch manager will set up a crisis team composed of the branch manager and at least two other members of the management staff.
2. This team must have the ability to take prompt, decisive actions in the event of a crisis.
3. The team should develop an external support system, such as vendors, suppliers, equipment rental suppliers, repair shops, and or welders as may be needed in a crisis.
4. A telephone list of people from your external support system should be available. **(Office, Cell, and Home phone numbers)**
5. The branch manager should either handle the press, or pick a spokesperson for Olympic Companies.

Dealing with the Press:

1. A reporter has the right to challenge anything you say or write.

2. Watch for leading questions "Would you say that…" or "Do you agree that…" or "Do you feel that…"

3. The media has a deadline and will, and can, report anything they feel may be correct. Our job is to give the press correct information if it is available.

4. Typically most people believe what they read in the papers or see on TV.

5. Do not use "Off the record" or No Comment" at anytime!

6. Identify at least three key messages similar to:
   - We do not have all the facts available at this time as to the cause of the accident.
   - We deeply regret the tragic loss of live, and are fully cooperating with OSHA.
   - Olympic has a superb safety record, complies with all OSHA requirements and considers safety to be of prime importance.
   - We will provide the media with updated information as soon as it is available.

7. In the event of a major crisis, set timely updates. Example: "I will get back to you within 30 minutes", and do it even if you have nothing to say.

8. Be honest, however, do not shoot from the hip, do not guess, and NEVER identify fault at any time, even if it is Olympic's problem.

9. If possible give out written statements, to eliminate any misunderstanding.

10. Never give one reporter an advantage over another.

11. Make sure that all statements from Olympic are made by the authorized spokesperson and these statements are made with the proper thought and sensitivity.

12. Don't say, "Fortunately, only two people were killed" or hurt.

Be calm, be in charge, be decisive and be honest – we will all survive the crisis.

Olympic Companies, Inc.
AN EQUAL OPPORTUNITY EMPLOYER

2823 Hedberg Drive
Minnetonka, Minnesota 55305

Telephone: (952) 546-8166
Fax: (952) 544-8869
www.olympiccompanies.com

JOB NAME HERE

Site Specific Safety Plan

(work platform on scissor lift)

PRINT NAME	SIGN NAME

Olympic Companies, Inc.

"Building a Safer Place to Work"

ATTENTION

This is a
“CONTROLED ACCESS ZONE”

There is no fall protection system in place beyond this point.

Olympic Companies crews are in the process of installing exterior walls.

If you need access to this area please contact:
Foreman’s Name & Cell Phone Number

Thank you,
Safety Department

Date:

Jobsite Name:
General Contractor:
Site Specific Fall Protection Program

Olympic Companies will be removing the existing guardrail system in order to erect the exterior wall system on this project. Olympic has designed a fall protection system to allow our workers safe access to their work.

We have designed a system to erect a controlled access zone, preventing others of the exposure of an unguarded edge. This in turn raises the issue that other trades will not be allowed in the area where Olympic is working and signs will be posted showing it as a; "**CONTROLLED ACCESS ZONE**".

Olympic employees will be anchored to a retractable lifeline secured to the columns located along the exterior of the building when they cross the controlled access zone. Workers then will connect to horizontal lifelines anchored to the columns. Others workers will be working from a scissor lift that will located parallel with the exterior wall. Bottom track will be in place to prevent scissor lift from driving too close to the edge of slab. Our Site Specific fall protection plan places our workers in 100% fall protection.

Olympic will locate signage on the ground level to warn others of our workers overhead.

Olympic will complete training for the employees exposed to this plan.

Olympic employees who do not follow this program will be subjected to our disciplinary actions.

Copies of this plan will be submitted to General Contractors Name, Olympic Job files & MNOSHA Consultation.

See attached drawings.

Clint Milner
Olympic Companies, Inc.
Safety Director

Foreman's Name
Olympic Companies, Inc.
On-Site Foreman

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Site Specific Fall Protection Plan

Date: _____ **Job Site:** _____

Competent Person: _____ **Safety Director:** **Clint Milner**

Work Activities Today: **Exterior Wall Framing,** _____

Site Specific Plan in place: _____
All exposed workers site trained: _____
All workers issued fall protection: _____
Flagging system in place: _____
Signage in place: _____
Location of Material: _____
Location of Debris: _____

Print Name of exposed Employees	Employee Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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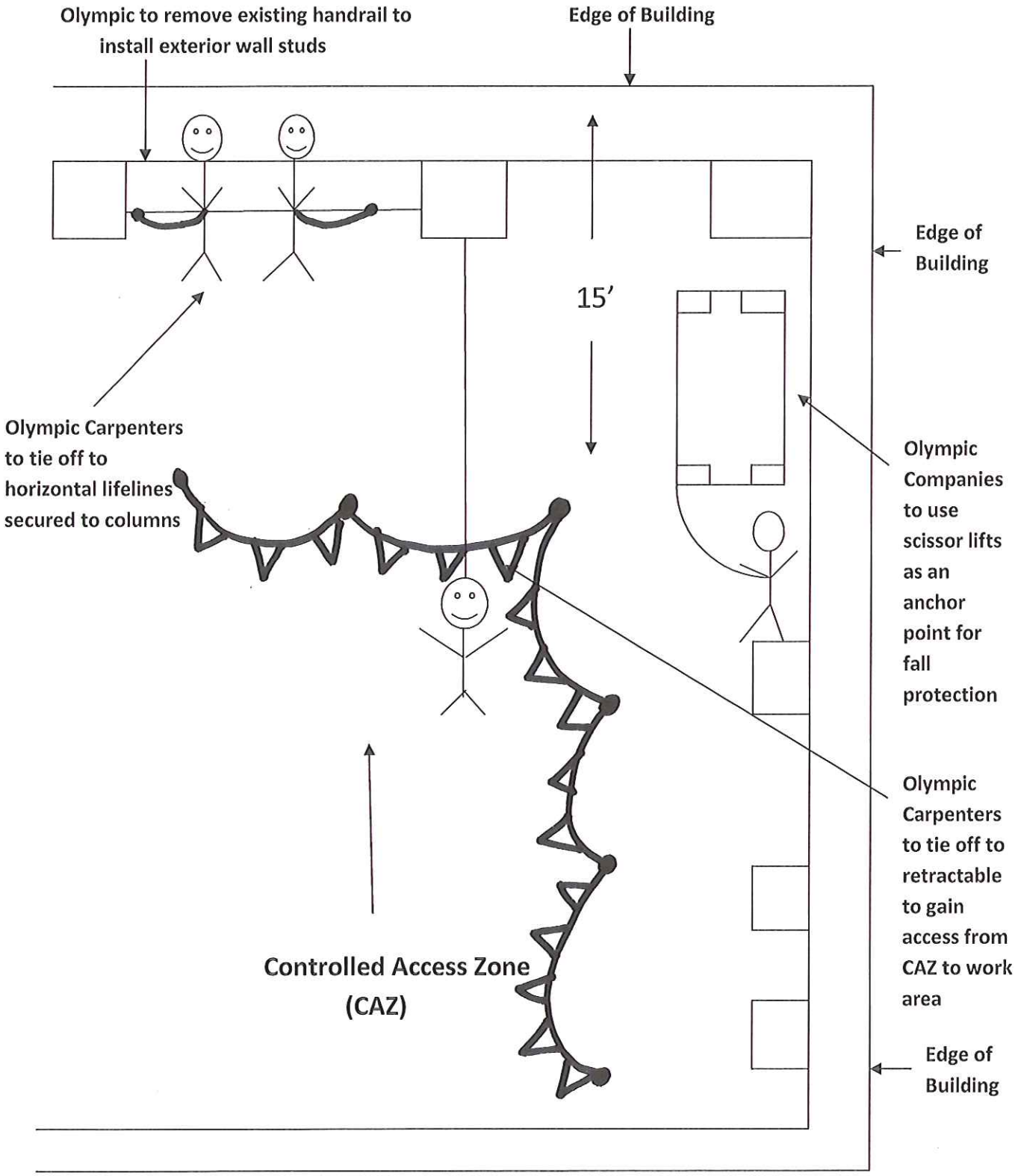

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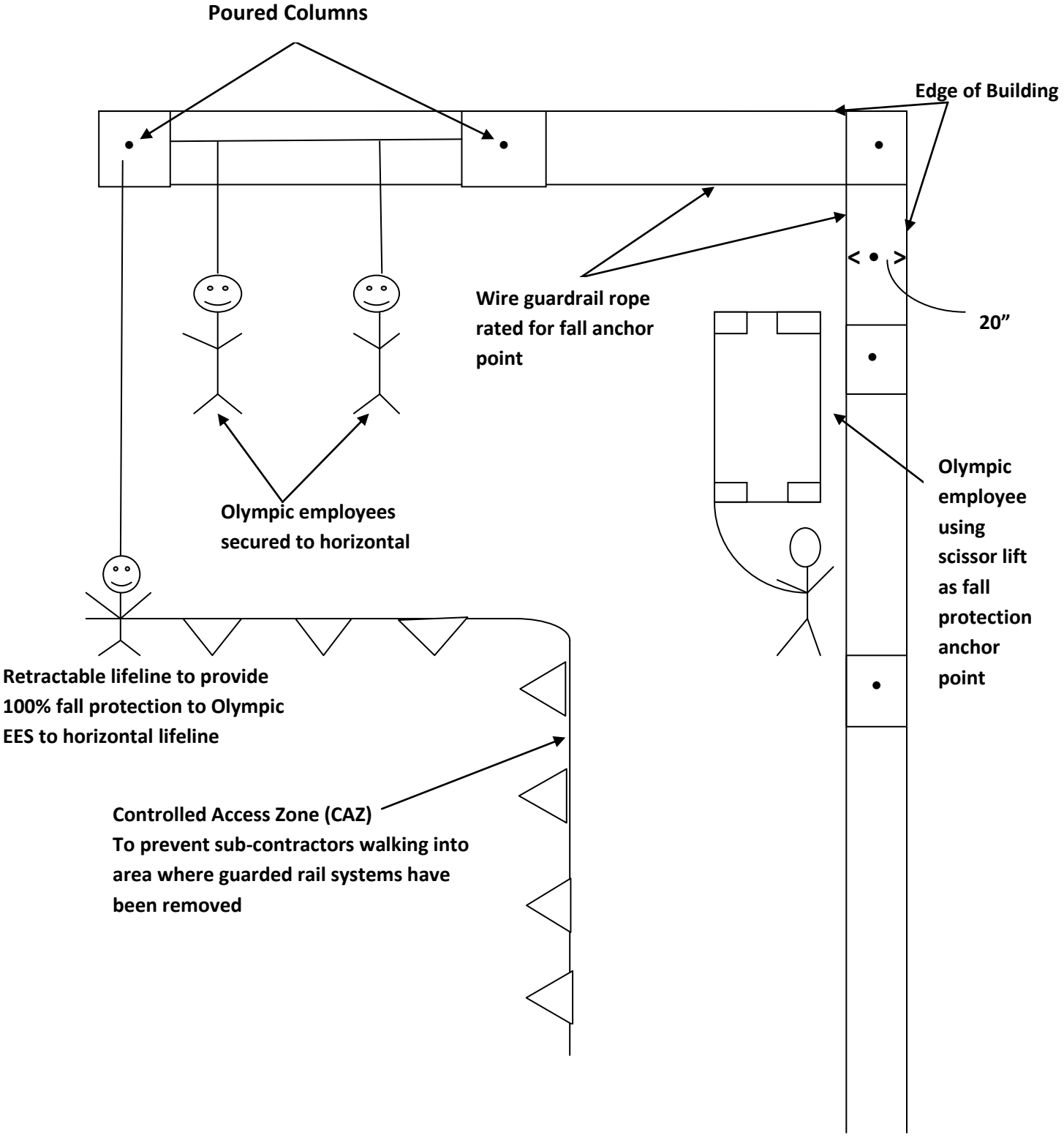

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Fax: (952) 544-8869
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Date: ???

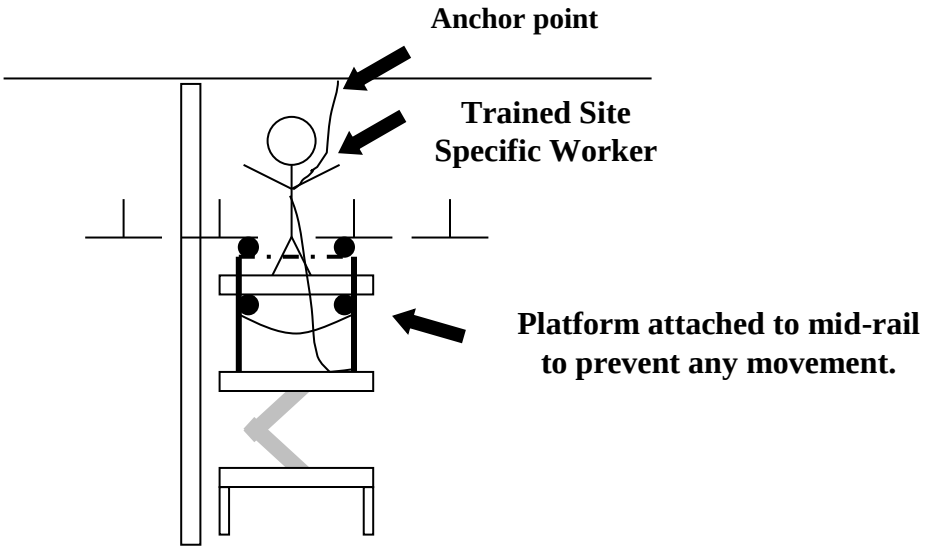
Jobsite: ???

Site Specific Safety Program

The plumbing/sprinkler/duct work is currently at a height that prevents Olympic workers access to their work. Due to this situation, we need to create a safe work-platform to put our work into place.

Olympic has designed a platform that we secured on the mid-rails of a scissors lift. Once in position, the worker will use personal fall arrest system secured to the unit before stepping onto the platform. If an anchor point is located above the worker, this will become the anchor point of the fall protection system. This will allow the work safe access to the work beyond the obstructions. The worker will step off the platform on to the deck of the unit to move to a new spot.

Before any worker is allowed to perform this task, on site training will be completed and documented. Any worker caught altering this site plan will be removed from site.



GC/CM Information Construction	**Olympic Safety Director**	**Olympic On-Site Foreman**
	_____	_____
Copy sent for job file	**Clint Milner**	???

Olympic Companies, Inc.
AN EQUAL OPPORTUNITY EMPLOYER

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Weapons in the Workplace Policy

Olympic prohibits the use, possession, or storage of weapons by any person on Olympic premises, and further prohibits the use, possession, or storage of weapons by any Olympic employee at any jobsite. Prohibited weapons include firearms, ammunition, explosives, knives, or any other device that is likely to produce bodily harm and that Olympic, at its discretion, deems dangerous, even if lawful. These prohibitions apply even to individuals who are qualified to carry handguns under Minnesota law.

Employees who have a permit to do so may retain weapons in their personal vehicle while parked at Olympic premises or a worksite. Any weapons stored in an employee's personal vehicle must be kept in a secured area, out of sight.

Violations of this policy will result in disciplinary action, possibly including immediate termination of employment. Any employee who has knowledge of a potential violation of this policy must immediately inform a supervisor. Failure to report a violation of this policy may be grounds for disciplinary action.

Quality Control Outline

A. Purpose

The intended purpose of the Quality Control Management Plan is to establish a formal program to ensure compliance of the Olympic scope of work with manufacturer's recommendations, best practice guidelines and the contract documents.

B. Scope

It is the responsibility of each Olympic Project Team to provide and maintain an effective Quality Control Management Plan on each project throughout the duration of the contract.

C. Quality Control Team

1. Project Manager's Responsibilities: *(Project Manager Name)*

a. Schedule and conduct a pre-construction Quality Control Meeting with Olympic superintendents, foremen and third-party inspectors (if required).
b. Provide and maintain an effective Quality Control Management Plan
c. Review and inspect work performed by Olympic to ensure that materials are installed in accordance with manufacturer's recommendations, best practice guidelines and the construction documents.

2. Project Superintendents Responsibilities: *(Superintendent Name)*

a. The Project Superintendent will take the lead in implementing the Quality Control Management Plan.
b. Review and inspect work performed by Olympic to ensure that materials are installed in accordance with manufacturer's recommendations, best practice guidelines and the construction documents.
c. Ensure conformance of all items of work to applicable specifications and drawings with respect to the materials and workmanship.
d. To take corrective action as required to bring materials and/or workmanship into compliance with the construction documents.
e. To schedule any and all third-party inspections.

3. **Foreman Responsibilities:** ***(Foreman Name)***

    a. The Foreman will take the lead in implementing the Quality Control Management Plan for all work performed by his/her trade.
    b. Ensure conformance of all items of work to applicable specifications and drawings with respect to the materials and workmanship for his/her trade.
    c. To take corrective action as required to bring materials and/or workmanship into compliance with the construction documents.

D. Procedures

1. A Pre-construction Quality Control Meeting will take place prior to starting each project.

2. Mock-ups, if required by contractor or deemed necessary by the Olympic Team, will be constructed and inspected to establish a standard of quality.

3. Third-party inspections will be conducted as per the contract documents.