



RED MOUNTAIN ROOFING
Safety Manual
INJURY AND ILLNESS
PREVENTION PROGRAM

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Illness and Injury Prevention Program (IIPP) for Red Mountain Roofing

Commitment and Involvement Policy Statement

Red Mountain Roofing, LLC (herein referred to as Red Mountain Roofing) is committed to providing employees with a safe and healthy workplace. It is Red Mountain Roofing's policy that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Failure to report known unsafe acts and/or duties can result in disciplinary action, up to and including termination. **Employees shall also report all accidents and injuries to their department manager/supervisor or the safety director.**

Employee recommendations to improve safety and health conditions are greatly encouraged and shall always be given thorough consideration. Red Mountain Roofing will give top priority to unsafe conditions and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety policies. Actions may include a verbal warning, written warning, and/or termination of employment.

Red Mountain Roofing is a drug free company. Any workplace incident shall require a mandatory drug test. An employee found to have tested positive shall have immediate disciplinary action up to, and possibly including termination.

Red Mountain Roofing will be actively involved with employees in establishing and maintaining an effective safety program, as well as on-going safety and health program activities, which include:

- Promoting Safety Committee participation,
- providing safety and health education and training, and
- reviewing and updating workplace safety policies.

Compliance with the safety policies shall be required of all employees (including temporary and those contracted) as a condition of employment.

About Red Mountain Roofing's General Safety Policies

OSHA standard 29 CFR 1910.1030

Purpose

Red Mountain Roofing strives to have a successful Injury and Illness Prevention Program (IIPP). This can only be achieved and maintained when there is an active interest, participation, and accountability at all levels of the organization. To ensure this, the *About Red Mountain Roofing's General Safety Policies* establishes the general safety rules for all employees to follow, to ensure a safe work environment and to address the hazards and/or potential hazards in the workplace. Some rules only require a paragraph or two in order to effectively establish the rules; others require sections all to themselves. Employees are to follow these rules, review them often, and use good, common sense in carrying out assigned duties.

All employees are to follow the Practices, Duties and Responsibilities, Training, and Recordkeeping required in this policy. Additional Practices, Duties and Responsibilities, Training and Recordkeeping may be listed in other company policies. Employees shall follow those specific policies unless expressly stated differently in the policy.

Duties and Responsibilities

A successful Injury and Illness Prevention Program can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the company, defines the following safety.

Management

It is the responsibility of management to support and oversee the implementation of this IIPP and all its policies and instructions. Management shall also ensure that the safety director safety director and supervisors are aware of all the requirements within the IIPP.

A member of management, other than the safety director, shall participate in the safety committee meetings.

Management shall responsible for setting a good example of proper safety practices for its company's employees.

Safety director

The safety director shall plan, organize, and administer the IIPP program by establishing policies, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. To aid in these tasks, a safety committee shall be organized to assist the safety director in the following:

- Verifying corrective action has been taken regarding safety hazards as identified by the Job Hazard Analysis (JHA) and/or incident investigations.
- Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause incidents.
- Continuously setting a good example by following all the safety policies.

The safety director shall also act as a safety resource for Red Mountain Roofing and is responsible for maintaining program records. The safety director shall also be our primary person to deal with outside agencies regarding the safety program and its contents (unless otherwise instructed.) Additional duties include:

- Coordinating all loss prevention activities as a representative of management.
 - Acting as a consultant and liaison to upper management in the implementation and administration of the IIPP.
- Developing and implementing loss prevention policies and procedures that shall ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
- Reviewing all incident reports to determine cause and preventability.
- Conducting periodic reviews of the program and job sites to evaluate performance, discuss problems, and help resolve them.
- Consulting with representatives of the company's insurance provider to ensure that their loss control services shall support Red Mountain Roofing's IIPP.
- Review Workers' Compensation claims. Help supply the company's insurance carrier with information about injured employees or property damage in order to keep loss reserves as low as possible.

Safety Committee

The purpose of the safety committee is to promote workplace safety and health by increasing the communication, education, and involvement of company personnel. The safety director holds permanent membership in the safety committee in order to ensure that responsibility is delegated appropriately.

The safety committee membership shall be represented by the safety director, management, supervisors, and self-volunteered non-supervisory employees. (Supervisors are encouraged to have one employee from each department on the safety committee.)

With the full support of management, the safety committee shall support and maintain an ongoing IIPP through the following:

- Providing a clear understanding and direction to all members of management and employees regarding the importance of safety. This can be accomplished through the development, implementation, monitoring, and revision of policies and procedures.
- Providing financial support for the IIPP, including training, through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
- Overseeing development, implementation, and maintenance of safety manuals, the IIPP, and other required safety programs.
- Maintaining Red Mountain Roofing's commitment to incident prevention by encouraging and expecting safe conduct on the part of all managers, supervisors, and employees.
- Holding all levels of management and employees accountable for incident prevention

- and safety.
- Reviewing all incident investigations to determine corrective action and ensuring corrective action takes place in a timely manner.

Communications

All original written communications, or true copies thereof, shall be maintained and made readily available for inspection by government agencies. Red Mountain Roofing shall issue a timely written response to all written questions and recommendations, via recommendations from the safety committee members and with guidance of the company's legal counsel if necessary.

Other than upper management, no single employee, safety committee member or otherwise, is allowed to respond to any inquiries, from any agencies, governmental or otherwise, unless specifically given a media relations job assignment.

Meetings

Safety committee meetings shall be held regularly (monthly, quarterly, or annually, depending on the number of employees and risk management factors). The dates shall be determined by the members' schedules and posted in advance for all employees to view.

All safety committee meetings and trainings shall be conducted during working hours. Compensation shall be at the member's normal rate of pay during the meetings, committee specific training, and any other committee-related duties.

Emergency safety committee meetings may be conducted if the majority of the members conclude that such a meeting is necessary.

If an emergency meeting is called outside regular working hours, if required to attend, the non-salaried employees shall be compensated at their overtime rate.

Safety Committee Recordkeeping

Complete and accurate records of the functions and proceedings of the safety committee shall be maintained. Meetings shall be recorded either via meeting minutes or video. An agenda shall be prepared for each safety committee member and following each meeting, each member will copy and turn-in their notes from the meetings. These documents will be made available for inspection upon request by any employee.

The safety committee shall review all suggestions from employees on improvement ideas/suggestions. A brief written response shall be given to any employee that submits and idea for safety improvement.

Supervisors

Supervisors are crucial in the prevention of accidents on the job, as they have direct contact with their employees and are aware of the nature of hazards likely to be encountered by the employees for the job duties within their department. Supervisors shall be held accountable for the actions of the employees within their department.

Safety responsibilities for supervisors include, but are not limited to:

- Being a competent person.
- Enforcing all safety rules in the “Practices” section in each policy and ensuring safe work practices are followed.
- Becoming familiar with local, state, and federal safety regulations. The safety director is available for assistance.
- Training or assisting the safety director with all new and existing employees in proper on-the-job safety practices and hazards of their job duties and environment.
- Instructing all employees under your supervision of the safe work practices and job safety requirements.
- Holding weekly safety meetings with your department employees.
- Ensuring employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
- Ascertaining that all machinery, equipment, vehicles, and workstations are maintained in safe working condition and operate properly.
- Correcting unsafe acts and conditions that could cause accidents.
- Communicating with all employees about safety and accident prevention activities.
- Correcting the cause of any incident as soon as possible.
- Ascertaining that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
- Maintaining good housekeeping practices at all times.
- Investigating all incidents to determine their cause and potential corrective action.
- Ascertaining that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

It is the responsibility of the supervisor to make certain that all employees on their crew, in their department or under their leadership are following all safety practices and working safely.

Employees

It is the responsibility and duty of all employees to follow all safety practices and procedures that Red Mountain Roofing has put in to place. Every employee is responsible for working safely, both for self-protection, and for the protection of their fellow employees.

Employees shall also support all company safety efforts. Specific employee safety responsibilities include:

- Participate in, and actively support, Red Mountain Roofing’s IIPP.
 - Read and abide by all requirements of the IIPP.
 - Make suggestions on how to improve a policy’s practice and company procedures.
- If you are unsure how to do any task safely, ask your supervisor.
- Know and follow the “Practices” section in each policy and all company safety

- policies, practices, procedures and rules.
- Wear all required personal protective equipment (PPE).
 - Report all incidents and injuries, no matter how minor, to your supervisor immediately.
 - Do **not** operate any equipment you have not been trained and authorized to use.
 - Report any safety hazard or defective equipment immediately to your supervisor.
 - Do **not** remove, tamper with or detach any guard, lock, safety device, or shield.
 - Never use any equipment with inoperative or missing guards, safety devices or interlocks.
 - Do **not** possess, or be under the influence of, alcohol, controlled substances, or illegal drugs while on the premises or on company time.
 - Rare company functions may take place after hours and may serve alcohol. These functions are never mandatory and it is the responsibility of the employee to ensure they have a safe ride home after the function.
 - Do **not** engage in horseplay or fighting, not even play fighting.

Practices

By following the practices in this IIPP, employees reduce (and in cases eliminate) the possibility of injury or illness. The following practices are general safety rules for all employees to follow:

Housekeeping Policy

The purpose of this policy is to emphasize the importance of keeping a clean and organized working space in both the office and in the field.

- Keep work areas clear of items such as paper clips, pencils, tacks, wrappers, paper, or staples.
- Clean-up spills or leaks immediately by using a paper towel, rag, mop and bucket or if in the field, digging out the spill and properly disposing of it (filling the hole made).
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors or power tool work areas.
- Mop up water around drinking fountains, drink dispensing machines, and ice machines/buckets.
- Straighten or remove rugs and mats that do not lie flat on the floor.
- Return tools to their storage places after use.
- Obey all posted safety and danger signs.
- Do **not** store or leave items on any stairways.
- Do **not** use gasoline for cleaning purposes.
- Do **not** place material such as boxes or trash in walkways and passageways.
- Do **not** block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

Knives and Sharp Instruments

From time-to-time, employees are exposed to the use of knives and various sharp instruments (this applies to both office and field employees). The following are considered best practices when using knives or any sharp instrument:

- When handling knife blades and other cutting tools, direct sharp points and edges AWAY from you.
 - Cut in the direction away from your body when using knives.
- Use a knife and any sharp instrument that has a sharp blade; do **not** use knives that have dull blades.
 - Dull blades require more strength to use and skipping of the blades can sometimes occur.
- Use knives and sharp instruments only for the operations for which they are designed.
- Do **not** use knives and sharp instruments that have broken or loose handles.
- Do **not** use knives and sharp instruments as screwdrivers or pry bars.
- Do **not** pick up knives and sharp instruments by their blades.
- Carry knives and sharp instruments with their tips pointed towards the floor.
- Do **not** carry knives and sharp instruments in your pockets or an apron unless they are first placed in their sheath or holder.
- Do **not** attempt to catch falling knives and sharp instruments.
- Store knives in knife blocks or in sheaths after using them.
 - Store any sharp instrument in a sheath or holder if they came with one.
- When opening cartons use the safety designed box cutters.
 - Do **not** cut with the blade extended beyond the guard.
- Do **not** dispose of dull, broken or rusted blades in the regular trash can.
 - Designate by clearly marking a container (such as a coffee can with a lid or old plastic container with a lid) for “**Blade Disposal Only**”.
 - When the container is full, a supervisor shall tape the container shut to prevent the spilling out of all the blades, then dispose of in the normal trash.

Ladders and Step Ladders

Improper use of ladders and step ladders can result in employees falling and injuring themselves. **Falling is the number one cause of death and serious accidents.** The practices for ladders and step ladders are put in place for the best safety practice when using ladders and step ladders (for both office and field employees).

- Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
 - If it is your first time on any type of ladder, make sure another employee is present to guide you and help stabilize the ladder.
- Only one person on the ladder at a time.
 - In some instances, usually in the field, a ladder may be bought or rented that is specifically designed to hold two people. Those using this type of ladder with have specific training BEFORE using for the first time.
- Face the ladder when climbing up or down.
- Keep all ladder rungs clean and free of grease.
 - Remove buildup of material such as dirt or mud.
 - Occasionally wash all ladders; dry metal and aluminum ladders and wax fiberglass ladders with a non-greasy wax (as suggested by each manufacturer.)

- Maintain a three-point contact by keeping both hands and one foot OR both feet and one hand on the ladder at all times when climbing up or down.
- When using a ladder, extend the top of the ladder at least three (3) feet above the edge of the landing.
- Employees may secure ladders less than 10 feet in place by having another employee hold it.
 - The employee holding the ladder shall **not** be doing anything else while the other employee is on the ladder.
- Do **not** stand on the top two rungs or the top step of any ladder.
- Do **not** use a ladder as a horizontal platform unless they are designed to do so.
- Do **not** stand on a ladder that wobbles, or that leans to the left or right.
- Do **not** move a rolling ladder while an employee is on it.
- Do **not** place ladders on barrels, boxes, loose bricks, pails, concrete blocks, scaffold platforms, or other unstable bases.
- Do **not** carry items in your hands while climbing up or down a ladder.
 - Have someone hand items to you or use a hoist system.
- Do **not** use a metal ladder within 50 feet of electrical power lines, including roof tops.
- Do **not** use metal ladders in wet grass or puddles, as the water can hide unknown hazards and promote rust on the ladder.
- Do **not** try to “walk” a ladder by rocking it.
 - Climb down the ladder, and then move it.
- When performing work from a ladder, face the ladder and do **not** lean backward or sideways from the ladder.
- Do **not** use ladders that have loose rungs, cracked, or split side rails, missing rubber footpads, or other visible damage.
 - Damaged ladders shall be taken out of service and tagged “**Do Not Use**”.
 - To dispose of the ladder, cut it in half length wise (down the center of all the rungs), then scrap for metal or dispose of in the bulk trash.
 - **NO** employee may take a broken ladder (or any company equipment) for use at their home.
- Do **not** place a ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder.
 - Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.

Lifting

Back injury is one of the leading causes for employees to miss work and has a long-term impact on the quality of life of each employee. This policy addresses the best safety practices in regards to lifting and back safety.

- Always face the load to be carried/lifted.
- Keep your back straight, bend at the knees (not at the back.)
- Hold objects as close to your body as possible.
- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.

- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker BEFORE the lift and during the lift.
- Position your feet 6 to 12 inches apart, with one foot slightly in front of the other.
- Get a firm grip on the object with your hands and fingers.
 - Use handles when present.
- Wear protective gloves when lifting objects with sharp corners, jagged edges, or any material that might cause splinters.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do **not** lift anything if your hands are greasy or wet.
- Perform lifting movements smoothly and gradually; do **not** jerk the load.
- Do **not** lift an object from the floor to a level above your waist in one motion.
 - Set the load down on a table or bench and then adjust your grip before lifting it higher.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do **not** twist at the waist.
- Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck or flat bed.
 - Do **not** lift over the walls or tailgate of the truck bed.
- If you feel pain, a sting, a burn or any other uncomfortable feeling in your body while lifting:
 - Stop where you are if possible and pause.
 - If the pain goes away, continue slowly.
 - If the pain persists, call for help, do not continue to move as you can do more damage to your body and risk dropping the load.
 - If you are unable to stop and pause:
 - Move very slow.
 - Call for help if you are able.
 - Immediately tell your supervisor and do **not** lift anymore until instructed further.

When in an Office Environment

For those employees in a full-time office environment (job site trailers can be considered office environments) or for those field employees that occasionally come into the office, the following practices shall be followed for everyone's safety:

Employees' Role

- Read the company's Emergency Action Plan (EAP).
- Observe building rules for nighttime and weekend access to offices and elevators.
 - If you're going to be working late or on a weekend, tell someone.
 - Notify the security department in your building; tell a family member, co-worker, or friend in case you run into problems.
 - Make sure the walking areas and halls near your office are well-lit.
 - If possible, lock the doors to your office to limit access after-hours.

- Do **not** leave incoming or outgoing mail on a desk or where it is available to the general public.
- Do **not** prop open doors.
- Make police reports on all thefts or break-ins. This helps the police and your security service establish crime patterns.

Limit Access

- Maintain good office traffic control with signs limiting public access to work areas.
 - A sign may state that visitors or delivery people must check-in at the front desk.
 - Passes or name tags could be issued to authorized visitors and/or a sign-in sheet used.
 - Request that staff receiving visitors come to the front desk to escort them, do not send visitors, contractors or vendors back into the office areas unescorted.
- Block passage to inner offices or work areas by a locked gate or inner door.
 - Provide an automatic bell, buzzer or other notice making device to signal the opening of this entry door or gate.
- Inspect your office building inside and outside to make sure it is well-lit with no dark stairwells or areas that would invite crime.
- Consider using a spot in your office that could be made into a “safe room.”
 - The safe room should contain a telephone and the door should lock on the inside. A staff person who is in jeopardy could retreat to this room to call 911.

Dealing with Angry/Hostile Clients

- Be alert for strangers in the building.
 - Immediately notify the proper person or security personnel if you notice suspicious individuals loitering around the lobby, waiting areas, or private offices.
 - Assure proper identification of visitors or delivery people before admitting them to the work/office area.
 - Watch out for people posing as repairmen, delivery, etc. Never release equipment or files in exchange for an official-looking receipt until you verify the name, location and phone number of their company.
- Trust your instincts and if you feel problems may occur, have pre-arranged signals to contact either security or the office manager to assist you.
- Always pay attention to detail.
 - Make a mental note of each person who arrives...it will aid security or the police department if a problem should happen.
- Remember, clients can react with anger because of difficulty in finding help with their situations; this can cause emotional pain, discomfort, fear, and/or anxiety.
 - React and respond to the client in a calm but firm manner.
 - A lower volume of voice can help the client calm down.
 - Encourage the client to sit down.
- Rehearse ahead of time what you'd say or do in these situations; annual practice drills can make the difference between a bad or good ending.
 - Think over situations that could occur and how you would react.

- Go through the movements you would need to make to get help or get out of the situation. Practice.
- One strategy might be to keep a desk, chair, or other object between you and the person to keep distance.
- Do **not** tolerate abusive behavior, call 911 (dial 9 first to get an outside line, then 911) or security.
- Make command statements in a firm but non-challenging tone, saying what you want or don't want – "I want you to leave." "I don't want to argue with you."
- Do use strong body language.
 - When standing, place your feet slightly apart, one foot slightly in front of the other. Relax your joints and position your shoulders over your feet.
- If you are sitting down, stand up. (Use the same foot stance, body upright, ready to move.)
- If you anticipate problems with a client, let co-workers and security know ahead of time.
- If you feel you may be in jeopardy, leave the area immediately (items can be replaced, you cannot!), go somewhere safe and call 911 (dial 9 first to get an outside line, then 911) and notify security.

Inventory Control

- Establish a key control system for all locks and hardware.
 - Limit key assignment to authorized employees and maintain a current list to indicate who has keys.
 - Change locks if a key was lost or was retained by a former employee.
 - If possible, install a computerized card access system.
- Provide a safe or other locked area for storing key company documents, equipment, valuables, and employee possessions.
 - Be sure not to store keys to locked cabinets in places that would be obvious to burglars.
- Maintain an up-to date inventory of equipment, listing serial numbers and descriptions.
 - Mark company property with a unique identification number.
 - Community Crime Prevention/SAFE is a resource.

Purse and Wallet Thefts

As serious problem for office workers is purse and wallet theft. Thieves can be in and out of your work space in just minutes and know just where to look. They may try to access your work space by asking to use a restroom, or slip by the reception area.

- Do **not** leave guests, visitors, contractors, vendors alone in an open work area.
- Do **not** leave your purse or wallet unattended even for a moment.
 - Lock your purse or wallet somewhere secure, such as a desk drawer or file cabinet, if you cannot take it with you.
- Do **not** bring any more cash to work than you need for the day.

- If you need to carry credit cards, make sure you inventory stack them, listing card numbers and phone numbers to call in the event of their theft. Keep this list in a safe place.
- Be alert to anyone who tries to get you to leave your desk for errands. Some thieves will pose as clients and try to get you to go to another room for a copy, etc. Do **not** leave your desk unattended. If this is unavoidable, lock your desk and screen lock your computer before you walk away from it.
- Be alert to all people in your work space. If you see someone you do not know, unaccompanied, do the “Friendly Challenge”

The Friendly Challenge

If you see someone whom you do not know, do a friendly challenge. Simply ask, “May I help you?” If they do not belong in the building, they may offer a vague excuse, but in most cases, a suspicious person will leave as soon as they know they have been observed. If they do not belong, ask for an ID, or call 911 or your company’s security guard.

Ergonomics and Video Display

The purpose of this policy is to make the employees aware of the importance of posture and when sitting and working at the desk.

- Take periodic micro- breaks from repetitive or prolonged activities by standing up and stretching.
- Use a chair that is padded, is stable, mobile, swivels, and allows operator movement.
- Sit straight up in your chair, and when needed use a footrest that has an adjustable height and is large enough to allow operator movement.
- Adjust your computer screen and keyboard so that they are directly in front of you. Use a table large enough to hold keyboard, the display screen and all necessary documents.
- Place the keyboard low enough so that the operator is not required to reach up or out to the keys.
- Keep wrists and hands in a straight position while keystroking by keeping forearms parallel to the floor and elbows at your sides.

Training

The safety director will be in charge of safety training. At times, the safety director may delegate training or tasks to others, including supervisors. Ultimately the safety director shall verify that training is taking place.

Training provides the following benefits:

- Alerts employees to potential and known job hazards.
- Teaches employees to perform their jobs safely
- Promotes two-way communication.
- Encourages safety suggestions and safety committee participation.
- Creates an interest in the safety program.

- Fulfills Federal and/or State (if applicable) regulatory requirements.

Previous experience can allow for greater responsibilities within the company as the opportunities arise, but previous experience is **not** a substitute for training given by Red Mountain Roofing.

New Hires

Every new employee shall participate in the New Hire Orientation. A copy of the “Practices” section in each policy that applies to their job description, duties, or tasks shall be provided to each employee at this time.

Management

Managers and supervisors will be trained extensively to help enforce the practices of the IIPP.

Employees

All employees shall be trained on at least the following:

- When given a new job assignment for which training has not been previously provided shall be trained before beginning the new assignment.
- Whenever new substances, processes, procedures or equipment are introduced into the workplace.
- Whenever Red Mountain Roofing is made aware of a new or previously unrecognized hazard.
- Whenever management believes that additional training is necessary.
- After all serious incidents.
- When employees are not following safe practices.

Job-specific Training

The following training method should be used:

- Tell the employees how to do the job safely.
- Show the employees how to do the job safely.
 - Actual demonstrations of the proper way to perform a task are very helpful in most cases.
 - Supervisors shall observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- Have the employees tell you how to do the job safely (repeat back).
- Have the employees show you (demonstrate) how to do the job safely.
- Follow up to ensure they are still performing the job safely.
 - All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.

Retraining

Employees shall be retrained when:

- A lack of proficiency is observed;
- After any incident;
- When a policy is revised, updated or changed in a manner that would affect the meaning of content in which the employee was originally trained.
 - Whenever the employee's responsibilities or designated actions under the plan change.
- If a different make/model of equipment or machine is to be used than the employee was originally trained on.
 - This training may be partial; training in the classroom and hands-on training.

Supervisors shall review safe work practices with employees BEFORE permitting the performance of new, non-routine, or specialized job duty or task.

All training shall be documented on one of the following three (3) forms:

- New Hire Employee Safety Orientation sign-off sheet.
- Employee Acknowledgement forms (found at the end of each company policy).
- Safety Meeting Report and Sign-in sheet.

Recordkeeping

Written policies for Red Mountain Roofing shall, at all times, be available for review by any employee upon written request. The safety director shall always have available copies of the most current company policies.

Any changes to any policy shall be approved by safety director. The safety director shall review all policies at least annually. Some reasons for up-dating a policy can be:

- As the job progresses, to determine if additional practices, procedures or training is needed.
- To improve or provide additional employee protection against hazards that could not fully be eliminated.

Additional reviewing of a policy shall happen if any of the following occurs:

- Changes in equipment, machinery, tools, chemicals, etc.
- Significant changes in the environment.
 - Out in the field or for construction work, each site will be a case-by case basis when determining if re-training is required, as job sites tend to have their environment change daily.
- Any incident occurs (including near misses)
- A new process is introduced OR removed from the standard operating procedures.

The safety committee or safety director shall ensure the maintenance of all IIPP records for the listed periods:

New Employee Safety Orientation forms	length of employment
Safety Policy Practices Receipt	length of employment
Disciplinary actions for safety	1 year
Safety inspections	2 years
Safety meeting reports (Trainings)	3 years
Safety Contact Reports	2 years
Accident investigations	5 years
Federal or State OSHA log of injuries	5 years
Inventory of Hazardous Materials	30 years
Employee exposure or medical records	30 years

Training and medical records are available to all employees for review, upon written request.

About Red Mountain Roofing's General Safety Policies - Employee Acknowledgment

Topics Covered:

- Purpose
- Duties and Responsibilities
 - Management
 - Safety director
 - Safety Committee
 - Communications
 - Meetings
 - Safety Committee Recordkeeping
 - Supervisors
 - Employees
- Practices
 - Housekeeping Policy
 - Knives and Sharp Instruments
 - Ladders and Step Ladders
 - Lifting
 - When in an Office Environment
 - Employee's Role
 - Limit Access
 - Dealing with Angry/Hostile Clients
 - Inventory Control
 - Purse and Wallet Thefts
 - The Friendly Challenge
 - Ergonomics and Video Display
- Training
 - New Hires
 - Management
 - Employees
 - Job-specific Training
 - Retraining
- Recordkeeping

**About Red Mountain Roofing’s General Safety Policies -
Employee Acknowledgment Continued**

- I have read and fully understand all practices and responsibilities.
- I agree to observe and follow these practices.
- I have received a copy of this policy and practices.
- I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of *About Red Mountain Roofing’s General Safety Policies*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Accountability Policy

Red Mountain Roofing shall hold all employees accountable for their willful and undesirable actions. When policies and procedures are not followed, people can become seriously injured, machinery can become damaged and unusable, and the down-time affects everyone. Employees shall be given job and safety training for the tasks they are assigned. Since such training is made available to all employees, anyone that willfully breaks the company's rules will be held accountable, with one or more of the following disciplinary actions:

Verbal (First Warning)

When an employee(s) willfully does not follow the policies and procedures of Red Mountain Roofing, and an incident occurs, the employee(s) shall be given a verbal warning by their supervisor. This warning shall be in the presence of another supervisor, the safety director, or a member of management. The employee(s) shall also be re-trained on the policies and/or procedures that are related to the incident.

Written (Second Warning)

When an employee(s) willfully does not follow the policies and procedures of Red Mountain Roofing for a second time, and/or another incident occurs, the employee(s) shall be given a written warning by their supervisor. This warning shall be in the presence of another supervisor, the safety director, or a member of management. The employee(s) shall also be re-trained on the policies and/or procedures that are related to the incident and put under supervision of another experienced (seasoned) employee for a period of time determined by that department supervisor.

It shall also be explained to the employee(s) that the written warning shall be the last warning; that if another incident occurs and they are found to be even partially responsible for the incident, their employment with Red Mountain Roofing shall be terminated.

The written warning may include time off without pay, depending on the circumstances. Time off without pay is determined on a case-by-case basis.

Termination (Employment Ended)

Upon an incident with an employee(s) that has already received a written warning, that employee(s) employment with Red Mountain Roofing shall be terminated immediately.

Termination shall also occur when:

- A fatality or serious (hospitalization of at least one employee or decommission of any high dollar equipment/machinery) incident occurs, any employee(s) found to have planned or plotted to harm another employee or damage equipment will be terminated immediately, whether or not previous warnings have been issued.
- It is discovered that an employee(s) knows of serious hazards that will most likely cause a fatality or serious injury and does not report it.
- It is discovered that an employee(s) knows of serious hazards that will most likely cause serious damage to equipment/machinery and does not report it.

Accountability Policy - Employee Acknowledgment

Topics Covered:

- Verbal
 - Written
 - Termination
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing's *Accountability Policy*, and that I was allowed to ask questions following the training session.

In addition, I acknowledge that the Accountability Policy can sometimes be referred to as "Disciplinary Actions" at Red Mountain Roofing.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Bloodborne Pathogens (BBP) Policy

OSHA standard 29 CFR 1910.1030

Purpose

Red Mountain Roofing is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens that can be present when an employee is injured or becomes ill (at home or in the workplace).

The ECP includes:

- Duties and responsibilities
- Determination of employee exposure
- Practices
 - Universal precautions
 - Exposure Control Plan (EPC)
 - Engineering controls and work practices
 - Personal protective equipment (PPE)
 - Housekeeping
 - Laundry
 - Vaccines
- Post-exposure evaluation and follow-up
- Training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Definitions

- **Bloodborne Pathogens** are disease-causing microorganisms that are present in human blood. These pathogens include, but are not limited to:
 - Hepatitis B virus (HBV)
 - Hepatitis C virus (HCV)
 - Human Immunodeficiency Virus (HIV)
- **Parenteral Exposure** refers to piercing the mucous membranes OR the skin barrier through such events as:
 - Needle sticks
 - Human bites
 - Cuts and abrasions
- A **Universal Precaution** is an approach to infection control; treating all human blood and human bodily fluids as if they were infected with HBV or HIV.

Duties and Responsibilities

Management

It is the responsibility of management to support and oversee the implementation of this Bloodborne Pathogens Policy and make certain that the employees are aware of all requirements pertaining to this policy. They are also responsible for setting an example of proper safety practices and make certain that all employees follow the safety practices of the policy.

Safety director

The safety director is responsible for implementation of the ECP. The safety director will maintain, review (at least annually), and update the ECP whenever necessary to include new or modified tasks and procedures. Those employees who are determined to have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in this ECP.

Safety Committee

It is the responsibility of the safety committee to present any needed changes or adjustment to the policy that will protect all workers

Supervisor

It is the responsibility of the supervisor to make certain that all employees in their crew or under their leadership is following all safety practices and working safely.

Employees

It is the responsibility and duty of the employee to follow all safety practices and procedures that the employer has put in to practice and made them aware of.

Practices

Engineering Controls

Sharps

When it is known that a job duty or health issue may expose at least one employee to a needle stick or the possibility exists that an employee(s) may cut themselves on broken glass (due to a job duty), then a sharps box and sharps program will be provided.

Guards and Shields

Keep all safety guards and/or shields on all tools, at all times. If a guard or shield should become broken, damaged, or loose, that piece of equipment or machinery shall be repaired immediately. If repairs cannot be performed at the time, the equipment/machinery taken out of service and tagged "DO not USE" until it is repaired.

Housekeeping

Contaminated equipment, machinery and/or tools are to be cleaned and decontaminated as soon as feasible after visible contamination. Broken glassware should be assumed contaminated and is only to be picked up using mechanical means, such as a brush and

dustpan. Any materials swept up shall be placed in a trash bag and that bag is to be properly disposed; do not toss contaminated materials into the regular trash and leave it.

Laundry

The contaminated articles of clothing will be laundered by the employee(s). Any contaminated articles shall be disposed of.

Vaccines

If employees are required to provide first aid, then Hepatitis B vaccinations are to be made available.

The vaccine and vaccination will be offered at no cost to the worker and at a reasonable time and place. The hepatitis B vaccination is a non-infectious, vaccine prepared from recombinant yeast cultures, rather than human blood or plasma. There is no risk of contamination from other bloodborne pathogens nor is there any chance of developing HBV from the vaccine.

Declining the Vaccination

Red Mountain Roofing will ensure that workers who decline vaccination sign a declination form. The purpose of this is to encourage greater participation in the vaccination program by stating that a worker declining the vaccination remains at risk of acquiring hepatitis B. The form also states that if a worker initially declines to receive the vaccine, but at a later date decides to accept it, the employer is required to make it available, at no cost, provided the worker is still occupationally exposed.

Administrative Controls

Universal Precautions

All employees shall use universal precautions.

Exposure Control Plan (ECP)

Employees covered by the bloodborne pathogen standard receive an explanation of this ECP once a year. All employees can review this plan at any time during their work shifts by contacting Safety director. If requested, we will provide an employee with a copy of the ECP free of charge.

Shift/Schedule Changes

Change of work shift, work days, when necessary, to avoid a hazard.

Post-Exposure Evaluation and Follow-up

Should an exposure incident occur, contact your supervisor, who will then notify the safety director. A confidential medical evaluation shall be conducted immediately; with a follow-up completed once all data needed is obtained.

Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities shall be performed:

- Document the routes of exposure and how the exposure occurred regardless of PPE.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administration of Post-Exposure Evaluation and Follow-up

The safety director ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status. The employee shall be provided with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The safety director shall review the circumstances of all exposure incidents to determine:

- Which controls were in place at the time of the exposure
- Work practices that were being followed
- A description of the equipment, machinery, tools and/or vehicle being used (including type, brand, and model)
- PPE or clothing that was used at the time of the exposure incident (gloves, safety glasses, hardhat, etc.)
- Location of the incident
- What the employee(s) was doing when the incident occurred
- Employee(s) received the required training

This policy is to be reviewed annually. If revisions to this ECP are necessary the appropriate changes will be made by the safety director. (Changes may include an evaluation of safer devices, changing work schedules, adding employees to the exposure determination list, etc.)

NOTE: Additional state and federal agency forms may need to be filled out if a bloodborne incident occurs.

Personal Protective Equipment (PPE)

PPE to be worn to protect against exposure is provided to our employees at no cost.

The types of PPE provided to Red Mountain Roofing's employees for protection against BBPs are as follows:

- Latex gloves in the first aid kits
- Goggles and face shields when required

All employees shall observe the following precautions:

- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Remove immediately, or as soon as feasible, any garment contaminated by blood in such a way as to avoid contact with any other surface or body part.
- Wash hands immediately, or as soon as feasible, after removing contaminated gloves or other PPE.

Training

The training shall include, but is not limited to:

- Epidemiology, symptoms, and transmission of bloodborne pathogen diseases.
- An explanation of:
 - The OSHA bloodborne pathogen standard
 - The ECP and how to obtain a copy
 - The use and limitations of engineering controls, work practices, and PPE
 - The types, uses, location, removal, handling, decontamination, and disposal of contaminated PPE
 - The procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that shall be made available
- Information on the:
 - Appropriate actions to take and persons to contact in an emergency involving bloodborne pathogen exposure
 - Post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An opportunity for interactive questions and answers with the person conducting the

training session

Workers are trained about the vaccine and vaccination, including efficacy, safety, method of administration, and the benefits of vaccination. They also must be informed that the vaccine is offered at no cost to the worker.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of each training. These documents will be kept for the length of employment with Red Mountain Roofing and at least three years after the employee leaves Red Mountain Roofing. These documents are kept at the corporate office.

The training records include, but are not limited to, the following:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all employees attending the training sessions

Employee training records are provided upon written request to the employee or the employee's authorized representative within 15 working days.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR1910.1020, "Access to Employee Exposure and Medical Records." Human Resources is responsible for maintenance of the required medical records.

These confidential records are kept at the corporate office for at least the duration of employment plus 30 years. Employee medical records are provided upon written request of the employee or to anyone having written consent of the employee within 15 working days.

Bloodborne Pathogens (BBP) Policy - Employee Acknowledgment

Topics Covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices
 - Engineering Controls
 - Sharps
 - Guards and Shields
 - Housekeeping
 - Laundry
 - Administrative Controls
 - Universal Precautions
 - Exposure Control Plan
 - Shift/Schedule Changes
 - Post-Exposure Evaluation
 - Administration of Post-Exposure Evaluation and Follow-up
 - Procedures for Evaluation the Incident
- PPE
- Employee Training
- Recordkeeping

- I have read and fully understand all practices and responsibilities.
- I agree to observe and follow these practices.
- I have received a copy of this policy and practices.
- I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Bloodborne Pathogens Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

NFPA 70E Electrical Safety Policy

Purpose

Ensure that Red Mountain Roofing employees understand and comply with the regulatory requirements of OSHA's electrical standard – 29 CFR 1910 Subpart S for general industry and 29 CFR 1926 Subpart K – and the NFPA 70E standard related to electrical work and safety.

Application

This policy applies to any employees working on or near wiring, installing electrical conductors and equipment.

Abbreviations, Acronyms, and Definitions

Abbreviations/Acronyms

ASTM – American Society for Testing and Materials.

GFCI – Ground Fault Circuit Interrupter. Also known as GFI.

NEC - National Electrical Code.

NFPA – National Fire Prevention Association.

OSHA – Occupational Safety and Health Administration.

UL – Underwriter Laboratories.

Definitions

GFCI: A device intended for the protection of personnel that monitors the amount of current flowing from the hot conductor to neutral conductor and interrupts the circuit if there is an imbalance of more than 4-5 milliamps.

Lockout/Tagout (LOTO) - refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance.

Qualified Person: One who has the skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved.

Unqualified Person: One who has little or no training related to electrical equipment and safety.

Duties and Responsibilities

Supervisors Shall

- Anticipate all work hazards and use all safeguards as necessary.
- Ensure that all employees are properly trained, instructed in the safe operation of electrical equipment and are aware of all hazards associated with the use of these electrical devices.
- Initiate any necessary administrative action required to enforce safety practices.
- Request assistance on equipment and devices which requires unique safety practice instruction.

- Review qualified employees to ensure they are capable of handling their specific job duties.

Employees Shall

- Follow Red Mountain Roofing's electrical safety policies/procedures and instructions of the responsible supervisor.
- Bring to the attention of the supervisor potentially hazardous situations such as discrepancies between instruction, procedures, policies and manual, faulty equipment, misapplication of device, etc.
- Recognize that malfunctioning electrical equipment must be repaired or replaced before use. The repair must be initiated as soon as possible after the malfunction is noted.

The Qualified Person Shall

- Comply with Red Mountain Roofing's electrical safety program and take all required training.
- Be designated as the only person allowed to work on or near exposed electrical parts at 50 volts or more.
- Be designated as the only person who can test exposed electrical currents and equipment.
- Test equipment for damages and defects before use.
- Must be trained on how to work on energized currents, be familiar with proper precautionary work practices, personal protective equipment, insulating and shielding materials, and the use of insulated tools.

General Precautions

- Two people should always be present during electrical operations, and at least one should be trained in emergency procedures.
- Always have an observer trained in emergency shutdown and first aid. Follow the one hand rule (work with only one hand) when working on live circuits, if possible.
- Treat all exposed wiring and electrical parts as potentially live until it has been checked with a meter.
- Make sure area you are working is properly illuminated before working on exposed wires. Do not reach into blind areas.
- All ladders used near exposed energized sources must have non-conductive side rails and must be clean (free of oil, grease or contamination that would cause it to be conductive).
- Never work around a source of electricity when you are wet, it is raining, or your surroundings, tools or clothes are wet. Keep a towel handy for drying your hands and change your clothes if they become wet.
- All housekeeping duties should not be performed close to live parts, unless adequate safeguards are provided.
- Electrically conductive cleaning materials, such as steel wool, should not be used near energized parts.
- Where flammable or ignitable materials are present, do not use electric equipment

capable of igniting them unless measures are taken to prevent hazardous conditions from developing.

Hazard Assessment

Before any work, including testing and troubleshooting can take place an electrical hazard assessment and risk assessment must be done. A Hazard Assessment and Energized Electrical Work Permit can be found in Appendix A. The hazard assessment includes identifying the following:

- Shock, arc flash, and arc blast hazards
- Non-electrical hazards (e.g., falls, confined space, chemical, biological, radiation, and environmental hazards)
- Means of mitigating hazards through engineering controls, administrative controls, and PPE
- If an Energized Electrical Work Permit is required (see Appendix A)

In addition to the electrical hazard assessment, a risk assessment of common electrical tasks must be done rating the relative hazards of electrical tasks. The risk assessment can be used to:

- Identify hazards
- Assess risks
- Implement the hierarchy of risk controls:
 - Elimination
 - Substitution
 - Engineering
 - Warnings
 - Administration
 - PPE

When energized work is authorized, an energized electrical work permit shall be required under the following conditions:

- When work is performed within restricted approach boundary of exposed energized parts.
- When the employee interacts with the equipment when conductors or circuit parts are not exposed but an increased likelihood of injury from exposure to an arc flash hazard exists from abnormal operations.

The intent of the permit is to ensure that all appropriate safety precautions are taken prior to performing energized electrical work. The Hazard Assessment and Energized Electrical Work Permit can be found in Appendix A.

Prior to the commencement of work at a jobsite, Red Mountain Roofing will discuss details of the job and safety precautions that all employees must be follow when performing electrical work.

Red Mountain Roofing will advise the contractor (or any other hiring agent) of any unique hazards at the jobsite presented by the contractor's work, unanticipated hazards, and will inform the contractor of any measures taken to correct the hazards reported to them by the contractor. Red Mountain Roofing will notify the contractor and contractor employees regarding the following:

- Jobsite hazards covered by NFPA 70E
- Adequate information about installation so the contractor can make informed safety assessments
- Contractor employee safety violations

Alerting Employees of Hazards

Employees will be alerted to electrical hazards at the jobsite:

- With safety signs and tags
 - Must show clear warning of electrical hazards
 - Must meet ANSI Z535
- With barricades and signs
 - Used when signs are not adequate or when live parts are present
 - Placed at the limited approach boundary or arc flash boundary, whichever is greater
- Attendants
 - Used when signs and barricades do not provide sufficient warning
- When a piece of equipment in an electrically safe work condition is with other similar, still energized equipment

Practices

The following practices are to be followed by all employees:

Electrical Installation Requirements

- **Free from Recognized Hazards** – Electrical equipment must be free from recognized hazards that are likely to cause death or serious physical harm. Equipment must be suitable for installation and use and must be installed and used in accordance with the NEC and/or OSHA.
- **Labeling of Disconnects** – Each *disconnecting means* must be clearly labeled to indicate the circuit's function unless it is located and arranged so the purpose is evident. Identification should be specific rather than general and all labels and marking must be durable enough to withstand the environment to which they may be exposed and must include nominal voltage used by the device.
- **Energy from More Than One Source** – Motors and motor-operated equipment with more than one source of power may have multiple disconnects. Where multiple *disconnecting means* are provided, a permanent warning sign shall be provided on or adjacent to each *disconnecting means*.
- **Guarding of Live Parts** – Live parts of electric equipment operating at 50 volts or more must be guarded by use of an approved cabinet or in a room or vault that is accessible to *qualified persons* only.

General Wiring Design and Protection

New electrical wiring, and the modification, extension or replacement of existing wiring must conform to the requirements of NEC, the NFPA, OSHA, and the following:

- No grounded conductor may be attached to any terminal or lead so as to reverse the designated polarity.
- The grounding terminal or grounding-type device on receptacles, cord connector, or attachment plug may not be used for any purpose other than grounding.
- Conductors and equipment must be protected from overcurrent above their listed current carrying capacity.
- All alternating current systems of 50 to 1,000 volts must normally be grounded as required by the NEC and OSHA. The path to ground from circuits, equipment and enclosures must be permanent and continuous.
- Conductors entering boxes, cabinets or fittings must be protected from abrasion, and openings through which conductors enter must be effectively closed.
- All pull boxes, junction boxes and fittings must be provided with covers approved for the purpose. If metal covers are used, they must be grounded. In completed installations, each outlet box must have a cover, faceplate, or fixture canopy. Pull boxes and junction boxes for systems over 600 volts, nominal, must provide complete enclosure, the boxes must be closed by suitable covers securely fastened in place, and the cover must be permanently marked “High Voltage.”
- Switchboards and panel boards that have exposed live parts must be located in permanently dry locations and accessible to *qualified persons* only. Panel boards must be mounted in cabinets, cutout boxes or other approved enclosures, and must be *dead front* unless accessible to *qualified persons* only. Receptacles installed in damp or wet locations must be suitable for the location
- Cabinets, cutout boxes, fittings, boxes and panel board enclosures in damp or wet locations must be installed to prevent moisture or water from entering and accumulating within the enclosure. In wet locations the enclosures must be weatherproof.
- Fixtures, lamp holders, lamps, rosettes, and receptacles may have no live parts normally exposed to employee contact.
- Screw-base light socket adapters do not maintain ground continuity and may not be used.
- Multi-plug receptacle adapters may not maintain ground continuity or may overload circuits and must not be used. If additional receptacles are needed in a work location, additional circuits and/or receptacles must be installed.
- Multi-plug power strips with overcurrent protection are acceptable for use with electronic equipment, however, they may not be “daisy-chained” (i.e., two or more power strips plugged into each other in a chain).
- Electrical equipment, wiring methods and installations of equipment in hazardous classified locations must be intrinsically safe, approved for the location, or safe for the location.

Requirements for Temporary Wiring

Temporary electrical power and lighting installations 600 volts or less, including flexible cords, cables, extension cords, and distribution panels may only be used during and for renovation, maintenance, repair, or experimental work. Temporary wiring may also be used

for decorative lighting for special events and similar purposes for a period not to exceed 90 days. The following additional requirements apply:

- GFCI must be provided on all temporary-wiring circuits, including extension cords, used on construction sites.
- GFCI must be used when extension cords and/or equipment are used in wet, damp or conductive locations.
- In general, all equipment and tools connected by cord and plug must be grounded. Listed or labeled double insulated tools and appliances need not be grounded.
- Feeders must originate in an approved distribution center, such as a panel board, that is rated for the voltages and currents the system is expected to carry.
- Branch circuits must originate in an approved power outlet or panel board.
- Bare conductors or earth returns shall not be used for the wiring of any temporary circuit.
- Receptacles must be of the grounding type. Unless installed in a complete metallic raceway, each branch circuit must contain a separate equipment-grounding conductor, and all receptacles must be electrically connected to the grounding conductor.
- Flexible cords and cables must be UL listed and suitable for the location and intended use.
- Flexible cords may not be: run through holes in walls, ceilings, floors or run through doorways, windows or similar pinch points unless protected from damage; attached to building surfaces, concealed behind building walls, ceilings or floors; or used as a substitute for fixed wiring.
- Flexible cords and cables must be protected from accidental damage. Sharp corners and projections are to be avoided.
- Temporary wiring, such as extension cords, should be inspected before each use. Splicing is prohibited.

Open Conductors, Clearance from Ground

Open conductors must be located: at least 10 feet above any finished grade, sidewalk or projection; 12 feet above areas subject to non-truck traffic; 15 feet above areas subject to truck traffic; and 18 feet above public streets, roads or driveways.

Entrances and Access to Workspace

In any workspace where there is electric equipment operating at over 600 volts, there must be at least one entrance at least 24" wide and 6'-6" high to permit escape in the event of an emergency. Any exposed energized conductors operating at any voltage and located near the entrance must be guarded to prevent accidental contact. Any insulated energized conductors operating at over 600 volts and located next to the entrance must also be guarded.

Working Space about Electric Equipment

Sufficient access and working space must be provided and maintained around all electric equipment to permit ready and safe operation and maintenance of the equipment. Working clearances may not be less than 36 inches in front of electric equipment. Except as permitted by OSHA or the NEC, the working space in front of live parts operating at 600 volts or less that requires servicing, inspection or maintenance while energized may not be less than indicated in Appendix B. This working space shall not be used for storage.

Working on Electrical Systems - Energized Parts

Live parts to which an employee may be exposed will be de-energized, using approved *lockout/tagout* procedures, before the employee works on or near them, unless:

- Work is performed on or near live parts by *qualified persons* related to tasks such as testing, trouble- shooting, voltage measuring, etc., provided **appropriate safe work practices** and **personal protective equipment** are used or, the live parts operate at less than 50 volts to ground and there is no increased exposure to electrical burns or to explosion due to electric arcs.
- De-energizing introduces “additional or increased hazards.” (i.e., shutdown of critical fume hood ventilation systems).
- De-energizing is not possible due to equipment design or operational limitations.
- Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely.
- Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts. Employees may not reach blindly into areas which may contain energized parts.

Except for emergency repairs to the extent necessary to safeguard the general public, at least two *qualified persons* shall be present during:

- Installation, removal, or repair of lines that are energized at more than 600 volts.
- Installation, removal, or repair of de-energized lines if an employee is exposed to contact with other parts energized at more than 600 volts.
- Installation, removal, or repair of transformers, capacitors, regulators, switch gear or other mechanical equipment, if an employee is exposed to contact with parts energized at more than 600 volts.

Always have an observer trained in emergency shutdown and first aid. Follow the one hand rule (working with only one hand) when working on live circuits, if possible.

When employees work on exposed de-energized parts or near enough to them to expose the employee to an electrical hazard, then the following safety related work practices will be followed:

- Employees shall treat exposed de-energized parts as live when working on or around the equipment.
- Any conductors or parts of electric equipment that have not been properly locked and/or tagged out must be treated as energized even if these systems have been de-energized.
- If the potential exists for an employee to contact parts of fixed electric equipment or circuits that have been de-energized, the circuits energizing the parts must be locked and tagged out.

De-energizing Equipment

Safe procedures for de-energizing circuits and equipment will be determined by a *qualified person* before the circuit or equipment is de-energized.

- Circuits and equipment to be worked on will be disconnected by the worker from all electric energy sources.
- Stored electrical energy that might endanger personnel must be safely released prior to the work.
- Stored non-electrical energy (e.g., hydraulic or pneumatic) in devices that could reenergize electric circuit parts must be blocked or relieved so that circuit parts cannot be accidentally reenergized by the device.
- A lock and tag must be placed on each *disconnecting means* used to de-energize circuits and equipment on which work is to be done.

Verification of De-energized Condition

The following requirements must be met before any circuit or equipment is considered de-energized or may be worked on as de-energized.

- A *qualified person* must activate the equipment operating controls or use other methods to verify that the equipment cannot be restarted.
- A *qualified person* must use test equipment to ensure that electrical parts and circuit elements are de-energized. The test must confirm there is no energized condition from induced voltage or voltage back feed.
- Test equipment and instruments must be visually inspected for external defects or damage before being used to verify that the equipment or circuit is de-energized.
- When voltage over 600 volts nominal is tested, the test equipment must be checked for proper operation immediately before and after the test on a known live source.

Re-energizing Equipment

The following requirements must be met, in the order given, before circuits or equipment is re-energized, even temporarily:

- If electrical jumpers, shorts, grounds or other such devices have been used as part of a lockout/tagout, a *qualified person* must conduct tests and visual inspections as necessary to verify that all electrical jumpers, shorts, grounds and other such devices have been removed so that circuits and equipment can be safely energized.
- Employees potentially exposed to the hazards of re-energizing the circuit must be warned to stay clear and each employee removes his or her own lock(s) and tag(s).

Overhead Power Lines

When work is to be performed near overhead lines, the lines must be de-energized and grounded whenever possible. If it is not possible to de-energize and ground overhead lines, then other protective measures, such as guarding, isolating, or insulating must be taken before the work is started. These protective measures must prevent direct contact by the *qualified person* or indirect contact through conductive materials, tools, or equipment. Only *qualified persons* are allowed to install insulating devices on overhead power transmission

and distribution lines. All other persons, and any conductive object used by these employees, may not approach closer than the minimum approach distance of 10 feet when the voltage to ground is 50 kV or less, and 10 ft. + 4 inches for every 10 kV over 50 kV when the voltage to ground is greater than 50 kV. When working near overhead lines, unqualified persons must maintain a clearance distance of 10 feet, and vehicles and/or mechanical equipment must maintain a clearance distance of 10 feet (or greater) from energized overhead lines. *Qualified persons* working in the vicinity of energized overhead lines, whether in an elevated position or on the ground, are not allowed to approach any exposed energized parts closer than allowed in the table below unless:

- The person is insulated from the energized part by using voltage rated gloves, (with sleeves and or hot stick if necessary).
- The energized part is insulated from all other conductive objects at a different potential and from the person.
- The person is insulated from all conductive objects that are at a potential different from the energized part.

TABLE 2 APPROACH DISTANCES FOR QUALIFIED PERSONS EXPOSED TO ALTERNATING CURRENT	
Voltage Range (phase-to-phase)	Minimum Approach Distance
300 V and less	Avoid contact
Over 300 V, not over 750 V	1 ft. 0 in.

Personal Protective Equipment

Electrical safety shoes, long sleeve non-synthetic, low flammability shirts and insulating gloves will be worn when operating or testing 600 volt or higher equipment. Flame retardant work outfits shall be worn by employees who are potentially exposed to high-energy areas capable of igniting clothing as per NFPA 70E.

- Equipment should be inspected before each use. An air test should be performed on lineman’s gloves, along with the inspection.
- Protective shields, protective barriers, or insulating materials shall be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts which might be accidentally contacted or where dangerous electric heating or arcing might occur.
- When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded to protect unqualified persons from contact with the live parts.
- Gloves should conform to ASTM standards based upon the voltage protection required. Protector gloves can be worn over the lineman’s gloves when needed for flash protection.
- Only face shields with arc rating exposures can be used.
- Safety glasses must always be worn under face shields and hoods.
- Flash suits should be worn in extreme high voltage situations (>1 kV).
- Steel-toed shoes may not be worn when working around live, exposed electrical equipment.

- Do not wear clothes that are so tight that they restrict your freedom of movement, or so loose that they get caught in equipment. Before starting work, button shirt cuffs and remove neckties.
- Employees should not wear conductive articles of clothing or jewelry (i.e., rings, key chains, necklaces).
- Wear well-insulated shoes.
- Restrain long hair.

Hand Tools and Plug-in Equipment

- Never yank cords from their receptacles.
- Never carry tools by the cord or hose.
- Inspect cords before each shift.
- Non-cord carrying metal parts of cord and plug connected equipment must be grounded unless the equipment is double insulated.
- The third wire serves as a conductor that is connected in conjunction with the system ground.
- Keep cords away from heat, oil and sharp edges.
- Disconnect tools when changing bits, blades, and accessories.
- Make sure tools are UL listed and must meet NEC Standards for double insulation or third wire power cord grounding.
- Use grounded electrical outlets and don't overload them.
- Never remove the grounding prong to make the plug fit into a two-prong socket.
- Always choose the right tool for the job and never modify tools.
- Don't use tools with gaps, cracks or tears in the insulation

Extension Cord Safety Guidelines

- Extension cords provide a convenient method of bringing AC power to a device that is not located near a power source. They are also used as temporary power sources. As such, extension cords are heavily used. They are also often involved in electrical code and safety violations. Improper use of extension cords can lead to shock hazards. In addition, use of an undersized extension cord results in an overheated cord and insufficient voltage delivered to the device, thus causing device or cord failure and a fire hazard.
- Extension cords must be UL approved (or another Nationally Recognized Testing Laboratory) and properly maintained with no exposed live parts, exposed ungrounded metal parts, damage, or splices.
- Extension cords must be made of a heavy-duty or extra-heavy-duty rated cable and must be a continuous length.
- A spliced cord is never permitted.
- Around construction sites, in damp areas, or in an area where a person may be in direct contact with a solidly grounded conductive object such as working in a wash bay, extension cords must be protected by a GFCI. The GFCI can consist of a special circuit breaker, a GFCI outlet, or an extension cord with a built-in GFCI.

- Extension cords should be of sufficient current-carrying capacity to power the device. An undersized cord is a fire hazard.
- Extension cords must be three-conductor (grounded) even if the device has a two-conductor cord. Never use two-conductor extension cords at UT. (Equipment grounding conductors that are part of flexible cords or used with fixture wires shall not be smaller than 18 AWG copper and not smaller than the circuit conductors.)
- Cord repair is not encouraged. In the event it becomes necessary; only qualified personnel may make repairs of extension cords.

There are very few acceptable combinations of extension cords and devices. Some acceptable combinations are:

- Extension cord to device (electrical equipment)
- Power strip to device
- Surge protector (with cord) to device
- Direct surge protector to extension cord to device
- Direct surge protector to power strip to device

Safety Policy Audit

Red Mountain Roofing will perform an audit of field work and safety compliance on an annual basis.

Training

- Any employees whose job duties do not bring them close enough to exposed parts of electrical circuits (50 volts or more to the ground) do not need electrical safety training.
- Unqualified persons, including those employees who use power tools, perform services of equipment and machines and/or perform maintenance or repair functions on electrical equipment, and who are close enough to exposed parts of electrical circuits (50 volts or more to the ground), require electrical safety training.
- Electrical awareness training must be performed before the employee is assigned duties involving work around or on electrical systems.
- Retraining will be performed whenever inspections performed by the employee's supervisor or safety personnel indicate that an employee does not have the necessary knowledge or skills to safely work on or around electrical systems. Retraining will also be performed when policies or procedures change and/or new equipment or systems are introduced into the work area.
- Qualified persons must be trained in the following:
 - Can distinguish exposed energized parts from other parts of electrical equipment
 - Determine the nominal voltage of exposed energized parts
 - Know what personal protective equipment to wear and understand flash protection boundaries
 - Approach distances
 - Must be trained on the specific equipment they will work with

- Medical services and first aid and rescue equipment
- Lockout/tagout
- Understand the specific hazards associated with electrical energy
- Understand safety related work practices
- Be familiar with Red Mountain Roofing's electrical safety policy
- Understand the energized electrical work permit system

Recordkeeping

Training documentation will be kept for all affected employees for the length of employment.

Appendix A – Hazard Assessment and Energized Electrical Work Permit

Section 1 – Project Information

Project Name: _____ Project Manager: _____

Location (In detail): _____

Scope of Work (Basic description of work and equipment used): _____

Section 2 – Hazard Analysis

Check the all that Apply

Work Site Access

Ladder Scaffold Roof Sewer Catwalk/Landing Suspended Ceiling Pit/Tunnel

Potential Hazards and Safeguards

- Asbestos Biological Hazards Chemicals Compressed Gas Confined Space
- Electrical Powerline Overhead Electrical: damp/wet environment Heat/cold Stress
- Energized Equipment Mechanical Hydraulic Pneumatic Steam
- Excavation, Trenching, Shoring Fall Hazards Fire Hazards Lead Noise
- Personal Protective Equipment Required
 - Ears ◦ Eyes ◦ Feet ◦ Hands ◦ Head ◦ Respiratory
- Radiation Scaffolding Welding/Cutting

Electrical Energy Source Hazards for This Permit

- 120 volts 277 volts Emergency Power
- 208 volts 480 volts Less than 50 volts (permit may not be required)
- 240 volts DC Other (Describe): _____

Work to Be Performed (include work practices being employed):

Justification for Energized work

- De-Energizing introduces additional or increased hazards. Examples include interruption of life support equipment, deactivation of emergency alarm systems, shut down of hazardous location ventilation equipment, or removal of illumination for an area.
- De-Energizing is infeasible due to equipment design or operational limitations. Examples include testing of electrical circuits that can only be performed with the circuit energized, and work on circuits that form an integral part of continuous industrial process in a chemical plant that would otherwise need to be completely shutdown in order to permit work on one circuit or piece of equipment.

Live parts that operate at less than 50V to ground need not be de-energized if there will be no increased exposure to electrical.

Explain the Specifics for Selection:

Special Instructions:

Approach Boundaries to Live Parts for Shock Protection (NFPA 70E, Table 130.2 (C))

<ul style="list-style-type: none"> System Voltage 	<ul style="list-style-type: none"> Limited Approach (fixed circuit parts) Boundary 	<ul style="list-style-type: none"> Restricted Approach Boundary 	<ul style="list-style-type: none"> Prohibited Approach Boundary
<ul style="list-style-type: none"> <input type="checkbox"/> Less than 50V 	<ul style="list-style-type: none"> Not Specified 	<ul style="list-style-type: none"> Not Specified 	<ul style="list-style-type: none"> Not Specified
<ul style="list-style-type: none"> <input type="checkbox"/> 50V to 300V 	<ul style="list-style-type: none"> 3'6" * 	<ul style="list-style-type: none"> Avoid Contact 	<ul style="list-style-type: none"> Avoid Contact
<ul style="list-style-type: none"> <input type="checkbox"/> 301V to 750V 	<ul style="list-style-type: none"> 3'6" * 	<ul style="list-style-type: none"> 1'0" 	<ul style="list-style-type: none"> 0'1"
<ul style="list-style-type: none"> <input type="checkbox"/> 751V to 15kV 	<ul style="list-style-type: none"> 5'0" * 	<ul style="list-style-type: none"> 2'2" 	<ul style="list-style-type: none"> 0'7"
<ul style="list-style-type: none"> <input type="checkbox"/> 15.1kV to 35kV 	<ul style="list-style-type: none"> 6'0" * 	<ul style="list-style-type: none"> 2'7" 	<ul style="list-style-type: none"> 0'10"
<ul style="list-style-type: none"> <input type="checkbox"/> 36kV to 46kV 	<ul style="list-style-type: none"> 8'0" * 	<ul style="list-style-type: none"> 2'9" 	<ul style="list-style-type: none"> 1'5"
<ul style="list-style-type: none"> <input type="checkbox"/> 46.1kV to 72.5kV 	<ul style="list-style-type: none"> 8'0" * 	<ul style="list-style-type: none"> 3'2" 	<ul style="list-style-type: none"> 2'1"
<ul style="list-style-type: none"> <input type="checkbox"/> 72.6kV to 121kV 	<ul style="list-style-type: none"> 8'0" ** 	<ul style="list-style-type: none"> 3'3" 	<ul style="list-style-type: none"> 2'8"
<ul style="list-style-type: none"> <input type="checkbox"/> 138kV to 145kV 	<ul style="list-style-type: none"> 10'0" *** 	<ul style="list-style-type: none"> 3'7" 	<ul style="list-style-type: none"> 3'1"

*If any conductors are moveable, the limited approach distance is 10'.

** If any conductors are moveable, the limited approach distance is 10'8".

***If any conductors are moveable, the limited approach distance is 11'.

***If any

Multiply single-phase voltage by 1.73 to obtain voltage level to used (NFPA 70E C.2.11)

Limited Approach Boundary

- Approach limit at a distance from a live part within which a shock hazard exists.

Restricted Approach Boundary

- Approach limit at a distance from an exposed live part within which there is an increased risk of shock, due to electrical arc-over, combined with inadvertent movement, for personnel working close to the live part.

Prohibited Approach Boundary

- Approach limit at a distance from a live part within which work is considered the same as making contact with the live part.

Flash Hazard Analysis (NFPA 70E,130,3 [A])

Flash Protection Boundary

- 4'0" (systems less than 600 volts, with 0.1 second clearing time; ibf<50kA, of 5000 A-sec)
- Other (please state the source or attach the work performed to derive the boundary)

Fault Clearing Device (name) _____ Description _____

Manufacturer/Model/Type _____

Clearing time, seconds _____

Hazard/Risk Level Determination

Method Used:

- Available short circuit fault current is less than 10,000 amps. (ID source of value) _____
- From NFPA 70E Table 130.7(C)(9)(A)
- Other (Describe) _____

Hazard/Risk Level: -1 0 1 2 3 4 At a distance of: _____

Section 3 – Personal and Other Protective Equipment

Use NFPA 70E Table 130.7(C)(10) and check all that apply

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Cal Rating	<input type="checkbox"/>	<input type="checkbox"/> Cal Rating
<input type="checkbox"/> Pants	<input type="checkbox"/> FR Long Sleeve Shirt	<input type="checkbox"/>	<input type="checkbox"/> FR Flash Suit	<input type="checkbox"/>
<input type="checkbox"/> Natural Fiber Clothing	<input type="checkbox"/> FR Pants	<input type="checkbox"/>	<input type="checkbox"/> FR Hard Hat	<input type="checkbox"/>
<input type="checkbox"/> Eye Protection	<input type="checkbox"/> FR Coverall	<input type="checkbox"/>	<input type="checkbox"/> FR Safety Goggles	<input type="checkbox"/>
<input type="checkbox"/> T-shirt (short)	<input type="checkbox"/> FR Jacket	<input type="checkbox"/>	<input type="checkbox"/> Arc-related Face Shield	<input type="checkbox"/>

<ul style="list-style-type: none"> • <input type="checkbox"/> Long Sleeve Shirt 	<ul style="list-style-type: none"> • <input type="checkbox"/> FR Flash Suit Jacket 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • <input type="checkbox"/> Flash Suit Hood 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • <input type="checkbox"/> Hearing Protection 	<ul style="list-style-type: none"> • <input type="checkbox"/> Leather Gloves 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • <input type="checkbox"/> Protective Footwear 	<ul style="list-style-type: none"> •

*** No jewelry or metal objects can be worn or carried in pockets while completing work requiring an energized work permit. This includes wedding rings, necklaces, watches, earrings, keys, coins, pocket knives, etc.

Other Protective Equipment

Insulated tools and equipment required per NFPA 70E Table 130.7(C)(9)(A)

- Insulated Tools Fiberglass-Reinforced Plastic Rods Rubber Insulating Equipment
- Fuse or Fuse Holding Equipment Portable Ladders Voltage Rated Plastic Guard Equip.
- Ropes and Hand Lines Protective Shields Physical or Mechanical Barriers

Section 4 – Site Control and Support

Worksite Control

- Locked Access Barrier Tapes, Stanchions Other _____
- Electrical Hazard Signs Attendant

Work Support Required

- Safety Watch Required
- Means of emergency communication (check all that apply).
- Radio Cell Phone Phone

Section 5 – Work Schedule and Personnel

Schedule – Start Date: _____ End Date: _____ Hours: _____

Permit Expiration Date: _____ (not to exceed one year from start date).

Qualified Person

- Performing Work Safety Watch
- Reviewing Hazard Analysis Yes No
- Completed Job Briefing Yes No
- Agrees to Requirements Yes No

Name (Print Legibly) _____

Signature _____ Date _____

Supervisor

Prepared Hazard Analysis Yes No

Completed Job Briefing Yes No

Employees are qualified to do this work Yes No

Name (Print Legibly) _____

Signature _____ Date _____

NOTE: If any unexpected energy is found, or equipment has been modified since the permit was issued, the permit is VOID.

Section 6 – Authorization of Energized Electrical Work Permit
Supervisor, Lead or Electrical Engineer (FS Engineering Services)

Completed and/or reviewed Flash Hazard Analysis

Comments: _____

Name (Print Legibly) _____

Signature _____ Date _____

Responsible Supervisor Authorizing Work

Reviewed Flash Hazard Analysis Yes No

Agreed to Justification Yes No

Comments: _____

Name (Print Legibly) _____

Signature _____ Date _____

Manager Authorizing Work

Reviewed Flash Hazard Analysis Yes No

Agreed to Justification Yes No

Comments: _____

Name (Print Legibly) _____

Signature _____ Date _____

Appendix B - Working Clearances

Nominal voltage to ground	Minimum clear distance for condition					
	Condition A		Condition B		Condition C	
	m	ft	m	ft	m	ft
0-150	0.9	3.0	0.9	3.0	0.9	3.0
151-600	0.9	3.0	1.0	3.5	1.2	4.0

Electrical Safety Policy – Employee Acknowledgement

Topics Covered:

- Purpose
 - Application
 - Abbreviation, Acronyms, Definitions
 - Duties and Responsibilities
 - General Precautions
 - Hazard Assessment
 - Practices
 - Personal Protective Equipment
 - Hand Tools and Plug-in Equipment
 - Extension Cord Safety Guidelines
 - Safety Policy Audit
 - Training
 - Recordkeeping
 - Hazard Assessment and Energized Electrical Work Permit
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Electrical Safety Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Emergency Action Plan (EAP)

OSHA standards 29 CFR 1910.38 and 1926.35

Purpose

This Emergency Action Plan (EAP) outlines the best procedures that shall be followed by all employees at Red Mountain Roofing. For the purposes of everyone's safety in an emergency, employees are considered both full and part-time, workers, and contracted workers.

Definitions

- **OTC** refers to over-the-counter pharmaceuticals (i.e., Advil, Excedrin, Tums, Vitamin C, Neosporin, etc.)

Practices

First Aid and Medical Emergency

Red Mountain Roofing will ensure the availability of emergency medical services for its employees at all times. Red Mountain Roofing shall also ensure the availability of a suitable number of appropriately trained persons to render first aid. The safety director will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

All of Red Mountain Roofing's buildings and company job sites shall have access to at least one (1) first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

OTC drugs, inhalants, medicines, or proprietary preparations shall not be included in first-aid kits. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care (also based on remoteness of the job site.)

Contents of First Aid Kit

First Aid kits will contain at least the following:

OSHA has adopted ANSI's list of minimal acceptable contents of first aid kits.
16 - Adhesive bandages, 1 in. x 3 in. (2.5 cm x 7.5 cm)
1 - Adhesive tape, 5 yd. (457.2 cm)
10-Antibiotic Treatment Application, 1/57 oz.
10 – Antiseptic applications 1/57 oz.
1 – Breathing Barrier
1 – Burn Dressing, gel soaked, 4” x 4”

10 - Burn treatment applications, 1/32 oz.
1 – Cold Pack
2 – Eye Covering
1 – Eye Wash, 1 oz.
1 – First Aid Guide
6 – Hand Sanitizer, 0.9 g
2 pairs - Medical exam gloves
1 – Roller Bandage, 2” x 4 yds.
1 - Scissors
2 - Sterile pads, 3 in. x 3 in. (7.5 x 7.5 cm)
2 – Trauma Pad, 5” x 9”
1 - Triangular bandage, 40 in. x 40 in. x 56 in. (101 cm x 101 cm x 142 cm)

Administering First Aid

To assure that Red Mountain Roofing employees are provided with necessary medical services in the event of an emergency, employees that are injured, but not requiring an ambulance, should seek medical care at an urgent care closest to their office or job site (or location if *en route*.)

If injured employees cannot drive, but are not in immediate danger, they should call their supervisor to come pick them up and transport them to the nearest urgent care whenever medical services are not readily available.

Red Mountain Roofing will provide a certified first-aid employee to be in each location, adequate for the number of employees and exposures presented. These first-aid employees will be certified equal to the training provided by the American Red Cross or the American Heart Association.

The names of such certified employees are available from the safety director for office personnel and will be made known to those on job sites via their supervisor(s).

The telephone numbers of the following emergency services in the area shall be posted by the safety director at the jobsite gang box, or otherwise made available to the employees where no jobsite gang box exists:

- Local Urgent Care: NextCare Urgent Care - (480) 807-0130
- Hospital: Banner Baywood - (480) 321-2000
- Ambulance Service: 911
- Fire Department: Mesa City Fire Department Station 208 - (480) 644-2101

Prior to the commencement of work at any site, the supervisor shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through new employee orientation, toolbox meetings, and/or safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily placed and accessible.

Incidents

These procedures are to be followed in the event of a serious employee incident:

- Call 911 and request the paramedics.
- Employees shall report all work-related incidents to their supervisor immediately, even if the employee does not feel that they require medical attention. Failure to report any incident may result in a delay of Workers' Compensation benefits and disciplinary action, up to and including termination.
- The supervisor, employee, and first aid personnel should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee shall be sent for professional medical care.
- If medical attention is not desired or the employee refuses treatment, Red Mountain Roofing's Incident Investigation Report shall still be filled out in case complications arise later.
- In all cases, if employees cannot transport themselves for any reason, transportation should be provided.
- In the event of a serious incident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness, or a death, then phone contact shall be made with the safety director as soon as possible. The safety director must also contact the nearest State or Federal OSHA office for a fatality within 8 hours and all work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

Evacuation Routes

Office Locations

Evacuation route maps have been posted throughout each Red Mountain Roofing office location.

Job Sites

On Red Mountain Roofing's job sites, there may or may not be an actual drawing. Whether or not a drawing exists, the job site supervisors are to review the evacuation routes with employees on the first day of each job, before any work begins by walking the route and ending up at the evacuation meeting location. If new employees are brought on the job site, mid-job, the evacuation routes and meeting place is to be reviewed with those employees the first day of their reporting to the job site, before their work begins in the same way as those employees on the first day of the job.

The following information shall be marked on evacuation route maps:

- Emergency exits
- Stairways if present

- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Location of fire hose systems if provided
- Fire alarm pull stations' location
- Assembly points

All employees should know at least two evacuation routes.

Emergency Phone Numbers

EMERGENCY: For severe incidents or if you are unsure if medical attention is needed, call 911 (at an office one may need to dial 9 first to get an outside line, then 911).

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

Types of emergencies to be reported by employees are:

Bomb Threat	Severe Weather
Extended Power Loss	Workplace Violence
Fire	Other Incidents/Accidents
Medical	

Serious Medical Emergency

Call 911 (at an office some may need to dial 9 first to get an outside line, then 911) ask for one or more of the following:

- Paramedics
- Ambulance
- Fire Department
- Police
- Other

Provide the following information:

- Nature of medical emergency
- Location of the emergency (address, building, room number)
- Your name and the phone number from which you are calling.

Do not move victim unless it is absolutely necessary.

If employees trained in First Aid/CPR are not available, as a minimum, attempt to provide the following assistance:

- Only if latex or vinyl gloves AND eye protection are available should another employee render minor assistance
- Stop the bleeding with firm pressure on the wound(s)
- Clear the air passage using the Heimlich maneuver in case of choking
- Do not preform mouth-to-mouth if you do not have a mouth guard

In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment (PPE). A master binder for all SDSs shall be maintained and available in the corporate office. Also, each company vehicle and/or job site must have a binder containing all current SDSs. Attempt first aid and/or CPR ONLY if trained.

Training

Red Mountain Roofing will provide free First Aid/CPR training to those *employees that wish to volunteer as hands-on emergency response personnel.

Those *employees wishing to receive the training, please notify the safety director.

Refresher training shall take place every two (2) years at no cost to the *employee.

Those *employees that wish to receive the training, but do not wish to be on the emergency response team can do so at a discounted price.

**For the training of First Aid/CPR, employees are those that are full or part time employees only.*

Emergency Action Plan (EAP) Contact Sheet for Red Mountain Roofing

Facility or Job Site Name: Red Mountain Roofing

Facility or Job Site Address: 4735 E. Virginia St., Ste. 102, Mesa, AZ 85215

Emergency Personnel Name and Response Numbers

Designated Responsible Employee:

Name: Krystal Beseth Phone: _____

Emergency Coordinator:

Name: Krystal Beseth Phone: _____

Emergency Action Plan (EAP) Policy - Employee Acknowledgment

Topics Covered:

- Purpose
- Definitions
- Practices
 - First Aid and Medical Emergencies
 - First Aid Kits
 - Administering First Aid
 - Incidents
 - Evacuation Routes
 - Office Locations
 - Job Site Locations
- Emergency Phone Numbers
- Emergency Action Plan Contact Sheet for Red Mountain Roofing
- Serious Medical Emergency
- Training
- Recordkeeping

- I have read and fully understand all practices and responsibilities.
- I agree to observe and follow these practices.
- I have received a copy of this policy and practices.
- I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing's *Emergency Action Plan (EAP) Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Fall Protection Policy

OSHA standards 29 CFR 1926 Subpart M

Purpose

Red Mountain Roofing is dedicated to protecting its employees from falls on the job. All employees of Red Mountain Roofing have the responsibility to work safely on the job. The purpose of the *Fall Protection Policy* is to ensure that every employee who works for Red Mountain Roofing recognizes workplace fall hazards and to take all appropriate measures to address such fall hazards to prevent injuries.

Definitions

- **Anchorage** means a secure point of attachment for lifelines, lanyards or deceleration devices.
- **Body harness** means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.
- **Controlled access zone (CAZ)** means an area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled.
- **Deceleration device** means any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.
- **Deceleration distance** means the additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.
- **Lanyard** means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.
- **Leading edge** means the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.
- **Lifeline** means a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.
- **Personal fall arrest system** means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.
- **Positioning device system** means a body belt or body harness system rigged to allow an

employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

- **Safety-monitoring system** means a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.
- **Self-retracting lifeline/lanyard** means a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Duties and Responsibilities

Constant awareness of and respect for all hazards, and compliance with all safety rules are considered conditions of employment. The job site supervisor or foreman, as well as the safety director, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this policy and the fall protection site plan.

Employer

It is the responsibility of Red Mountain Roofing to ensure that all employees understand and adhere to the procedures of this policy and to follow the instructions of the job site supervisor.

Safety director

It is the responsibility of the safety director to review and update the fall protection policy. It is also the responsibility of the safety director to ensure all employees are properly trained in fall protection practices.

Supervisors

It is the responsibility of the job site supervisor to implement this plan. Continual observational safety checks of work operations, and the enforcement of the safety policy and procedures shall be regularly enforced. The job site supervisor is responsible for correcting any unsafe practices or conditions immediately and if needed, notifying the safety director so changes can be made in the written policy.

Employees

Only those employees designated and trained in fall protection safety shall be allowed to work in areas of potential fall hazards. Also, only employees trained and qualified to perform leading edge work shall do so. Employees shall:

- Use a Personal Fall Arrest System (PFAS) when:
 - Working from heights of six (6) feet or higher.
 - Residential roofing; on flat roofs, employees working at least six (6) feet away or more from a leading edge and do not approach the leading edge at any time except to climb up or down a ladder, do not have to have fall protection. A safety monitor is still suggested as an added measure of protection.
 - Working from an extension ladder.
 - Working on a scaffold of heights of 10 feet or higher.
 - Working on steel erection of heights of 30 feet or higher.
- Inspect all of the PFAS components prior to and after each use.
- Only enter the Controlled Access Zones (CAZ) if you have been trained in fall

protection.

- All other employees are **not** allowed in the CAZ at any time.

Any employee having reason to believe that their PFAS equipment is defective will notify their supervisor immediately and **not** use such equipment.

It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to themselves, any other employees and/or potential property damage.

Any employee who intentionally removes, defeats, damages, or works outside of any fall protection system shall be subject to disciplinary action, up to and including termination.

Practices

Personal protective equipment (PPE) shall be provided as required, including fall arrest systems. The steps below shall be followed throughout all phases of work:

- All fall protection equipment shall be conspicuously located.
- All fall protection equipment shall be periodically inspected, inspected before each use, and maintained in good operating condition. Defective equipment shall be immediately taken out of service and tagged "**Do Not Use.**" All the company's fall protection equipment shall meet industry or regulatory standards.
- Any lifelines or lanyards that have actually been subjected to an in-service load shall be removed from service and tagged "**Do Not Use.**" Such equipment shall **not** be used for employee safeguarding again under any circumstances.

Guardrails, Handrails and Covers

To prevent the possibility of employees or materials falling through floor, roof or wall openings, or from stairways or runways, the following procedures shall be exercised where such hazards exist.

- Guarding of unprotected sides and edges, leading edges, hoist areas, dangerous equipment, wall openings, floor openings, floor holes and roofs with slopes shall be implemented.
- Wherever feasible and required, employees shall be protected from areas of potential falls, which are more than 6 feet above a lower level, with a guardrail system, including toeboards, a personal fall arrest system and/or safety nets (except at entrances to stairways), and while properly using portable ladders and extension ladders.
- All ladderway floor openings shall be guarded with standard railings and standard toeboards.
- Wherever feasible, all work areas above dangerous equipment shall be guarded with a guardrail system, personal fall arrest systems and/or safety nets.
- All hatchways and chute floor openings shall be guarded by:
 - Hinged covers of standard strength and construction and standard railings.
 - A removable standard railing with toeboards.

- Skylight openings shall be guarded by fixed standard railings.
- Fixed and trap door openings shall be guarded by floor opening covers of standard strength and construction.
- Manhole openings shall be guarded by standard covers.
- Wherever feasible, employees shall be protected when working on surfaces 6 feet or more above a lower level with a guardrail system, safety net or personal fall arrest system.
- All employees exposed to injury from falling objects shall be required to wear a hard hat.
- Additional protection systems such as toeboards, screens and guardrail systems should be employed wherever feasible to prevent objects from falling from upper levels.
- If necessary, a canopy structure should be built on the lower level to protect employees, or the area should be barricaded and the employee entrance should be off limits when the potential for objects to fall exists.
- All fall protection systems shall be installed in accordance with accepted practices.

Personal Fall Arrest System

Employees shall be protected from falling from all sides and edges of elevated areas, which are more than six (6) feet above a lower level, where standard protection systems are not feasible, by one of two methods described below:

- By the use of Personal Fall Arrest System (PFAS).
Some or all of the following equipment will be utilized (as needed) as a personal fall arrest system:
 - Anchorage Devices
 - Body Harness
 - Lanyard
 - Lifeline
 - Deceleration Device

***NOTE: As of January 1, 1998, body belts are not acceptable as part of a personal fall arrest system, but can be used as a part of a positioning device system.**

All components of a fall arrest system shall meet the specifications of the OSHA Fall Protection Standard, and shall be used in accordance with the manufacturer's instructions. All equipment, including supplementary equipment such as D-rings, snaphooks and connectors, shall comply with installation and construction requirements of 1926.502(d) and (e).

The use of non-locking snaphooks is prohibited.

Prior to each use, employees shall inspect all equipment to determine if it has any flaws, defects or excessively worn parts which would render it unusable and unsafe. Such equipment shall be immediately removed from service, tagged "**Do Not Use**", and sent back to the shop for repair or properly disposed of.

A Fall Protection Plan will be developed and implemented if all other fall protection systems are not feasible or all other fall protection options themselves would be a hazard. The Fall Protection Plan shall comply with provisions of 1926.501(b)(2)(i) and all of 1926.502(k).

Fall Protection from Ladders

1. Only the following ANSI approved ladders shall be used by employees of Red Mountain Roofing:
 - a. ANSI A14.1-1990 for Portable Wood Ladders
 - b. ANSI A14.2-1990 for Portable Metal Ladders
 - c. ANSI A14.5-1992 for Portable Reinforced Plastic Ladders
 - d. ANSI A14.5-2007 for Fiberglass Ladders
2. All ladders shall be used in accordance with provisions of 1926.1051 and 1926.1053.
3. When using step ladders, no employee shall stand on the top two steps of the ladder.
4. Portable rung ladders shall be leaned against the structure so that distance between the base of the ladder and the structure is 1/4th of the height of the ladder.
5. If it is necessary to work on any ladder, employees shall keep their weight centered on the ladder and shall never extend their center of gravity beyond the vertical rails of the ladder.
6. Fixed ladders shall be provided with cages, wells, ladder safety devices or self-retracting lifelines if the length of climb is less than 24 feet but the top of the ladder extends 24 feet above the lower levels.
7. Metal and plastic ladders shall be washed if overcome with debris or material that can make the ladder unsafe in any manner or shorten the normal lifespan of the ladder.
 - a. Occasionally wash all ladders; dry metal and aluminum ladders and wax fiberglass ladders with a non-greasy wax (as suggested by each manufacturer).

Non-Conventional Means of Fall Protection

Red Mountain Roofing's fall protection plan addresses the use of conventional fall protection at a number of areas, as well as identifies specific activities that require non-conventional means of fall protection. During the construction of some structures, it is sometimes infeasible or it creates a greater hazard to use conventional fall protection systems at specific areas or for specific tasks. The area or tasks may include, but are not limited to:

- Installation of fixture openings
- Installation of conduit risers
- Any high work to be performed in any location where standard equipment (ladders, lifts, etc.) cannot be used
- Some roofing work
- Brick and masonry workers

In these cases, conventional fall protection systems may not be the safest choice. The FP Site Plan is designed to enable employers and employees to recognize the fall hazards associated with the job and to establish the safest procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces. The FP Site

Specific plan is developed by a qualified person.

Each employee shall be trained in these procedures and shall strictly adhere to them except when doing so would expose the employee to a greater hazard. **If, in the employee's opinion, a greater hazard would be the result of following any of the practices in this policy, the employee is to notify their supervisor of the concern and have the concern addressed before proceeding.**

Controlled Access Zone

When using FP Site Plan to implement the other fall protection options available, employees shall be protected through limited access to high hazard locations.

Before any non-conventional fall protection systems are used as part of the fall protection site plan, a *Controlled Access Zone* (CAZ) shall be clearly defined by the competent person as an area where a recognized hazard exists.

The demarcation of the CAZ shall be communicated by the competent person in a recognized manner, either through signs, wires, tapes, ropes, chains or an employee acting as a safety monitor that remains in the CAZ for the duration of the job's work day.

The job site Supervisor shall take the following steps to ensure that the CAZ is clearly marked or controlled by the competent person:

1. All access to the CAZ shall be restricted to authorized entrants;
2. All employees who are permitted in the CAZ shall be listed in the appropriate sections of the fall protection site plan (or be visibly identifiable by the competent person) prior to implementation;
3. The competent person shall ensure that all protective elements of the CAZ be implemented prior to the beginning of work.

Safety Monitoring Systems

In situations when no other fall protection has been implemented, competent person shall monitor the safety of employees in these work areas. The competent person shall be:

1. competent in the recognition of fall hazards;
2. capable of warning workers of fall hazard dangers;
3. operating on the same walking/working surfaces as the employees and able to see them;
4. close enough to work operations to communicate orally with employees; and
5. free of other job duties that might distract them from the monitoring function.

No employees other than those engaged in the work being performed under the safety monitoring system shall be allowed in the area. All employees under a safety monitoring system are required to promptly comply with the fall hazard warnings of the competent person.

Fall Arrest Rescue Plan

Prolonged suspension from fall arrest systems can cause orthostatic intolerance, which, in turn, can result in serious physical injury, or potentially, death. Research indicates that suspension in a fall arrest device can result in unconsciousness, followed by death, in less than 30 minutes. To reduce the risk associated with prolonged suspension in fall arrest systems, Red Mountain Roofing's rescue plan addresses the necessary factors to prevent prolonged suspension in fall protection devices. The plan includes procedures for: preventing prolonged suspension, identifying orthostatic intolerance signs and symptoms, and performing rescue and treatment as quickly as possible (within 15 minutes).

Description of Hazard

Orthostatic intolerance may be experienced by workers using fall arrest systems. Following a fall, a worker may remain suspended in a harness. The sustained immobility may lead to a state of unconsciousness. Depending on the length of time the suspended worker is unconscious/immobile and the level of venous pooling, the resulting orthostatic intolerance may lead to death. While not common, such fatalities often are referred to as "harness induced pathology" or "suspension trauma."

Signs and symptoms that may be observed in an individual who is approaching orthostatic intolerance:

Faintness	Nausea
Breathlessness	Dizziness
Sweating	Unusually Low Heart Rate
Paleness	Unusually Low Blood Pressure
Hot Flashes	"Greying" or Loss of Vision

Factors that can affect the degree of risk of suspension trauma:

Inability to move legs	Hypothermia
Pain	Shock
Injuries during fall	Cardiovascular disease
Fatigue	Respiratory disease
Dehydration	Blood loss

Rescue Procedures

Under 29 CFR 1926.502 (d) (Fall Protection Systems Criteria and Practices), OSHA requires that employers provide for "prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves." It is Red Mountain Roofing's policy to initiate rescue procedures immediately and procedures should occur within 15 minutes.

Rescue procedures shall include the following contingency-based actions:

- If self-rescue is impossible, or if rescue cannot be performed promptly, the worker should be trained to "pump" his/her legs frequently to activate the muscles and reduce the risk of

venous pooling. Footholds can be used to alleviate pressure, delay symptoms, and provide support for "muscle pumping."

- Continuous monitoring of the suspended worker for signs and symptoms of orthostatic intolerance and suspension trauma.
- Ensuring that a worker receives standard trauma resuscitation once rescued.
- If the worker is unconscious, keeping the worker's air passages open and obtain first aid.
- Monitoring the worker after rescue, and ensuring that the worker is evaluated by a health-care professional. The worker should be hospitalized when appropriate. Possible delayed effects, such as kidney failure, which is not unusual in these cases, are difficult to assess on the scene.

Training

Training shall be provided for all employees who have potential to be exposed to fall hazards. The training will enable employees to recognize the hazards of falling and train in the practices to be followed in order to minimize these hazards.

The training shall be conducted by a competent person who is aware of the nature of fall hazards likely to be encountered by the employees; the correct procedures for erecting, maintaining, and disassembling and inspecting fall protection systems, and the role of employees in fall protection plans and standards.

Workers who wear fall arrest devices while working, and those who may perform rescue activities, shall also be trained in:

- How to ascertain whether their personal protective equipment is properly fitted and worn, so that it performs as intended;
- How orthostatic intolerance/suspension trauma may occur;
- The factors that may increase a worker's risk;
- How to recognize the signs and symptoms identified in this bulletin; and
- The appropriate rescue procedures and methods to diminish risk while suspended.

Recordkeeping

Any changes to this policy shall be approved by the safety director and this policy is to be reviewed at least annually. Some reasons for up-dating this policy and/or the fall protection site plan are:

- as the job progresses, to determine if additional practices, procedures or training is needed to be implemented by a competent person
- to improve or provide additional fall protection.

Employees shall be notified and trained, if necessary, in the revised policy and procedures.

Fall Protection Policy – Employee Acknowledgement

Topics Covered:

- Purpose
 - Definitions
 - Duties and Responsibilities
 - Practices
 - Guardrails, Handrails and Covers
 - Persona Fall Arrest System
 - Fall Protection for Ladders
 - Non-conventional Means of Fall Protection
 - Controlled Access Zone
 - Training
 - Recordkeeping
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Fall Protection Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Fall Arrest Rescue Plan

Date: _____ **Job Description:** _____
Location: _____

<u>Contacts</u>	<u>Rescue Equipment</u>	<u>Critical Rescue Factors</u>
Rescuer(s) _____ _____ Competent Person _____ Emergency Contact _____ Method of Contact: <input type="checkbox"/> PA <input type="checkbox"/> Verbal/Face to face <input type="checkbox"/> Radio Channel: _____ <input type="checkbox"/> Phone Number: _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Ladder <input type="checkbox"/> Block & Tackle <input type="checkbox"/> Rescue Pole <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Rescue Rope <input type="checkbox"/> Life Ring <input type="checkbox"/> Spider <input type="checkbox"/> Work Vest <input type="checkbox"/> Scaffold <input type="checkbox"/> (Cutting Device) <input type="checkbox"/> Stokes Litter <input type="checkbox"/> Alternative Lifting & Lowering Device <u>Location of Equipment:</u> <input type="checkbox"/> Job Site <input type="checkbox"/> Gang Box <input type="checkbox"/> Tool House <input type="checkbox"/> _____	Anchor Point _____ _____ Landing Area _____ _____ Rescue Obstructions/Hazards: _____ _____ _____

<u>Check for Yes</u>	<u>Comment</u>
<input type="checkbox"/> Have alternatives to using fall arrest equipment been considered?	
<input type="checkbox"/> Has rescue equipment been inspected and found in good shape?	
<input type="checkbox"/> Is equipment adequate for the rescue plan (weight ratings, length, connection type, etc.)?	
<input type="checkbox"/> Have communication devices been identified, located, & tested?	
<input type="checkbox"/> Are all rescuers familiar with the use of the rescue equipment?	
<input type="checkbox"/> If working over water, is there a boat available?	

Pre Work Tasks:

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

Response Procedure:

- 1) Notify Emergency Contact _____

- 2) Make medical assessment of person. _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

Ladder Safety Inspection Checklist

Employee: _____

Date: _____

Inspection Criteria	Yes	No	N/A	Comments*
Are all the rungs, cleats, feet and steps in good condition?				
Are the side rails intact without any cracks, bends, or breaks?				
Do the rungs, cleats, or steps fit snugly into the side rails?				
Is the ladder free of corrosion?				
Are the side rails and steps free of oil or grease?				
Are the ladder's hardware and fittings secure and undamaged?				
Do moveable parts operate freely without binding or excessive play?				
Are the ropes on extension ladders intact without fraying or excessive wear?				
Are all OSHA labels intact and readable?				
Are damaged ladders removed from service and marked "Do Not Use"?				
Notes:				

*Additional comments made below or on back of form

Signature: _____

Fire Prevention and Escape Policy

Purpose

The *Fire Prevention and Escape Policy* for Red Mountain Roofing shall outline what to do in the event of a fire. Fires can spread fast and cause massive property damage; items can be replaced, people cannot. The procedures outlined in this plan will aid the employees of Red Mountain Roofing with doing due diligence to prevent fires, as well as what to do to escape a fire safely.

Fire Prevention Practices

Hazardous Chemicals/Materials Storage

Please reference the *Hazard Communication Policy* for Red Mountain Roofing.

Housekeeping

Good housekeeping practices apply to both office and field employees. When applicable:

- Each employee is responsible to see that their work area is free of debris. The work area should be clean and orderly.
- All spilled materials or liquids should be cleaned up immediately by the employee. If help is needed, the designated onsite safety personnel can be advised.
- Metal covered waste cans are to be used for all oily and/or paint-soaked waste and rags.
- All oil and gas fired devices will be equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working or malfunctioning.
- All aisles and passageways shall be kept clear of storage and debris to allow access to exits in the event of an emergency.
- All exits shall remain unlocked or be equipped so that they can be opened from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied.
 - Do **not** block any exit (emergency or otherwise) with material or equipment at any jobsite unless that exit is being built or repaired.
- All equipment, tools, machines, etc. shall be properly grounded at all times.
- Flex cords (extension cords) shall **not** be used at a permanent source of power.
 - Flex cords shall **not** be daisy chained.
 - Flex cords shall **not** be plugged into power strips.
- All electrical cords shall be free of loose connectors and damage.
- Power strips shall be mounted and not overloaded.
 - Microwaves and commercial copies/printers shall **not** be plugged into power strips or flex cords, but shall be plugged into a permanent power source.

Preventative Precautions

- Check all outlets and light switch covers to insure they have plates or are patched.
- Patch/fill all holes in any walls/doors.
- Check to make sure windows and doors that should open do so at least twice a year.

- Scheduled, annual fire sprinkler/alarm maintenance shall be performed.
- Periodically walk around and ensure outlets, flex cords, power strips, etc. are **not** near a water source (i.e., a flex cord plugged in under a water fountain in **not** allowed.)

Some materials, such as the glues used in roofing, are highly flammable and require additional preventative precautions.

- At least one portable fire extinguisher having an Underwriter's Laboratories Classification rating of not less than 20-B units shall be located not less than 10 feet, nor more than 50 feet, from any flammable liquid storage area located outside of a storage room but inside of a building.
- Open flames and smoking shall not be permitted in or near flammable or combustible liquid storage areas.
- Whenever flammable or combustible liquids are transferred, containers shall be bonded and grounded to prevent discharge sparks of static electricity.

Smoking

For those employees that smoke cigarettes, the following practices shall be followed:

- Smoking shall be allowed:
 - Only on breaks and during lunch.
 - Only in designated smoking areas.
 - Smoking in your personal car in the company parking lot is allowed.
 - Smoking in company vehicles is **not** allowed at any time.
 - Smoking in your personal car on job sites shall be determined by the client or general contractor.
- All cigarettes shall be extinguished and disposed of in the proper receptacles; do **not** litter.
- Cigar smoking is not permitted on company property.
- Electronic cigarettes are permitted in personal car.
- Smoking at off-site company functions will be determined on an event-by-event basis.
- For marijuana use, please see the *Substance Abuse Policy* for Red Mountain Roofing.

Fire Emergency Practices

Once a fire is discovered:

All Locations

- Employees shall be immediately notified of such situation. An orderly evacuation of the premises shall begin for those not specifically trained to use fire-fighting equipment, such as fire extinguishers, water hoses, etc.
- The employee(s) in your department or area identified as able to use fire-fighting equipment and provide first aid/CPR trained are to be notified.

- If an employee is properly instructed in the proper use of fire extinguishers, and if the fire is identified as still being able to be contained, those employees shall attempt to control and put out the fire with the proper fire extinguisher.
 - In **no** event, however, will the employee remain to fight the fire if there is imminent peril to their life or health.

Corporate Office/Building/Trailer Locations

All employees, visitors, contractors, and vendors shall evacuate the premises according to the nearest posted *Emergency Escape Routes Diagram* for fire escape, contained in this policy and shall meet at the designated place(s) as indicated on the diagrams for each location to escape fire and the dangers a fire can cause. This meeting place shall be the same place that is used in all practice fire drills.

- Activate the nearest fire alarm (if installed).
 - If a fire alarm is not available, notify a supervisor and all other employees by means of:
 - Horn, whistles or other noise makers.
 - Paging system.
 - Voice/Signal commands.
 - Other _____
- Notify the local fire department if the fire alarm is connected to a contracted alarm company. This may be required to prevent false alarms during testing.

Do not assume the contracted alarm company will notify the fire department.

- The safety director is to be notified of all fires by the department supervisor in which the fire started.
- Fire drills shall be held at least annually at all offices/buildings/trailers.

To assist in an orderly evacuation of the premises, the safety director has identified the following to oversee the evacuation (and those employees have been advised):
 For the corporate office: The safety director shall oversee the evacuation of the corporate office.

The human resource director shall serve as the back-up to the safety director should the safety director not be available, out of the office, or on vacation.

Field/Job Site Locations

The job site foreman shall oversee the evacuation at their respective job site.
 (The supervisor employee on each job site shall serve as the back-up to the job site supervisor, should the supervisor not be available, off the jobsite, or on vacation.)

All employees, visitors, contractors, and vendors shall evacuate the premises according to the emergency escape route discussed on the first day at the job site or at the beginning of the visit on the job site.

- The safety director is to be notified of all fires by the job site supervisor.
- 911 shall be called and the fire department notified, or other emergency agency, if applicable (such as the police for a serious workplace violence situation), unless specific phone numbers are posted by work phones.
- Employees or others may contact those identified on emergency phone lists to ask for assistance or for further information on their duties under this plan.
- Fire drills shall be held at least every three (3) months on job sites.
 - Job sites that have shorter than a three (3) month contract only need to be held:
 - The first week of the start of the project. (Fire drills held by a job site general contractor may also be required.)

To ensure that all employees are properly evacuated, the employee(s) identified to help to assist in the evacuation of the premises, shall take a head count at the beginning of each day's work shift. Whenever an evacuation is necessary, as soon as the employees gather at the designated meeting location outside, another head count will be taken to compare it with the beginning of the day's head count. By this means, all employees will be accounted for. This total count shall then be given to the safety director.

No employee is to leave or head home without first being instructed to do so by the safety director, job site supervisor, or designated back-up personnel.

Fire Extinguisher Techniques

For the safety and protection of our people, multiple fire extinguishers are located throughout the facility. As per OSHA regulations, Red Mountain Roofing has the responsibility for educating our employees on the principles and practices of using a fire extinguisher and the hazards associated with fighting small or developing fires (29 CFR 1910.157(g)(1), known as incipient fires.

All Red Mountain Roofing employees, as part of their new hire training and subsequent annual safety training review, will be educated in the proper techniques for using a fire extinguisher (29 CFR 1910.157(g)(2) in the event it becomes necessary as a means to escape or save their life. This training focuses on developing or improving skills.

These simple steps represent proper fire extinguisher technique and use:

- Sound the fire alarm and call the fire department, if appropriate
- Know your evacuation path before approaching a fire and never let fire, smoke or heat come between you and your evacuation path
- Retrieve the fire extinguisher
- Discharge the extinguisher within its effective range using the P.A.S.S. technique (PULL, AIM, SQUEEZE, SWEEP)
 - PULL—pull the pin, which will break the tamper seal
 - AIM—aim low, pointing the extinguisher nozzle or hose at the base of the fire
 - SQUEEZE—squeeze the handle to release the extinguishing agent

- SWEEP—sweep from side to side at the base of the fire until it appears to be out; watch the area to ensure it does not reignite and if it does, repeat above instructions
- Back away from an extinguished fire in case it flares up again
- Evacuate immediately if the extinguisher is empty and the fire is not out
- Evacuate immediately if the fire progresses beyond the incipient stage

Again, if you have the slightest doubt about your ability to fight a fire or the nature of the fire situation ... **evacuate immediately!** No employees at Red Mountain Roofing are required to attempt to fight a fire.

Extended Power Loss

In the event of extended power loss to a facility or on a jobsite, certain precautionary measures shall be taken; depending on the geographical location and environment of the facility or jobsite:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge, causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing if available.
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures shall be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
 - Smaller tools should be taken with the employees when they leave the jobsite only if it is safe to gather those tools.

Upon Restoration of Heat and Power

- Electronic equipment shall be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water turned back on.

Severe Weather and Natural Disasters

Flash Floods

If indoors:

- Be ready to evacuate as directed by the safety director or jobsite supervisor and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Get to high ground and stay there.
- Do **not** walk or drive through flood water.
- If you are in a vehicle and it stalls, abandon it immediately and climb to a higher ground. If waters are too high, climb on top of the roof of the vehicle and wave your arms.

Wild Fire

- When a warning is issued by sirens, horns, vocally, or other means; look for smoke in the sky, as this will indicate the direction in which **noy** to travel. It will also give a small indication as to how far away the fire is.
- In the corporate office, gather in the front reception area for verbal instructions to be given by management.
- On jobsites:
 - If time allows, quickly and calmly clean up your area, concentration on putting tools into the company vehicle and making sure there are not any trip hazards.
 - If time does not allow, quickly and calmly unplug any equipment, making sure not to cause any trip hazards.
 - Leave the equipment after it is unplugged.
- Meet in the designated meeting area for a head count.
 - On job sites: If time is critical, and the fire is too close or an evacuation has been given, get in your vehicle and drive approximately 15 miles in the opposite direction of the fire, pull over and call your supervisor.
 - Employees that leave the jobsite and do not check in within one (1) hour following the evacuation notice will be subject to *disciplinary action, up to and including termination.
- All employees are to wait to hear from your supervisor or the safety director before returning to the office, warehouses, or any jobsite.

*Disciplinary action will be taken for those employees that do not check-in within one (1) hour after evacuating a work location because if all employees are not accounted for, it will be assumed that the employee that did not check-in is trapped or hurt and unnecessary manpower will be spent trying to find this employee.

Dust Storms

If indoors:

- Stay indoors until the dust clears and visibility returns to normal.

If outdoors:

- Quickly and calmly unplug any equipment.
- Get into the nearest vehicle as soon as possible.
- If you are in a vehicle and cannot get indoors, stay there until the dust clears and visibility returns to normal; tuning off the a/c or heater once the vehicle is inside the storm.

Job Site Specific

The above procedures must be incorporated into each job site. On the first day of the job, before any work begins, the jobsite supervisor shall select a designated meeting location, onsite, but away from any major building structures if possible. This location shall be where the employees will meet in case of an emergency that calls for all work to stop or an evacuation of a structure.

Also, as a precautionary measure, the jobsite supervisor shall also select be a near-by, off-site location (i.e., fast food restaurant, convenience store, etc.) to meet in case the property is evacuated or there is no way, due to the emergency, for all employees to make it to the on-site meeting location.

The supervisor shall also appoint a lead employee on the jobsite or assign another employee the duty of back-up evacuation coordinator (in case the Supervisor is the one with or in the emergency situation.)

Training

All employees designated to use fire extinguishers or to oversee an evacuation shall receive additional training. This training will be evaluated and changed as needed.

Recordkeeping

Head counts, police reports, insurance documents, etc., shall be kept for a period of seven (7) years after the incident occurred.

Fire Prevention and Escape Policy - Employee Acknowledgment

Topics Covered:

- Purpose
 - Fire Prevention Practices
 - Hazardous Chemicals/Materials Storage
 - Housekeeping
 - Preventative Precautions
 - Smoking
 - Fire Emergency Practices
 - All Locations
 - Corporate Office/Building/Trailer Locations
 - Field/Job Site Locations
 - Extended Loss of Power
 - Upon Restoration of Heat and Power
 - Severe Weather and Natural Disasters
 - Flash Floods
 - Wild Fire
 - Dust Storms
 - Job Site Specific
 - Training
 - Recordkeeping
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Fire Prevention and Escape Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Hand and Power Tools Policy

OSHA standard 29 CFR 1910 Subpart P

Purpose

Red Mountain Roofing is committed to providing a safe work environment for our entire staff. In pursuit of this goal, this policy is implemented to make certain that employees are using hand and power tools in a safe manner. Employees at Red Mountain Roofing are exposed to hazards presented by hand and power tools when they use them in their line of work.

Definitions

- **A *Hand Tool*** means any portable, non-electric or battery powered tool that workers use with one or both of their hands during the course of work
- **A *Power Tool*** means any tool, portable or stationary, hand held or not, that has a power source provided either by a direct electrical current or battery.
- ***Machine Guarding*** means one or more methods of safety features or devices that protect the worker from possible injury due to projectiles, nip and pinch points, rotating parts or loss of control.

Duties and Responsibilities

Management

It is the responsibility of management to support and oversee the implementation of this *Hand and Power Tool Policy* and make certain that the employees are aware of all requirements pertaining to this policy. They are also responsible for setting an example of proper safety practices and make certain that all employees follow the safety practices of the policy.

Safety Director

The safety director is responsible for direct implementation of the *Hand and Power Tool Policy*. The safety director will maintain, review (at least annually), and update the policy whenever necessary to include new or modified tasks and procedures.

Safety Committee

It is the responsibility of the safety committee to present any needed changes or adjustment to the policy that will protect all workers.

Supervisor

It is the responsibility of the supervisor to make certain that all employees in their crew or under their leadership is following all safety practices and working safely.

Employees

It is the responsibility and duty of the employee to follow all safety practices and procedures that the employer has put in to practice and made them aware of.

Practices

Red Mountain Roofing's hand and power tools are **never** to be:

- Left overnight on a job site.



- Taken home by any employee and used for personal reasons.
- Loaned out to a friend or family member.
- Loaned out to another trade.
- Returned to a store for cash or store credit (unless you are the employee that made the purchase, then the cash or store credit shall be turned over to the safety director.)

Hand Tools

- Do **not** use tools for tasks other than that for which they are designed.
- Do **not** use hand tools that are damaged.
- Do **not** use cutting tools that are not properly sharpened.

Power Tools

- Do **not** wear baggy clothing.
- Wear protective PPE.
- Secure your work equipment/machine.
- Drill pilot holes.
- Properly set the drill bit.
- Use a center punch to start holes.
- Apply proper pressure to the drill
- Do **not** carry a tool by the cord or hose.
- Do **not** yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool
- Do **not** hold fingers on the switch button while carrying a plugged-in tool
- Maintain tools with care; keep them sharp and clean for best performance
- Follow instructions in the user's manual for lubricating and changing accessories
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

Training

All employees will be trained on all power tools and any specialty hand tools required to be used by Red Mountain Roofing.

Hand and Power Tool Policy - Employee Acknowledgment

Topics Covered:

- Purpose
 - Definitions
 - Duties and Responsibilities
 - Practices
 - Hand Tools
 - Power Tools
 - Training
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing's *Hand and Power Tool Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Hazard Communication Policy (HazCom)

OSHA standard 29 CFR 1910.1200

Purpose

The *Hazard Communication Policy (HazCom)* for Red Mountain Roofing was created to make sure hazardous substances are properly identified and labeled in the workplace, that employees have access to information about those hazardous substances, and that employees are provided with information and training on how to prevent injuries and illnesses due to possible exposure with those hazardous substances.

Definitions

- **Exposure or exposed** means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard and includes potential (*e.g.*, accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (*e.g.*, inhalation, ingestion, skin contact or absorption.)
- **Hazardous chemical** means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
 - For the purposes of this policy, hazardous chemical, material and substance are all interchangeable terms.
- **Health hazard** means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200—Health Hazard Criteria.
- **Physical hazard** means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200—Physical Hazard Criteria.

Duties and Responsibilities

Each employee shall carefully follow established work practices and promptly report observed or potential problems to their supervisor.

No job at Red Mountain Roofing is so vital or urgent as to justify the risk of employee overexposure to a hazardous substance. Always ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so. The safety director will make sure that any employee that does not speak English will have the training in their respective language.

Practices

Hazardous Evaluation Procedures

Each Safety Data Sheet (SDS) binder shall have a chemical inventory is a list of hazardous chemicals known to be present in the workplace. The safety director continually reviews every chemical used by Red Mountain Roofing and verifies that every chemical used is on the **Master Chemical Inventory List**. When shipments of new chemicals arrive, the **Master Chemical Inventory List** will be updated. After the chemical inventory is compiled, it serves as a list of every chemical for which a Safety Data Sheet (SDS) must be maintained. A chemical that is not shown on the current list will not be ordered without prior coordination with the safety director.

The **Master Chemical Inventory List** shall be kept in the front of the SDS binders. The location of the binders shall be posted throughout the workplace and each company vehicle shall also carry a SDS binder.

NOTE: If a gang box is placed at the jobsite, then an SDS binder shall be kept inside the gang box as well.

Chemicals will only be purchased by authorized personnel. When purchasing chemicals, the following factors will be considered:

1. The health and safety properties of the products.
2. The quantity used.
3. The amount used per shift. If possible, the containers purchased should be the smallest that economically will support efficient production.

Each new purchase request shall require the supplier to provide new SDS with each shipment.

Task Evaluation

Each task that requires the use of hazardous chemicals should be evaluated to determine the potential hazards. This hazard evaluation includes the chemical, or combination of chemicals, which will be used in the workplace, as well as other materials that will be used near the work area. Recommendations for the correct personal protective equipment (PPE) are found in Red Mountain Roofing's PPE policy. Be cautious of chemicals that give off fumes or vapors, as they could mix with other chemicals nearby and cause an undesirable reaction.

Safety Data Sheet (SDS)

The OSHA HazCom standard requires employers to make employees aware of the hazardous chemicals to which they are exposed during employment. Red Mountain Roofing is accomplishing this by compiling a **Master Chemical List**, using the safety data sheets (SDSs) of each chemical, and by ensuring that containers are properly labeled. Red Mountain Roofing will also provide our employees with training and information on how to read and utilize the SDSs.

This HazCom Policy applies to all work operations at Red Mountain Roofing, where employees may be exposed to hazardous chemicals under normal working conditions or during

an emergency situation. Employees are required to follow the established safety and health guidelines when working with hazardous chemicals.

Copies of the SDSs for hazardous chemicals are available in the binders entitled “**Safety Data Sheets.**”

All employees are required to review the SDS for any chemical they will handle BEFORE handling it for the first time. (If an employee drives their own personal vehicle to the job site and will be working with a hazardous chemical/substance, that employee should make copies prior to going to the job site of any relevant SDSs.)

If after reading this policy, it is discovered that improvements can be made, or you have any questions about this written policy, please contact the safety director, who has overall responsibility for this HazCom policy.

GHS Addendum for Safety Data Sheet (SDS)

All SDSs are now required to contain the following 16 sections:

Section one (1) Identification: Includes product identifier; manufacturer/distributor name, address, phone number, emergency phone number; recommended use; restrictions on use.

Section two (2) Hazard(s) Identification: Includes all hazards regarding the chemical; required label elements

Section three (3) Composition/Information on Ingredients: Includes information on chemical ingredients, trade secret claims

Section four (4) First Aid Measures: Includes important acute or delay symptoms/effects; required treatment.

Section five (5) Fire-fighting Measures: Lists suitable extinguishing techniques/equipment; chemical hazards from fire

Section six (6) Accidental Release Measures: List’s emergency procedures; protective equipment; proper methods of containment and cleanup.

Section seven (7) Handling and Storage: Lists precautions for safe handling and storage including incompatibilities

Section eight (8) Exposure Controls/Personal Protection: Lists OSHA’s Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); Appropriate engineering controls; personal protective equipment (PPE)

Section nine (9) Physical and Chemical Properties: Lists the chemical’s characteristics

Section ten (10) Stability and Reactivity: Lists chemical stability and possibility of hazardous reactions.

Section eleven (11) Toxicological Information: Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section twelve (12) Ecological Information: Includes its effect on the environment

Section thirteen (13) Disposal Information: Includes proper means of disposing of the chemical

Section fourteen (14) Transport Information: Includes proper and safe methods of transporting the chemical

Section fifteen (15) Regulatory Information: Includes information on regulations regarding the chemical

Section sixteen (16) Other Information: Includes the date of preparation or last revision

Labeling










All containers of hazardous chemicals in the workplace and at each job site shall be clearly labeled with the identity of the chemical (same as on the applicable SDS), and the appropriate hazard warnings. Those employees having supervisory responsibility, such as a lead/on-site supervisor, shall ensure that such labels are not defaced and that they remain legible at all times.

The safety director shall ensure that an adequate supply of blank labels is kept on-hand and made available. The safety director is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as a chemical spill or container rupture. Clean-up procedures and proper PPE shall be considered and adequate training for such tasks shall be addressed by the safety committee.

The following requirements apply to labeling:

- It is extremely important that all containers of chemicals are properly labeled. In the rare event that the hazardous chemicals that are in the containers themselves remove ink and labels, then an alternative method of identification must be enforced and written down. (i.e., blue bottle for water, green bottle for bleach, etc.)
- The original manufacturer's label shall be maintained. If the product is transferred to other containers, the original label or a photo copy shall be maintained on file. Any new containers shall be labeled in such a manner as to enable the information on the original label to be accessed.
- When moving hazardous substance to new containers, the labels on the new containers will easily be identifiable with the original container label.
- All containers will have the appropriate label, tag or marking prominently displayed that indicates the identity, safety and health hazards (the use of the NFPA diamond is a good identifier of health hazards.)
- All warning labels, tags, etc., must be maintained in a legible condition and not be defaced.
- Incoming chemicals are to be checked for proper labeling.

Pictograms

	Health Hazard		Flame		Exclamation Mark
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 		<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 		<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory) 	
	Gas Cylinder		Corrosion		Exploding Bomb
<ul style="list-style-type: none"> • Gases under Pressure 		<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 		<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides 	
	Flame over Circle		Environment (Non Mandatory)		Skull and Crossbones
<ul style="list-style-type: none"> • Oxidizers 		<ul style="list-style-type: none"> • Aquatic Toxicity 		<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic) 	

Labels

CHEMICAL NAME

The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

GHS 1.4.10.5.2 (d) (29 CFR 1910.1200(c))

PRODUCT IDENTIFIER

The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

GHS 1.4.10.5.2 (d) (29 CFR 1910.1200(c))

SIGNAL WORD

A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning". "Danger" is used for more severe hazards, while "warning" is used for the less severe.

GHS 1.4.10.5.2 (a) (29 CFR 1910.1200(c))

HAZARD STATEMENT

A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Example: Fatal if swallowed.

GHS 1.4.10.5.2 (b) (29 CFR 1910.1200(c))

PRECAUTIONARY STATEMENT

A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.

Example: Do not eat, drink, or smoke when using this product.

GHS 1.4.10.5.2 (c) (29 CFR 1910.1200(c))

PICTOGRAMS

A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under HCS and nine pictograms are designated under GHS for application to a hazard category.

GHS 1.4.10.4 (29 CFR 1910.1200(c))

SUPPLIER IDENTIFICATION

The name, address, and telephone number of the manufacturer, importer, or other responsible party.


GHS 1.4.10.5.2 (e) (29 CFR 1910.1200(f) (1) (vi))

FIRST AID STATEMENT

There are four types of precautionary statements presented, "prevention," "response," "storage," and "disposal."

GHS 1.4.10.5.2 (c) (29 CFR Appendix C to 1910.1200-C.2.4.1)

PAINT (METHYL FLAMMALINE, LEAD CHROMIUM) UN1263
CAS# XXXX-XX-X



DANGER


Causes damage to the liver and kidneys through prolonged or repeated exposure to the skin.

Highly flammable liquid and vapour.

Wash hands thoroughly after use and before eating.

Keep away from food and drink.

Keep away from heat and ignition sources.



FIRST AID

Call emergency medical care.

Wash affected area of body thoroughly with soap and fresh water.

GHIS Paint Company, Chicago, IL, USA Telephone 999 999 9999

GHISTRNWC1 © LABELMASTER® (800) 621-5808 www.labelmaster.com

Personal Protective Equipment (PPE)

By following correct procedures, no employee should experience any harmful effects from working with hazardous chemicals in their workplace. As another layer of protective measure, Red Mountain Roofing provides PPE for all its employees. Employees must follow Red Mountain Roofing's PPE policy and wear the adequate protective equipment at all times.

General Safety Rules When Working with Chemicals

- Store incompatible chemicals in separate areas. (i.e., oils and flammable products cannot be stored within 20 feet of welding tanks.)
- Substitute lesser toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.

Chemical Storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Explosives should be stored separately in approved areas. Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable liquids: store in approved containers in approved flammable storage lockers.
- Acids: Should be stored in approved containers and locations. Do **not** store with other hazardous materials that are not compatible (potentially other acids, flammables and bases).
- Bases: do **not** store bases with acids or any other material.
- Other liquids: ensure other liquids are not incompatible with any other chemical in the same storage location.

Housekeeping

- Maintain the smallest possible inventory of chemicals to meet immediate needs.
- Periodically review the stock of chemicals on hand.
- Ensure that storage areas or equipment containing large quantities of chemicals are secure from accidental spills.
- Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- Rag cans will be emptied and properly disposed of on a weekly basis.
- **Do not** pour chemicals onto the ground.
- **Do not** dispose of chemicals through the storm drain system.
- **Do not** place hazardous chemicals in salvage or garbage receptacles.
- **Do not** dispose of highly toxic, malodorous chemicals down sinks or sewer drains.

Safety for Spills, Containment, and Clean up

Assume all chemicals are hazardous. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects. Only those properly trained should do the actual clean-up of any spills or leaks.

In Case of an Emergency

- Promptly inform co-workers and supervisors of all spills, leaks or releases of hazardous materials.
- Implement the proper Emergency Action Plan (EPA).
- Evacuate people from the area.
- Isolate the area from a safe distance.
- If the material is flammable, turn off ignition and heat source if possible.
- Only personnel specifically trained in emergency response and properly equipped are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.
- Call 911 (some phone lines may require you to dial 9 first to get an outside line, then dial 911) for Emergency Response Team assistance if the spill or leak poses a potentially disastrous problem or if the properly trained personnel are not available to conduct the clean-up.

Contractors and Their Employees

All outside contractors working inside Red Mountain Roofing's facilities or on Red Mountain Roofing's jobsites are required to follow the requirements of this policy. The safety director will provide contractor's information on:

- Location of SDS binders.
- Precautions to be taken to protect contractor employees.
- Potential exposure to hazardous substances.
- Chemicals used in or stored in areas where they will be working.
- Recommended PPE.
- Labeling system for chemicals.

When an outside contractor will be used, it shall be the responsibility of the on-site supervisor, or the safety director when the supervisor is not available, to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same person's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose Red Mountain Roofing's employees. Appropriate training and protective measures must be taken in order to protect all Red Mountain Roofing's employees. Prior to any work being performed by an outside contractor involving hazardous chemicals, the safety director is to be advised.

Media and Outside Sources

The safety director is responsible for responding to requests from members of the community, including law enforcement and regulatory agencies, on matters relating to hazardous chemicals/substances used at Red Mountain Roofing.

Training

All employees with potential to exposure of any hazardous chemicals shall complete HazCom training. Scheduled training will be given at least one training class per year, per employee (this will most likely be completed via group training.) When a new hazardous chemical is introduced to the workplace, those employees with potential for exposure will be given refresher training (specific to the new hazardous substance.)

Training for this program will include:

- The purpose and need for this policy, including the basic concept that gives every employee the right-to-know about hazardous chemicals in the workplace.
- The location and availability of this written HazCom policy and SDS binders.
- How to read and utilize the SDSs.
- The identity, upon request, of any chemical to which the employee is exposed.
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as appearance or odor or a brand-new container leaking.
- The physical and health hazards associated with different chemicals.
- Measures that employees can take to protect their own safety and health, including those established for normal work practices, emergency procedures, and the use of PPE.
- Details of the HazCom policy, including an explanation of the labeling system.
- Emergency responses; what to do and what not to do.

New employees will receive their training in the new hire orientation.

Recordkeeping

This HazCom policy and other documents relating to this policy will be reviewed at least annually by the safety director for changes, improvements, and/or updates.

The following documentation will be kept at the corporate office:

- SDSs for one (1) year after its use has been discontinued.
 - SDSs for 30 years if an exposer incident occurred.
 - The relevant SDS(s) will then become part of the employee(s) medical file.
- Chemical inventory lists once up-dated for three (3) years after updating has occurred.
- Training records for the length of employment.
 - Training record(s) for 30 years if an exposure occurred.
 - The relevant training record(s) will then become part of the employee(s) medical file.

Hazard Communication Policy – Employee Acknowledgement

Topics Covered:

- Purpose
 - Definitions
 - Duties and Responsibilities
 - Practices
 - Safety Data Sheets (SDS)
 - Labeling, Pictograms, and Labels
 - Personal Protective Equipment
 - General Safety Rules When Working with Chemicals
 - Safety for Spills, Containment, and Clean up
 - Training
 - Recordkeeping
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Hazard Communication Policy* and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Heat Illness Prevention Policy

Purpose

The *Occupation Heat Exposure Illness Prevention Policy* was created to educate Red Mountain Roofing employees of the many conditions that result from prolonged exposure to various forms of heat. These conditions can range in severity from a simple heat rash to a serious heat stroke; even death. It is important that each of Red Mountain Roofing's employees understand the risks of working in conditions where extreme heat conditions exist, whether inside out outdoors. It is vital that employees can identify the symptoms related to heat exposure and follow the necessary first aid for themselves or for a co-worker.

Duties and Responsibilities

Management

Red Mountain Roofing shall take the following steps to protect employees from heat exposure related illnesses:

- Provide adequate amounts of drinking water to employees.
 - Outside, during summer, an average of drinking 1 cup per 15 minutes (4 cups per hour) shall be made available per employee.
- Monitor employees who are at risk of heat stress.
- If no shade is available at the jobsite, some form of shade for breaks/lunches and/or emergencies will be provided.
- Heat exposure related illness training; includes information about:
 - Employee risk
 - Prevention
 - Symptoms
 - The importance of monitoring yourself and co-workers for symptoms
 - Treatments
 - Personal protective equipment (PPE)

Employees

If it is possible, workers should avoid extreme heat and humidity. When these exposures cannot be avoided, workers should take the following steps to prevent heat related illnesses:

- Drink water frequently.
 - Outside, during summer, drinking 1 cup per 15 minutes (4 cups per hour) per employee is recommended.
 - Drinking water at night and in the morning before work.
- Wear light-colored, loose-fitting, breathable clothing such as cotton.
 - Avoid non-breathing synthetic clothing.
 - Avoid tight fitting clothing.
 - Keep a change of socks and shirts if possible.
- Gradually build up to heavy work; start the day slow and move as your body allows.
- Try to schedule strenuous work during the coolest parts of day (mornings or nights.)

- Take more frequent breaks in extreme heat and/or humidity.
 - Take breaks in the shade or a cool area when possible.
 - Avoid drinks with caffeine, alcohol, and large amounts of sugar (especially soda and energy drinks.)
- Be aware that protective clothing or PPE that may increase the risk of heat related illnesses.
 - But use PPE to help protect from the heat such as shaded eye protection, long sleeves to keep the direct sun off the skin, and when available, cooling cloths.
- Monitor your physical condition and that of your coworkers.
 - Know your limits and do not overdo it.

DISCLAIMER: Heat exposure related illnesses can permanently disable for life or even cause death in a short period of time. For this reason, it is imperative that employees with known health problems make their supervisor aware of such health conditions. Supervisors shall not discuss any health information with anyone other than the employee who told them of their condition, Human Resources, and/or any medical personnel that would be called in an emergency.

Practices

Employees shall follow all first aid steps listed below as it coordinates with a heat exposure related illness:

Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather.

Symptoms of heat rash can include, but are not limited to:

- Heat rash looks like a red cluster of pimples or small blisters. It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

First Aid for Heat Rash

Employees experiencing heat rash should:

- Try to work in a cooler, less humid environment when possible.
- Keep the affected area dry.
 - To help remove sweat-soaked clothes, have a change of socks and shirts when possible.
- Specialty dusting powder (found at a local drug store or prescribed by a physician) may be used to increase comfort.

NOTE: In extreme heat and/or humidity, heat rashes can be especially bothersome and painful; showering or bathing as soon as you get home from work is extremely important to help keep rashes from breaking the skin and causing more issues (infections, open wounds, etc.)

Heat Cramps

Heat cramps usually affect employees who sweat a lot during strenuous activity. This

sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion. (Eating a heavy meal just before working in the heat can cause cramping in the stomach, which may or may not be heat cramps.)

Symptoms of muscle cramps can include:

- Muscle pain or spasms, usually in the:
 - abdomen,
 - arms,
 - and/or legs.

First Aid for Heat Cramps

Employees with heat cramps shall:

- Seek medical attention if any of the following apply:
 - The employee has heart problems.
 - The employee is on a low-sodium diet.
 - The cramps do not subside within one hour.
 - The employee has had previous heat-related illnesses before.
- Stop all activity, and sit in at least a shaded, but preferred cool place.
- Have the employee sip on water or other cool, non-alcoholic, non-caffeinated beverages.
 - Do not allow the employee to gulp down cold water/beverages, as this can shock the body and do more harm than good.
- Do not allow the employee return to work for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke.

Heat Exhaustion

Heat exhaustion is prevalent among employees in the labor industry, especially when temperatures are high and when people work outdoors. Heat exhaustion is a minor disorder that is an early symptom of the more serious disorder Heat stroke, so it must be dealt with in the beginning. Heat exhaustion is the body's response to an excessive loss of the water and salt, usually through excessive sweating. Employees most prone to Heat exhaustion are those that are elderly, have high blood pressure, and those working in a hot environment (this environment can be indoors as well.)

Symptoms of heat exhaustion can include:

- Heavy sweating
- Extreme weakness or fatigue
- Dizziness, confusion
- Nausea
- Clammy, moist skin
- Pale or flushed complexion
- Muscle cramps

- Slightly elevated body temperature
- Fast and shallow breathing

First Aid for Heat Exhaustion

Treat an employee suffering from heat exhaustion with the following:

- Seek medical attention if any of the following apply:
 - The employee has heart problems.
 - The employee is on a low-sodium diet.
 - The employee is not feeling any relief within 30 minutes.
- If the employee has had previous heat-related illnesses before. Have them rest in a cool, shaded or air-conditioned area.
- Have the employee sip on water or other cool, nonalcoholic, non-caffeinated beverages.
- Have the employee take a cool shower, bath, or sponge bath.
- Remove any clothing possible that isn't necessary.

Heat Stroke

Heat stroke is the most serious heat-related illness. It occurs when the body becomes unable to regulate its own temperature and the body's core heats above normal temperatures. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. When heat stroke occurs, the body temperature can rise up to 106 degrees Fahrenheit or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not given immediately.

Symptoms of heat stroke can include:

- Hot, dry skin (high body temperature to the touch);
- Hallucinations;
- Chills;
- Throbbing headache;
- Confusion/dizziness;
 - Slurred speech;
- Complete loss of energy; might want to sleep (do not allow the employee to sleep until seen by a doctor.)

First Aid for Heat Stroke

Take the following steps to treat an employee with heat stroke:

- Call 911 (at the corporate office - dial 9 first to get an outside line, then 911) and notify their supervisor or the safety director immediately.
- Move the sick employee(s) to a cool shaded area, indoors with air conditioning if possible.
- Cool the employee using methods such as:
 - Soaking their clothes with cold water.
 - Spraying, sponging, or showering them with cold water.

- Fanning their body.
- Removing any unnecessary clothing.
- Placing bags of ice under the arms, behind the neck and in the groin area.
 - Do **not** use bare ice directly on the skin.

Extreme Heat

Outdoor workers who are exposed to hot and humid conditions are at a high risk of heat exposure related illness. The risk of heat illness becomes greater as the weather gets hotter and more humid. This situation is particularly serious when hot weather arrives suddenly, or early in the season, before workers have had a chance to adapt to hotter weather.

Outdoor workers include any workers who spend a substantial portion of the shift outdoors. These workers are at risk of heat illness when the heat index is high. Additional risk factors are listed below. *The workers listed below must be taken into consideration even when the heat index is lower:*

- Work in direct sunlight - adds up to 15 degrees to the heat index.
- Perform prolonged or strenuous work.
- Wear heavy protective clothing or impermeable suits.
- Performing tasks that generate heat (when it is already extremely hot/humid outside.
- Working in enclosed areas without a breeze, fans, or an A/C.

Heat Index	Risk Level	Protective Measures
Less than 91°F	<u>Lower (Caution)</u>	Basic heat safety and planning
91°F to 103°F	<u>Moderate</u>	Implement precautions and heighten awareness
103°F to 115°F	<u>High</u>	Additional precautions to protect workers
Greater than 115°F	<u>Very High to Extreme</u>	Triggers even more aggressive protective measures

Plan Element	Heat Index Risk Level			
	Lower (Caution)	Moderate	High	Very High/Extreme
Supplies (ensuring adequate water, provisions for rest areas, and other supplies)	✓	✓	✓	✓
Emergency planning and response (preparing supervisors and crews for emergencies)	✓	✓	✓	✓
Worker acclimatization (gradually increasing workloads; allowing more frequent breaks as workers adapt to the heat)	✓	✓	✓	✓
Modified work schedules (establishing systems to enable adjustments to work schedules)		✓	✓	✓
Training (preparing workers to recognize heat-related illness and preventive measures)	✓	✓	✓	✓
Visual and verbal monitoring (using direct observation and conversing with workers regularly throughout the day for signs of heat stress)		✓	✓	✓

IMPORTANT: Whether for oneself or a co-worker, employees shall not ignore heat illness symptoms when the temperature is over 110 or excessively high at a time of year when the weather should be cooler. Also, do not ignore symptoms when the humidity reaches over 70%, as the moist air may mask the lack of the body sweating.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of training. These documents shall be kept for the length of employment with Red Mountain Roofing and at least three years after the employee leaves Red Mountain Roofing. These documents are kept at the corporate office.

The training records include, but are not limited to the following:

- The date of the training sessions,
- the contents or a summary of the training sessions, to include, but not limited to:
 - types of heat illnesses
 - symptoms of each type of illness
 - first aid for each type of illness
 - the *OSHA Heat Index*
- the names and qualifications of persons conducting the training, and
- the names and job titles of all employees attending the training sessions.

Medical Records

Medical records are maintained for each employee with a heat exposure related illness incident. Human Resources is responsible for maintenance of the required medical records.

These confidential records are kept at the corporate office for at least the duration of employment, plus 30 years.

Employee training and/or medical records are provided upon written request to the employee or the employee's authorized representative within 15 working days.

Heat Illness Prevention Policy for Red Mountain Roofing - Employee Acknowledgment

Topics Covered:

- Purpose
 - Duties and Responsibilities
 - Practices
 - Provision of water
 - Access to shade
 - Site-specific Heat Illness Prevention Procedure
 - High Heat Procedures
 - Emergency Response Procedures
 - Sick Employees
 - Training
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing's *Heat Illness Prevention Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Housekeeping Policy

Purpose

Red Mountain Roofing has established a sanitation and housekeeping policy to ensure a safe, healthy, and productive work environment. Good housekeeping reflects employee pride in the workplace, and it must be practiced to ensure a safe working environment.

Practices

There are several common workplace hazards that are avoidable, if proper housekeeping practices are followed. These include, but are not limited to:

- Tripping on items left on floors or stairs and slipping on soiled surfaces.
- Being struck by falling objects.
- Running into piles of material or protrusions.
- Health hazards presented by unsanitary conditions.
- Impeded access to exit routes in case of a fire or other emergency.
- Fire hazards presented by improper disposal of flammable or combustible materials.

By ensuring good housekeeping practices at the worksite, the employer reduces certain hazards, and provides a range of benefits, including:

- More efficient materials handling.
- Greater control over workplace materials and inventory.
- Streamlined maintenance routines and reduced janitorial workload.
- Efficient use of space.
- Greater employee morale and productivity

Hazards

The hazards associated with poor housekeeping and sanitation include:

- Injuries from slips, trips and falls.
- Illnesses from unsanitary workplace conditions.
- Exposure to hazardous materials and/or vermin.

Good Housekeeping Planning

To be effectively implemented, good housekeeping practices must be built into everyday work procedures and be complemented by a work environment that encourages organization, cleanliness and a systematic, efficient means to store, move, use and dispose of materials.

Poor housekeeping can block exits and access to emergency equipment. Failure to remove trash and other debris also increases the risk of fire/explosion, and the presence of pests.

In the interest of safe housekeeping, the following requirements will be met by this company's housekeeping plan:



- Employees will participate in jobsite cleanup during their shift.
- Employees will dispose of rubbish quickly and properly.
- Materials, tools, and equipment will be stored to prevent tipping, and away from walkways, ceilings, and power lines.
- Work and travel areas must remain tidy, well lit, and well ventilated.
- Any hazardous areas or conditions must be marked with a sign to prevent injury or illness.

Daily, weekly and monthly cleaning procedures should be implemented to help establish routines that maintain workplace cleanliness and organization.

Housekeeping Safe Practices

- All aisles, passageways, storerooms, and service rooms must be kept clean and orderly.
- Aisles and passageways will be marked or otherwise identified, and when mobile equipment and employees use the same aisle or passageway, clearances must be provided and maintained to ensure safe passage.
- Materials, including scrap and debris, will be piled, stacked or placed in a container to prevent creating hazards to employees, and as often as necessary, to keep work and travel areas orderly.
- Loose materials not being used will not be allowed to accumulate.
- Keep equipment and areas around equipment clear of scrap and waste.
- Do not drop material or rubbish freely from any level; use chutes or other approved devices.
- Sufficient inventories of cleaning supplies will be kept on-site. Cleaning chemicals must be stored in spill-proof containers away from toxic or reactive chemicals.
- Workplaces and passageways that are slippery from oil or grease, other substances, or other causes will be cleaned or covered with sand, sawdust, or other material to prevent slipping.
- Where any wet process is performed, adequate drainage will be maintained or false floors, platforms, or mats used.
- Where an employee is required to work on a wet surface in a wet process, the surface will be slip resistant.
- Guardrails temporarily removed for materials delivery will be immediately replaced when work is done and involved employees must wear fall protection until guardrails are back in place.
- Keep electrical cords away from areas where people could trip over them.
- Keep electrical cords away from wet areas. Never let a cord sit in water.
- Keep floors and passageways free from protruding nails, electrical cords, splinters, holes, or loose boards.
- Kitchens must be furnished with sufficient trash receptacles.
- Garbage capable of rotting or becoming putrid must be placed in a covered container. Container contents will be disposed of at frequent and regular intervals.
- Refrigerators must be cleaned out each week, and counters, microwaves, and sinks should be cleaned each day.
- Employees are discouraged from eating at desks or anywhere not designated for eating.

- Ensure restrooms are cleaned and sanitized regularly. Adequate stock of paper goods and soap must be maintained at all times to ensure a hygienic workplace.
- Hose and electric conductors must be elevated over or placed under the walkway or working surfaces or be covered by adequate crossover planks.
- Access to exits, fire alarm boxes and fire-extinguishing equipment will be maintained at all times.
- Oils, paints thinners, solvents, waste, rags or other flammable substances must be kept in fire-resistant covered containers when not in use.
- During construction, alteration or repairs, form and scrap lumber with protruding nails, and all other debris, must be kept cleared from work areas, passageways and stairs, in and around buildings or other structures.
- Combustible scrap and debris must be removed at regular intervals during construction. Safe methods will be provided for such removal.
- Containers must be provided for the collection and separation of waste, trash, oily and used rags and other refuse.
- Containers used for garbage and other oily, flammable or hazardous wastes, such as caustics, acids or harmful dusts must be equipped with covers.
- Garbage and other waste must be disposed of at frequent and regular intervals.
- Where vegetation is a hazard, employees will be protected by vegetation control or other means of protection, such as, but not limited to, a barrier, PPE or medication.

Sanitation

Red Mountain Roofing will ensure that all requirements regarding potable water, toilet and washing facilities, food and eating areas, and temporary sleeping areas (if applicable) will meet the required relevant regulations.

Potable Water

Potable water must be provided and placed in locations readily accessible to all employees. The water must be suitably cool and available continuously in sufficient amounts to keep all employees hydrated, taking into account the air temperature, humidity and nature of the work performed. The water will be dispensed in sanitary single-use drinking cups, or by fountains. Common drinking cups are prohibited.

Portable containers used to dispense drinking water must be tightly covered, regularly cleaned and refilled at least daily. Containers must have a tap, and water must not be dipped from containers. The containers must be clearly marked as to the nature of their contents, made of a material that maintains water quality, and not used for any other purpose.

Potable drinking water, as well as toilet and hand-washing facilities, must be maintained in accordance with appropriate public health sanitation practices.

Non-Potable Water

Outlets for non-potable water, such as water for irrigation or firefighting purposes, will be identified by signs that clearly indicate the water is unsafe, and is not to be used for drinking, washing or cooking purposes. There will be no cross-connection, open or potential, between a system that furnishes potable water and a system that furnishes non-potable water.

Eating and Drinking Areas

No employee will be permitted to consume food or beverages in a toilet room or in any area exposed to a toxic material.

All employees' food service facilities and operations shall meet the applicable laws, ordinances and regulations of the jurisdictions in which they are located.

Receptacles constructed of smooth, corrosion resistant, easily cleanable or disposable materials will be provided and used for the disposal of waste food. The number, size and location of such receptacles must be adequate to encourage their use and not result in overfilling. These receptacles must be emptied at least once each working day, unless unused, and shall be maintained in a clean and sanitary condition. Receptacles will have a solid tight-fitting cover unless sanitary conditions can be maintained without use of a cover.

No food or beverages shall be stored in toilet rooms or in an area exposed to a toxic material.

All employee food service facilities and operations shall be carried out in accordance with sound hygienic principles. In all places of employment where all or part of the food service is provided, the food dispensed shall be wholesome, free from spoilage, and shall be processed, prepared, handled, and stored in such a manner as to be protected against contamination.

Vermin Control

Every enclosed workplace will be constructed, equipped and maintained, so far as reasonably practicable, as to prevent the entrance or harborage of rodents, insects and other vermin. A continuing and effective extermination program will be instituted where their presence is detected.

Training

Red Mountain Roofing will verify that all employees are trained on:

- Our housekeeping and sanitation policy
- How to avoid slips, trips and falls
- Proper waste disposal procedures and storage locations

Recordkeeping

Training records will include the following information:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Employee training records will be retained for the length of their employment.

Housekeeping Policy - Employee Acknowledgment

Topics Covered:

- Purpose
 - Practices
 - Hazards
 - Good Housekeeping Planning
 - Housekeeping Safe Practices
 - Sanitation
 - Potable Water
 - Non-potable Water
 - Eating and Drinking Areas
 - Vermin Control
 - Training
 - Recordkeeping
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing's *Housekeeping Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Incident Investigation Policy

Purpose

The *Incident Investigation Policy* for Red Mountain Roofing has been created as a tool to investigate accidents, incidents and near misses (from herein referred to as an incident), which will help to reduce or eliminate the hazard so that the same incident is not repeated. This policy will also assist in the review and revision of policies already in place or the creation of new policies to:

- To prevent or decrease the likelihood of similar incidents.
- To identify and correct unsafe work practices and physical hazards. (Incidents are often caused by a combination of these two factors.)
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause unwanted events.

Definitions

- **Accident** is defined as: any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Note: For the purposes of this procedure, accident, incident and near-miss are all referred to as an incident.

Duties and Responsibilities

Management

It will be management's responsibility to ensure corrective actions are taken within a reasonable time period.

Safety director

The safety director will review the *Incident Investigation Report(s)* and repair all necessary corrective action(s). The safety director will also handle any media that may arise from the incident. (If the incident is of great significance, then Red Mountain Roofing's lawyers will handle all media inquiries.)

The safety director will also ensure the OSHA 300/300A log reflects the correct entry(ies).

Safety Committee

The safety committee will investigate all work-related accidents in a timely manner. This includes minor incidents, "near misses", unusual illnesses, as well as serious injuries and fatalities. Property damage will also be investigated.

Immediately upon being notified of an injury, illness or accident (including near misses), the safety director or safety committee shall conduct an investigation. The purpose of the investigation is to determine the cause of the incident and determine a corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary

in order to obtain objective findings.

Supervisors

The supervisor(s) will obtain the employee(s) statement(s) and assist filling out the *Incident Investigation Report*. Supervisors will also gather all statements from witness(es), catalog all evidence and take photographs.

Supervisors will also ensure the scene is secure and any damaged property is sectioned off or machinery/equipment is tagged “Do Not Use” until the investigation is over.

Employees

Employees will cooperate with the supervisor(s), safety committee, the safety director, all members of management involved and if necessary, Red Mountain Roofing’s lawyers.

At no time is any employee allowed to talk with the media other than the safety director, a member of management, or the Red Mountain Roofing’s lawyers.

Practices

Scope

The nature and magnitude of the investigation will depend on the severity of the incident (injury, illness, accident, or near miss situation). It could be as simple as a one- or two-page form (included in the safety manual), or as extensive as requiring photographs, video, samples, and interviews, etc. Anyone responsible for conducting an investigation will be trained in investigation procedures.

What types of incidents does Red Mountain Roofing investigate?

- Fatalities
- Serious injuries
- Unusual illnesses
- Minor injuries
- Property damage
- Near misses
- Other incidents

Procedures for Investigation

Immediately upon being notified of any incident, the safety director or safety committee shall:

- Visit the incident scene as soon as possible.
- Provide any needed first aid or call 911 (depending on location one may need to dial 9 first to get an outside line, then 911) for the injured/ill employee(s).
- If possible, make sure the hazardous condition that caused the incident has been removed or contained.
- Collect facts and evidence while the moment is still fresh and before witnesses forget important details.



- If possible, interview the injured worker at the scene of the incident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible.
- Report the incident to the job site supervisor or the safety director.
 - Incidents will be reported to the insurance carrier within 24 hours.
 - All serious incidents will be reported to the carrier as soon as possible.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Thoroughly investigate to identify all incident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
- All incidents involving death must be reported to federal and state OSHA within eight (8) hours. All incidents involving disfigurement, amputation, loss of consciousness, in-patient hospitalization of one (1) or more employees, and the loss of an eye must be reported to federal and state OSHA within 24 hours.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself, not just the injury/illness.
- Every investigation must also include an action plan. How can such incidents be prevented in the future?
- In the event a third party or defective product contributed to the incident, save any evidence as it could be critical to the recovery of claim costs.

Accurate and Prompt Investigations

- Ensures information is available.
- Causes can be quickly corrected.
- Helps identify all contributing factors.
- Reflects management concern.
- Reduces chance of recurrence.

Investigation Tips

- Avoid placing blame.
- Document with photos and diagrams, if needed.
- Be objective, get the facts.
- Reconstruct the event.
- Use open-ended questions.

Questions to Ask

When investigating using open-ended questions such as: who, what, (i.e., "What PPE were you wearing?"), when, where, why, and how will provide more information than closed-ended questions (i.e., "Were you wearing gloves?") Examples include:

- How did it happen?

- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the incident reported?
- Where did it happen?

The single, most important question that must be answered as the result of any investigation is: *"What do you recommend be done (or have you done) to prevent this type of incident from recurring?"*

Completing the Investigation

- Take or recommend a corrective action(s).
- Document the corrective action(s).
- The safety director and possibly the safety committee will review the results of all investigations.
- Consider all safety program modifications.

Certain non-confidential information obtained through investigations may be used to update and improve Red Mountain Roofing's current policies.

Training

All employees will train on incident reporting by doing "hypothetical" incident reports, to be determined based on previous 300A log reports, with the selection agreed upon by the safety committee, at least annually.

Supervisors, the safety committee members, the safety director, and members of management will train on incident reporting by compiling the "hypothetical" incident reports from the annual employee training.

Recordkeeping

Training records for the practice investigations will be kept for a period of three (3) years. All other records will be kept for the duration of the employee's employment, plus 30 years. All records are to be kept at the corporate office.

Incident Investigation Report for Red Mountain Roofing

This report form is to document the findings of an investigation into an accident, incident or near-miss on the jobsite or in the workplace. The form is to be filled out as soon as possible after any accident, incident, or near-miss occurs.

Date event occurred: _____ **Time event occurred:** _____

Employee(s) Involved: _____

Job title(s) and department(s): _____

Specific work area where accident/incident occurred: _____

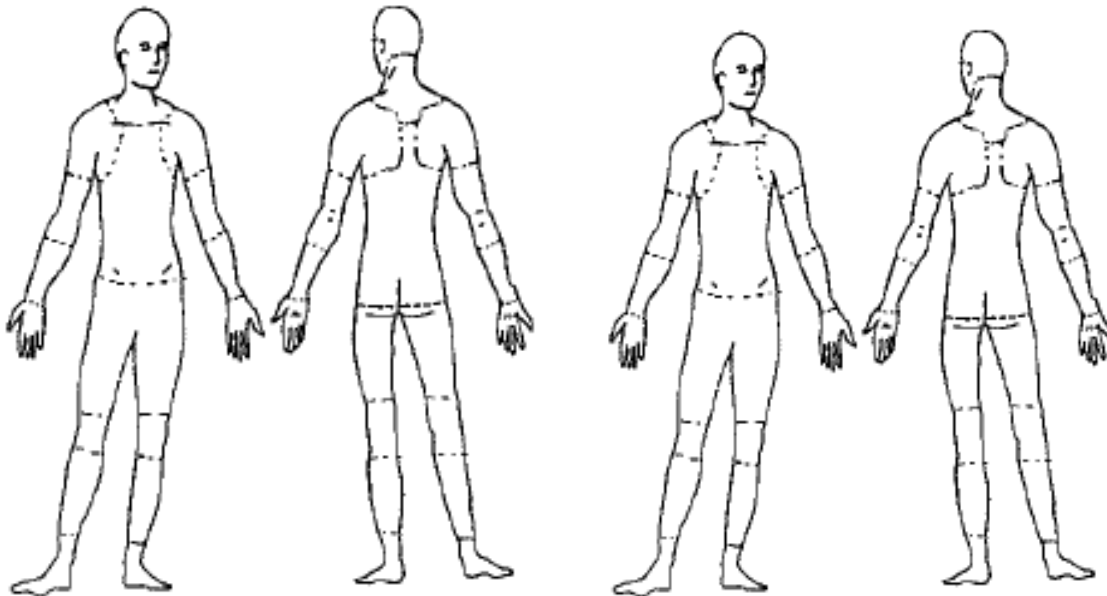
Supervisor/lead person(s): _____

Witness(es): _____

Witness(es) Contact Number(s): _____

Brief description of the accident or incident: _____

Indicate body part affected or N/A: _____



Employee #1

Employee #2

Incident Investigation Report for Red Mountain Roofing continued

Was the event considered a near-miss? Yes No

Did the injured employee(s) see a doctor? Yes No

If yes, did you file an employer's portion of a worker's compensation form?
Yes No

Did the injured employee(s) go home during their work shift? Yes No

If yes, list the date and time injured employee(s) left job(s):

What could have been done to prevent this accident/incident?

Have the unsafe conditions been corrected? Yes No

If yes, what has been done?

If no, what needs to be done?

Investigators Signature

Investigator's Name Print

Date: Investigator (above)

Date: Management (below)

Management's Signature

Management's Name Print

Additional comments/notes:



Incident Investigation Policy – Employee Acknowledgement

Topics Covered:

- Purpose
 - Definitions
 - Duties and Responsibilities
 - Practices
 - Scope
 - Procedures for Investigation
 - Accurate and Prompt Investigations
 - Investigation Tips
 - Questions to Ask
 - Completing the Investigation
 - Incident Investigation Report
 - Training
 - Recordkeeping
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Incident Investigation Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Incident Reporting Policy

Purpose

An unfortunate injury or illness has occurred. The employee(s) has been treated, the accident site secured, and, if able, the employee(s) and any witnesses have completed the company's "Incident Report Form." Now it is time to gather those completed forms, compile them into a summary report, notify the proper agencies, and begin the investigation.

Duties and Responsibilities

Safety director and/or Safety Committee

The following shall be carried out by the safety director, however; the safety director may choose to delegate on or all duties to a supervisor(s) or safety committee member(s).

1. Call the emergency contact listed in the employee(s) file(s) and make sure they have been notified of the injury/illness.
2. Call the appropriate manager as well as Human Resources personnel and inform s/he of the injury/illness.
3. Gather all of the completed incident report forms (which shall include any photos and/or drawing of the occurrence) and use those forms to fill out the applicable sections of the incident summary report.
4. Contact the urgent care or hospital the employee(s) was taken to for care and arrange for authorization to have initial diagnosis and updates sent to the company as they become available. (This is for initial care only. Once the employee has been released, providing follow-up visit information, if needed, to the company will be the employee's responsibility.)
5. Notify Red Mountain Roofing's Worker's Comp insurance agency within 10 days. (If a death or catastrophe occurs, call the insurance agency immediately, or if after business hours, the beginning of the next day's shift.)
6. Determine if the injury/illness is recordable or reportable on the *OSHA Form 300*:
 - Recordable – It has to be "recorded" within 7 days from the incident date on the *OSHA Form 300* (aka 300 Log).
 - Reportable – has to be "reported" directly to OSHA within 8 hours of the death or catastrophe (3 or more employees hospitalized) and "recorded" on the 300 Log.

Booklets and Forms to be Completed

Red Mountain Roofing

- “Incident Report Form”
- “Incident Summary Report”
- “Medical Records Release” (in case the urgent care or hospital doctors require more information on the employee(s) health and s/he is unable to speak.

Urgent Care and/or Hospital – *will vary depending on jobsite*

- “Medical Records Release” (signed by the employee(s) or the employee(s) representative; authorizing the urgent care/hospital to release medical status of the employee(s) to Red Mountain Roofing). *This release, and any medical updates received, is to be kept with the confidential employee files.*

Worker’s Compensation Insurance Agency

AZ Industrial Commission

http://www.ica.state.az.us/Claims/Claims_main.aspx

OSHA Recordkeeping Forms

<https://www.osha.gov/recordkeeping/RKforms.html>

Training

All employees that are involved in the reporting process (other than the injured employee) shall train on Incident Reporting by doing “hypothetical” incident reports, to be determined based on previous 300A log reports, with the selection agreed upon by the safety committee, at least annually.

Supervisors, the safety committee members, the safety director, and members of management will train on Incident Reporting by compiling the “hypothetical” incident reports from the annual employee training.

Recordkeeping

Training records for the practice investigations will be kept for a period of three (3) years. All other records will be kept for the duration of the employee’s employment, plus 30 years. All records are to be kept at the corporate office.



Incident Reporting Policy – Employee Acknowledgement

Topics Covered:

- Purpose
 - Duties and Responsibilities
 - Booklets and Forms to be Completed
 - Training
 - Recordkeeping
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Incident Reporting Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Materials Handling Equipment Policy

OSHA standards 29 CFR 1910.178 - 180

Purpose

The *Materials Handling Equipment Policy* for Red Mountain Roofing will explain to employees how to properly operate, use and work in and around equipment used to move (load, unload, sort, stack, etc.) material. The equipment listed in this policy has the potential to do physical harm if not handled or operated correctly. Extensive property damage is also likely, should an incident take place, which could mean unwanted down-time for the company and the employees.

Definitions

- The **load rating** is the limit of a load the equipment can handle, set by the manufacturer.
- A **powered industrial truck (PIT)** is a vehicle designed to carry and lift materials. A common PIT is a forklift.

Practices

The following practices shall be followed by employees for all materials handling equipment:

- Know how to operate the equipment you are using as per the manufacturer's guidelines.
- The operator, prior to each use, shall inspect all equipment.
 - Any defective equipment shall be repaired or replaced before continued use.
 - Any defective equipment shall be tagged "**Do Not Use**".
- **If provided, seatbelts shall be worn at all times when operating equipment.**
- Use only equipment that is appropriate for the work to be done.
- The rated load shall be posted and legible for all equipment and machines.
- Inspect equipment to ensure that it is in good working condition before beginning a job. In addition, ensure that regular inspections and maintenance are conducted as appropriate.
 - If provided, log inspections on an inspection log sheet.
- Ensure the following before leaving equipment unattended:
 - All buckets, blades, forks, lifts etc. are on the ground or stored properly.
 - Transmission is in neutral (if the transmission is an automatic, place in park).
 - Engine/power is off.
 - Equipment is secure against unintentional movement.
- Turn the engine/power off before refueling or recharging.
- Keep all shields and safety guards in place.
- Avoid underground utilities and overhead power lines.
- Do **not** get on or off moving equipment.
- Do **not** attempt to lubricate or adjust a running truck.
- Do **not** stress or overload your equipment.
- Do **not** use equipment when you are drowsy, intoxicated, or taking prescription medication that may affect your performance.

Forklift Operations

- Only authorized employees may operate forklifts (aka powered industrial trucks).
- Do **not** allow yourself to be distracted while raising or lowering a load.
- If you must stop during an operation, check the exact position of the mast in relation to other material before resumption of activity.
- Ensure that the forklift has an overhead barrier to protect the operator from falling objects.
- Always set the emergency brake when leaving the equipment unattended.
- Drive up and back down ramps.
- Do **not** speed.
- Do **not** allow riders.
- Do **not** raise people on a forklift.
- Do **not** walk, stand, or work under the elevated portion of a forklift (even if it is not loaded).

Material Stacking and Unstacking

Stacking

Stacking materials maximizes space use and facilitates materials control. When planning materials stacking, the following points must be considered:

- The permissible floor loading and the design load-handling capability of storage racks and bins
- The site layout with adequate walkways and aisles
- Materials routing in and out
- Method of stacking to be used
- Available or required materials handling facilities and equipment
- Area lighting avoiding shadow areas
- Pallet design and load bearing capacity
- Factors governing the size of stacks are volume and area available, and size, bulk, weight, type, rigidity and fragility of materials to be stacked.
- Loaded pallets must not normally be stacked more than three high.

Stability of stacks must be determined by:

- A safe ratio of height to base area
- Sound interlocking of the materials, either naturally or artificially
- How much of the aggregate weight is borne by the components in the lowest tier of the rack
- Good placement of every component in a stack, with no overhangs

Heavy items of equipment stored in custom-built crates or containers must not be stacked on top of the other (only the bases of these containers are designed to bear the load of the contents).

Stacks must be positioned away from walls or bulkheads and must not allow footing for persons to gain access to unguarded machinery. Racks must be inspected periodically to determine its condition and confirm its continuing capability to support the loads for which it was constructed.

Un-stacking

The majority of incidents involving the collapse of stacked materials occur when a stack is being taken down. During this activity, the following must apply:

- Only one person may be responsible for the manner in which the stack is reduced.
- If the employee in charge had no part in the stacking, the employee must become familiar with the type of stacking before work begins.
- The stack should be taken down tier by tier without “taking bites” out of it.
- Tubular or other fencing around the stack should be reduced in height as the stack is reduced.
- The area around the stack should be kept clear of tripping hazards.

Training

Red Mountain Roofing will provide training prior to any job assignment for selected employees on the proper operation and use of one or more of the above materials handling equipment.

OSHA requires every forklift operator be trained and certified to operate the powered industrial truck in the workplace, and that the operator’s performance be evaluated on the provisions of 1910.178(1)(3) every three years. Red Mountain Roofing shall maintain a record documenting that the driver has successfully completed the training. That is the only operating "license" required by OSHA.

Awareness training of working in/around this equipment will be provided to all employees.

Materials Handling Equipment Policy – Employee Acknowledgement

Topics Covered:

- Purpose
 - Definitions
 - Practices
 - Forklift Operations
 - Material Stacking and Unstacking
 - Training
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Materials Handling Equipment Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Mental Health and Suicide Prevention Policy

Purpose

Red Mountain Roofing maintains the following policy to assist managers and employees in creating greater awareness about employee mental health and suicide prevention.

Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity, and collaboration. Mental health issues also may affect companies, in the form of:

- Turnover
- Absenteeism
- Poor employee performance
- Employee substance abuse
- Work-related accidents
- Workplace violence or harassment

Red Mountain Roofing has measures to promote the good mental health of its employees, and has a plan for supporting employees and colleagues with mental health conditions or who may be at risk of suicide. With this policy, Red Mountain Roofing desires to support our employees and create a healthy and happy workplace.

Responsibilities

Managers

Managers proactively identify mental health issues among employees. If managers perceive that an employee is in a state of emotional or psychological distress, they should reach out to the employee. Managers should also train employees to follow suicide prevention practices indicated below. Managers and HR ensures the company adheres to these policies.

Employees

Employees should follow best practices to reduce stress in the workplace and to follow good mental health practices. Employees have the responsibility to report suspected mental health issues of fellow workers, including signs of suicide, to their supervisor. Employees should also follow suicide prevention practices listed below.

Practices to Promote Mental Health

What are mental health issues?

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout or nervous breakdowns. Substance abuse may also affect mental health issues.



Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (i.e., increased blood pressure, lethargy, changes in eating habits).

Factors that cause mental health issues

Employees may experience mental health issues for various reasons that an employer cannot control (i.e., hereditary, family conflicts, general health). There are also work-related reasons for mental health problems, including:

- Job insecurity
- Excessive pressure
- Work-life imbalance
- Lack of appreciation
- Hostile workplace conditions
- Unsatisfactory job or workload
- Unpleasant relationships with colleagues or managers

Our company's managers and supervisors aim to recognize and reduce cases of workplace pressures that contribute to mental health issues.

Company Actions

Red Mountain Roofing aims to:

- Treat mental illness seriously
- Identify mental health issues proactively and resolve them
- Support employees who face mental health problems
- Create a pleasant workplace in collaboration with managers, supervisors, and employees

Internal Policies

As a way to prevent employee mental health problems, we have additional policies or guidance for:

- Anti-retaliation
- Anti-discrimination
- Workplace violence
- Open communication
- Parental leave
- Short-term disability leave
- Other stress-relieving workplace options or accommodations

These policies or guides help preserve a healthy workplace where employees can enjoy work and balance their jobs with their personal lives. Managers and HR ensures the company adheres to these policies.



In the case of an employee mental health problem, Red Mountain Roofing will also establish a voluntary Employee Assistance Program (EAP) which includes confidential health assessments and counseling.

Mental Health Awareness

In order to raise mental health awareness and combat the stigmas associated with them, Red Mountain Roofing will:

- **Provide training.** We will schedule training for managers and employees explaining important elements of mental health and review policy guidelines.
- **Keep employees informed.** We will train and encourage employees to understand and avoid mental health issues.
- **Compile helpful resources.** We will establish a repository of articles, videos and infographics about mental health. These resources will be maintained and disseminated to employees by the HR department.

Job-related Issues

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to the HR department personnel about how to handle their individual situations better.

Additionally, we encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees, keep mental health information strictly confidential, and should search for mutually satisfying solutions together.

Manager Roles

Managers should also proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

Here are some tips on how managers can address an employee who suffers from mental health issues in common situations:

- If an employee has work-related problems, managers should come up with a solution that will alleviate the problem.
- If an employee has issues collaborating with colleagues, managers should meet with concerned employees and serve as mediators. If the problem is severe (i.e., violence, harassment, victimization), managers should contact the HR department.
- If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact a mental health professional or use resources provided by the HR department.

Employee Recognition and Development

One way to prevent our employees from excessive stress is to recognize their work and invest in their personal growth. For this reason, we will establish:

- Recognition programs
- Mentorship programs
- Learning and development programs

Compliance with the Law

Federal and state laws protect employees who suffer from medical conditions (i.e., clinical depression) or mental disorders (i.e., schizophrenia). Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that are non-discriminatory.

We will make reasonable accommodations for people with mental disabilities.

Practices to Prevent Suicide

Defining the Issue

Suicide is not exclusive. Anybody from any ethnic or cultural background, creed, age, education level, and sexuality are susceptible to suicide. Attempted suicide is defined as an act of self-injury with at least some intent to die as a result of the act.

Usually, these attempts are a way for someone to avoid confronting their problems of intense emotional pain when they do not know how to healthily deal with it.

Red Mountain Roofing strives to maintain a healthy and happy workplace. In order to help prevent suicide the company will:

- Provide information for employees on mental health and suicide prevention.
- Ensure all employees know what resources are available for support, both within the organization and in the local community.
- Foster a work environment in which employees feel comfortable talking about problems that have an impact on their ability to do their job effectively and support each other during difficult times.
- Identify and reduce work-related stressors which can negatively impact mental health.
-

Risk Factors

Risk factors are events or situations that may increase the likelihood of a suicide attempt or death. These risk factors may help identify those who are most at risk to attempt suicide.



Risk Factors	Long Term (Unchanging)	Long Term (Modifiable)	Triggers
Family	Family history of: <ul style="list-style-type: none"> • Suicide • Mental illness • Substance abuse Race Gender	Unrealistic parental expectations Abuse (emotional, physical, sexual)	Major family conflict Exposure to suicide of family member Anniversary of death Moving often
Personal Behavioral	Previous suicide attempt Loss through death, abandonment, divorce	Extreme perfectionism Mental illness Substance abuse Poor coping/social skills Impulsivity	Rejection Relationship break-up Current acute mental illness Severe stress/anxiety Isolation Increased use of substances
Social/ Environmental	Inconsistent, neglectful or abusive parenting Sexual orientation Gender identity Experience of repeated loss	Chronic severe stress Ongoing harassment	Bullying, Harassment Arrest/Incarceration Active suicide cluster in community Access to lethal means

Who Is the Most at Risk

Men, especially those who work in hazardous environments, make up 77% of successful suicides. Men are at risk, in part, due to cultural constraints that discourage men from talking about suicidal thoughts. Certain trades, such as construction work, have an unusually high risk for suicide among men.

Women have the most attempted suicides. Women tend not to choose highly lethal ways to make an attempt on their own lives.

LGBTQ individuals, especially when young, are also a higher risk, experiencing rejection, depression, and bullying.

Signs to Look for Among Employees

- Expression of thoughts or feelings about wanting to end their life, or talking about feeling hopeless or having no reason to live.
- Expression of feelings of isolation, loneliness, hopelessness, or loss of self-esteem, or dwelling on problems.
- Withdrawal from colleagues, decrease in work performance or difficulty completing tasks.
- Changes in behavior, such as restlessness, irritability, impulsivity, recklessness, or aggression.
- Speaking about arranging end-of-life personal affairs such as making a will, or concrete plans for suicide.
- Abuse of alcohol or other substances.
- Depressed mood or mentioning of previous suicidal behavior.
- Bullying or harassment.

- Particular attention should be paid to people who are losing their job.

What Supervisors and Employees Can Do

- Express empathy and concern, encourage employees to talk, and listen without judgment.
- Ask if there is anyone they would like to call or have called.
- Encourage them to reach out to health or counselling services and offer to call or go together.
- If your co-worker has attempted or indicates that they are about to intentionally harm themselves, remove access to means and do not leave them alone. Seek immediate support from a health professional.

Imminent Threats

Any employee who observes or learns of behavior believed to be an imminent threat of self-harm should dial 9-1-1 and also report it immediately to their immediate supervisor. When in doubt, report.

Reporting Other Concerning Behaviors

Any concerns other than imminent threats may be addressed by contacting the HR department. The HR department will take all reports seriously and promptly investigate the concerns. HR will refer any employees who exhibit concerning behaviors to seek immediate support from a health professional.

Training

Red Mountain Roofing shall provide annual trainings regarding the manifestations of mental illness and suicide prevention to employees and with each new hire.

Recordkeeping

The HR department shall ensure the maintenance of policy records for the listed periods:

Training Records	length of employment
Employee Medical Records	30 years

Training and medical records are available to all employees for review, upon written request.

Mental Health and Suicide Prevention Policy Employee Acknowledgment

Topics Covered:

- Purpose
- Responsibilities
- Practices to Promote Mental Health
- Practices to Prevent Suicide
- Training
- Recordkeeping

- I have read and fully understand all practices and responsibilities.
- I agree to observe and follow these practices.
- I have received a copy of this policy and practices.
- I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing's *Mental Health and Suicide Prevention Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Personal Protective Equipment (PPE)

OSHA standard 1910.132

Purpose

It the purpose of this policy to inform employees safety practices and procedures regarding Personal Protective Equipment (PPE)

Workplace Exposure

Employees using hand and power tools and those who are exposed to (hazardous) abrasives, chemicals, dusts, falling objects, flying objects, fumes, gases, materials, mists, splashing objects, substances, and/or vapors shall be provided with the particular PPE and associated training necessary to protect them from the one or more hazards.

Practices

PPE must be used and maintained in a sanitary condition at all times. Employees are to follow the guidelines provided by Red Mountain Roofing, as well as the manufacturer's instructions, on the use and care of all PPE. Improper use and care of PPE will not be tolerated. Employees who violate this rule shall be subject to disciplinary action up to and including discharge and may be charged for the damaged PPE.

Red Mountain Roofing will assess hazards that employees are exposed to and will provide, recommend or require PPE based on said hazard analysis.

Red Mountain Roofing shall provide PPE such as:

- Safety glasses, including those that fit over prescription glasses.
- A hard hat when needed.
- Protective clothing when required by the manufacture of certain equipment/machinery.

The safety director will make certain that PPE used on Red Mountain Roofing job sites properly fits the wearer.

Employees of Red Mountain Roofing are required to provide their own work boots and prescription safety glasses. All employee-owned equipment is to be kept in good sanitary condition as well.

Special equipment, such as face shields (other than for welding), respirators, hearing protection (other than ear plugs) and gloves (other than those found in the first aid kits), will be issued on an as-needed basis.

NOTE: Red Mountain Roofing requires that used/worn or damaged PPE is not to be used but must be turned in before new PPE will be issued. Occasional loss of PPE is expected, but excessive loss will not be allowed and employees may have to pay for new PPE themselves.

Body and Clothing Requirements

A regular work shirt and long pants will be worn at all times. Excessive jewelry and loose clothing are **not** allowed.

Eye and Face Protection

- When required, safety glasses shall meet the ANSI Z87.1 standard.
 - Safety glasses are required during: chipping, cutting, breaking, sawing, drilling or any activity (splashing) that poses a hazard to the eyes.
- Face shields are required for grinding, welding, chemical handling, and other operations that pose a hazard (splashing) to the face and forehead.
 - Safety glasses shall be worn underneath the face shield.
- Face and eye protection equipment shall be kept clean and in good repair.
 - When noticeable scratches begin to appear on face and eye protection, the employee is expected to turn in the used PPE for new PPE.

Foot Protection

Where walking/working surfaces may be slippery, or become slippery, shoes with slip resistant soles shall be worn.

Protective footwear is required if the employee is working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

Hand Protection

While utilizing tools and handling materials that could cause injury to the hand, appropriate gloves shall be worn.

- Nitrile dipped cloth gloves shall be worn when working with sharp or abrasive material.
- Latex rubber gloves shall be worn when working with solvents and/or chemicals.

Head Protection

- When required, hard hats shall meet the ANSI Z89.1 standard.
- All hard hats are to be worn correctly.
 - Persons wearing hats under their hard hat and/or wearing them backward will be cited for a safety violation.
- Hard hats must be inspected daily for damage and weaknesses.
 - The safety director will inspect any hard hat that has been involved in an incident before it is allowed to be used again.

Hearing Protection

Hearing protection shall be worn during tasks where workers are exposed to excessively loud noises. The minimum PPE is ear plugs.

Training

All employees that perform tasks where they are to use PPE will be trained on what PPE they are required to wear, why they are required to wear it, how to properly use it and how to properly maintain it. They will be retrained on all appropriate techniques and information regularly. Sign in sheets will be signed by all training attendees to document trainings and attendance.

Recordkeeping

The safety director will keep a log of all issued PPE to track usage for inventory purposes and to make sure employees are not taking advantage of the PPE that is issued without cost to the employee.

Personal Protective Equipment (PPE) Policy - Employee Acknowledgment

Topics Covered:

- Purpose
 - Workplace Exposure
 - Practices
 - PPE
 - Body and Clothing
 - Eye and Face protection
 - Foot Protection
 - Hand Protection
 - Head Protection
 - Hearing Protection
 - Training
 - Recordkeeping
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Personal Protective Equipment (PPE) Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Personal Protective Equipment Hazard Assessment for Red Mountain Roofing

Work location:	
Job / task:	
Assessment conducted by:	
Assessment date:	
Job task or job performed:	

Eye Hazards

Tasks that can cause eye hazards include: working with chemicals; molten metal; chipping; grinding; furnace operations; sanding; welding; and intense light.

Hazards	Yes	No	Description of Hazard	Required PPE
Chemical				
Dust				
Heat				
Impact				
Light / radiation				
Electrical				

Head Hazards

Tasks that can cause head hazards include: working below other workers who are using tools and materials which could fall; working on potentially energized electrical equipment; working with chemicals; and working under machinery or processes which might cause materials or objects to fall.

Hazards	Yes	No	Description of Hazards	Required PPE
Burn				
Chemical				
Impact				



Electrical				
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Hand Hazards

Tasks that can cause hand hazards include: cutting material; working with chemicals; and working with hot objects.

Hazards	Yes	No	Description of Hazards	Required PPE
Burns				
Chemical				
Cuts / abrasions				
Hot / cold exposure				
puncture				
Electrical				

Foot Hazards

Tasks that can cause foot hazards include: carrying or handling heavy (>15 lbs.) material that could be dropped; performing manual material handling or working with chemicals.

Hazard	Yes	No	Description of Hazards	Required PPE
Chemical				
Compression				
Impact				
Puncture				
Electrical				

Noise Hazards

Task associated with equipment that can generate noise greater than 90 dBA this would include arc flash hazards, rotating equipment grinders etc.

Hazards	Yes	No	Description of Hazards	Required PPE
Moving machinery				
Rotating equipment				
Electrical				

Fall Hazards

Tasks that can cause hazards to the employee as a result of working at elevation or in applications that risk to falling are present.

Hazard	Yes	No	Description of Hazards	Required PPE
Heights greater than OSHA limit				
Working from leading edge				
Ladders				
Scaffolds				

Body Hazards

Tasks that can cause hazards to the body of the employee in locations where harm to the body could occur.

Hazards	Yes	No	Description of Hazards	Required PPE
Wet environment				
Dust				
Confined space				



Chemical				
Electrical				
Operating PIV				

Respiratory Hazards

Tasks that can cause inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dust, mist or fumes or fibers. Activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance. **All respirator usage must conform to the company respirator use policy.**

Hazards	Yes	No	Description of Hazards	Required PPE
Chemical				
Vapor				
Dust				
Respirable fibers				
Asbestos				

Certification

I certify that the above PPE hazard assessment was performed on the date indicated. This document is a certification of the hazard assessment per OSHA Standard 29CFR 1910.132.

Printed name:	
Date:	
Signature:	

Training

Number	Employee Printed Name	Employee Signature	Date of Training	Trainer
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Respirator Policy

OSHA standard 29 CFR 1910.134

Purpose

The respirator policy was created by Red Mountain Roofing to protect employees at from breathing in harmful particles, dust, fumes, gases, mists, and vapors which employees could be exposed to on certain job sites.

Definitions

- ***Air-purifying respirator (APR)*** means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
- ***Atmosphere-supplying respirator*** means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.
- ***End-of-service-life indicator (ESLI)*** means a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.
- ***Fit test*** means the use of a protocol to qualitatively (QLFT) or quantitatively (QNFT) evaluate the fit of a respirator on an individual.
- ***High efficiency particulate air (HEPA) filter*** means a filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.
- ***Immediately dangerous to life or health (IDLH)*** means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Duties and Responsibilities

Management

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection program with worksite-specific procedures. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use.

The employer shall designate a program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.

The employer shall provide respirators, training, and medical evaluations at no cost to the employee.

Program Administrator

The program administrator at Red Mountain Roofing shall be the safety director. In addition,



long-term job sites may have a designated program administrator in addition to the company program administrator.

The program administrator shall be one who is qualified by receiving or have received appropriate training, and with experience that matches with the complexity of the program. The program administrator shall oversee the respiratory protection program and conduct the required evaluations of the program's effectiveness.

If the program administrator is not the safety director, then the program administrator shall communicate all evaluations of the respiratory protection program to the safety director.

Practices

Only authorized and trained employees shall use respirators. Those employees shall use only the respirator that they have been trained on and properly fitted to use. For those employees that qualify to use a respirator, the following practices shall be followed:

- Only physically qualified employees shall be trained and authorized to use respirators.
 - A medical exam shall be performed by a qualified physician.
 - Any changes in an employees' health or physical characteristics shall be reported to the program administrator and will be re-evaluated by a qualified physician.
- All respirators shall be located in a clean, convenient and sanitary location.
 - Employees with respirators loaned on "permanent check out" shall be responsible for the sanitation, proper storage and security. Respirators damaged by normal wear shall be repaired or replaced by the Red Mountain Roofing when returned.
 - Some respirators can be assigned to individual employees, but they belong to Red Mountain Roofing and shall not be taken by the employee if employment is terminated.
 - The last employee using a respirator that is available for general use (respirators that do not require a medical exam like a N95) shall be responsible for proper storage and sanitation.
 - Monthly and after each use, all respirators shall be inspected with documentation to assure the respirators are fit for use.
- When the environment levels require breathing protection, only the proper prescribed respirator shall be used for the job or work environment.
 - Air cleansing respirators shall be worn in work environments when oxygen levels are between 19.5% to 23.5% and when the appropriate air-cleansing canister, as determined by the manufacturer and approved by NIOSH or MESA, for the known hazardous substance is to be used.
- Employees working in environments where a sudden release of a hazardous substance is likely shall wear an appropriate respirator for that hazardous substance (example: Employees working in an ammonia compressor room shall have an ammonia APR respirator on their persons.).
- In the event that employees must enter a confined space, work in environments with

hazardous substances that would be dangerous to life or health should the respiratory protective equipment (RPE) fail, and/or conduct a HAZMAT entry, a "buddy system" detail shall be used with a safety watchman assigned.

- The Safety Watchmen will have constant voice, visual or signal line communication with the entrants.
 - Employees shall follow the established emergency response program and/or *Confined Space Entry Program* when applicable.

The program administrator shall establish and maintain surveillance of jobs and work place conditions and the degree of employee exposure or stress, to maintain the proper procedures and to provide the necessary RPE.

The program administrator shall establish and maintain safe operation procedures for the safe use of RPE with strict enforcement and disciplinary action for failure to follow all general and specific safety policies. Standard operation procedures (SOPs) for general RPE use shall be maintained as an attachment to the respiratory protection program and SOPs for RPE use under emergency response situations and shall be maintained as an attachment to the emergency response program.

Selection of Respirators

Red Mountain Roofing shall evaluate the respiratory hazard(s) in each workplace/job site, identify relevant workplace/job site and user factors, and shall base respirator selection on these factors.

Also included shall be estimates of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. This selection shall include appropriate protective respirators for use in IDLH atmospheres and can limit the selection and use of air-purifying respirators.

All selected respirators are NIOSH-certified.
A list of the selected respirators is provided in "Table 1".

Filter Classifications

These classifications are marked on the filter or filter package:

- N-Series: Not Oil Resistant
 - Approved for non-oil particulate contaminants; examples: dust, fumes, mists not containing oil.
- R-Series: Oil Resistant
 - Approved for all particulate contaminants, including those containing oil; examples: dusts, mists, fumes
 - Time restriction of 8 hours when oils are present
- P-Series: Oil Proof
 - Approved for all particulate contaminants including those containing oil; examples: dust, fumes, and mists.
 - See Manufacturer's time use restrictions on packaging

The following respirators shall be used in IDLH atmospheres:

- A full-face piece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
- a combination full-face piece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
- Respirators provided only for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they shall be used.

Respirators for atmospheres that are not IDLH:

- The respirators selected shall be adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations. The respirator selected shall be appropriate for the chemical state and physical form of the contaminant.

Identification of Filters any Cartridges

All filters and cartridges shall be labeled and color coded with the NIOSH approval label and that the label is not removed and remains legible. A change out schedule for filters and canisters has been developed to ensure these elements of the respirators remain effective. A list of the cartridges used at Red Mountain Roofing is provided in “Table 1”.

Respirator Filter any Canister Replacement

An important part of the respiratory protection program includes identifying the useful life of canisters and filters used on air-purifying respirators. Each filter and canister shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or if there is no ESLI appropriate for conditions a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

Respirators used at Red Mountain Roofing and their recommended lives are listed in Table 1 below:

TABLE 1		
Respirator	Cartridge	Useful Life
<i>EXAMPLE:</i> <i>North 5400 Full Face Respirator</i>	<i>North Hepa filters any North Chemical</i>	<i>Until Difficulty breathing or chemical smell</i>

Filter any Cartridge Change Schedule

Stock of spare filers and cartridges shall be maintained by the program administrator(s) to allow immediate change when required or desired by the employee.

Cartridges shall be changed based on the most limiting factor below:

- Prior to expiration date.
- Manufactures recommendations for the specific use and environment.
- After each use.
- When requested by employee.
- When contaminate odor is detected.
- When discoloring of the filter media is evident.
- When restriction to air flow has occurred as evidenced by increase effort by user to breathe normally.
- Cartridges shall remain in their original sealed packages until needed for immediate use.

Respiratory Protection Assignments by Job

Red Mountain Roofing maintains respiratory protection Assignments by job. The assignments are communicated to each authorized and trained employee. Respirator schedule assignments are listed in “Table 2”.

Assignments shall be reviewed prior to working on a particular project.

TABLE 2		
Job	Respirator	Cartridge
<u>EXAMPLE:</u> <i>Sandblasting</i>	<i>Fresh air supplied, hood, & suit</i>	<i>N/A</i>
<u>EXAMPLE:</u> <i>Confined Paint/ Chemical work</i>	<i>North 5400 full face Respirator</i>	<i>North Chemical Filter</i>

Medical Evaluation

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. Red Mountain Roofing provides a medical evaluation to determine the employee's ability to use a respirator.

Medical Evaluation Procedures

The employee shall be provided a medical questionnaire by the Red Mountain Roofing’s designated occupational health care provider.



Follow-up Medical Examination

Red Mountain Roofing shall ensure that a follow-up medical examination is provided for an employee who gives a positive response to any question among questions in Part B of the questionnaire or whose initial medical examination demonstrates the need for a follow-up medical examination.

The follow-up medical examination shall include any medical tests, consultations, or diagnostic procedures that the Physician deems necessary to make a final determination.

Administration of the Medical Questionnaire and Examinations

The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. Red Mountain Roofing shall provide the employee with an opportunity to discuss the questionnaire and examination results with the physician.

Supplemental Information for the Physician

The following information shall be provided to the qualified physician before the physician makes a recommendation concerning an employee's ability to use a respirator:

- The type and weight of the respirator to be used by the employee.
- The duration and frequency of respirator use (including use for rescue and escape).
- The expected physical work effort.
- Additional protective clothing and equipment to be worn.
- Temperature and humidity extremes that may be encountered.
- Any supplemental information provided previously to the physician regarding an employee need not be provided for a subsequent medical evaluation if the information and the physician remain the same.

Medical Determination

In determining the employee's ability to use a respirator, Red Mountain Roofing shall:

- Obtain a written recommendation regarding the employee's ability to use the respirator from the physician.
 - The recommendation shall provide only the following information:
 - Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.
 - ▶ The need, if any, for follow-up medical evaluations.
 - ▶ A statement that the qualified physician has provided the employee with a copy of the Physician's written recommendation.

- If the respirator is a negative pressure respirator and the qualified physician finds a medical condition that may place the employee's health at increased risk if the respirator is used, Red Mountain Roofing shall provide a APR if the qualified physician's medical evaluation finds that the employee can use such a respirator; if a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then Red Mountain Roofing's is no longer required to provide a APR.

Additional Medical Evaluations

At a minimum, Red Mountain Roofing shall provide additional medical evaluations that comply with the requirements of this section if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator.
- A physician, supervisor, or the respirator program administrator informs Red Mountain Roofing that an employee needs to be reevaluated.
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation.
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

Respirator Fit Testing

Before an employee is assigned to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used. Red Mountain Roofing shall ensure that an employee using a tight-fitting face piece respirator is fit tested, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

Red Mountain Roofing has established a record of the qualitative fit test (QLFT) and quantitative fit tests (QNFT) administered to employees including:

- The name or identification of the employee tested,
- type of fit test performed,
- specific make, model, style, and size of respirator tested, and
- date of test.
- Also, the pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.

Additional fit tests will be conducted whenever the employee reports, or Red Mountain Roofing's, qualified physician, safety director, supervisor, or program administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

If after passing a QLFT or QNFT, the employee notifies Red Mountain Roofing's safety director, supervisor, or physician that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.

Types of Fit Tests

The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol. The OSHA-accepted QLFT and QNFT protocols and procedures are contained in Appendix A of OSHA Standard 1910.134.

- QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less.
- If the fit factor, as determined through an OSHA-accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half face pieces, or equal to or greater than 500 for tight-fitting full-face pieces, the QNFT has been passed with that respirator.
- Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for respiratory protection.
- Qualitative fit testing of these respirators shall be accomplished by temporarily converting the respirator user's actual face piece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator face piece with the same sealing surfaces as a surrogate for the atmosphere-supplying or powered air-purifying respirator face piece.
- Quantitative fit testing of these respirators shall be accomplished by modifying the face piece to allow sampling inside the face piece in the breathing zone of the user, midway between the nose and mouth. This requirement shall be accomplished by installing a permanent sampling probe onto a surrogate face piece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the face piece.
- Any modifications to the respirator face piece for fit testing shall be completely removed, and the face piece restored to NIOSH approved configuration, before that face piece can be used in the workplace.

Fit test records shall be retained for respirator users until the next fit test is administered. Written materials required to be retained shall be made available upon request to affected employees.

Respirator fit testing will be conducted annually.

Respirator Operation and Use

Respirators shall only be used following the respiratory protection safety procedures established in this policy. The operations and user manuals for each type of respirator shall be maintained by the program administrator and be available to all qualified employees.

For continued protection of respirator users, the following general use rules apply:

- Employees shall **not** remove respirators while in a hazardous environment.
- Respirators are to be stored in a clean bag provided at time of fit testing.
- Store respirators such that the sealing area does not become distorted or warped.
- Store respirator such that the face piece is protected.

Face Piece Seal Protection

Red Mountain Roofing does **not** permit respirators with tight-fitting face pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or
- any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, the employee shall ensure that such equipment is worn in a manner that does **not** interfere with the seal of the face piece to the face of the user.

Continuing Effectiveness of Respirators

Red Mountain Roofing shall ensure that employees leave the respirator use area:

- To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use.
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece.
- To replace the respirator or the filter, cartridge, or canister elements.

If the employee detects some vapor or gas breaks through, changes in breathing resistance, or leakage of the face piece, Red Mountain Roofing will replace or repair the respirator before allowing the employee to return to the work area.

Procedures for IDLH Atmospheres

For all IDLH atmospheres, Red Mountain Roofing shall ensure that:

- One employee or, when needed, more than one employee, is located outside the IDLH atmosphere.
- Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere.
- The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.
- A designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue.
 - A designee authorized to do so by Red Mountain Roofing, once notified, provides necessary assistance appropriate to the situation.

Employee(s) located outside the IDLH atmospheres will be equipped with:

- Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either
- appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
- equivalent means for rescue, where retrieval equipment is not required.

Respirator Maintenance

Cleaning and Disinfecting

Red Mountain Roofing shall provide each trained employee with a respirator that is clean, sanitary, and in good working order. Red Mountain Roofing shall ensure that respirators are cleaned and disinfected using the SOP cleaning and disinfecting procedure.

The respirators shall be cleaned and disinfected when:

- Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
- Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals.
- Respirators maintained for emergency use shall be cleaned and disinfected after each use.
- Respirators used in fit testing and training shall be cleaned and disinfected after each use.

Note: Cleaning and storage of respirators assigned to specific employees are the responsibility of that employee.

Respirator Inspection

All respirators, both available for "general use" and those on "permanent check-out", shall be inspected after each use and at least monthly. Should any defects be noted, the respirator shall be taken to program administrator. Damaged respirators shall be either repaired or replaced. The inspection of respirators loaned on "permanent check-out" is the responsibility of that trained employee.

Respirators shall be inspected as follows:

- All respirators used in routine situations shall be inspected before each use and during cleaning.
- All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for proper function before and after each use.

Respirator inspections include the following:

- A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters or filters.
- Check of elastomeric parts for pliability and signs of deterioration.

Respirator Storage

Respirators are to be stored as follows:

- All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.
- Emergency respirators shall be:
 - Kept accessible to the work area;
 - stored in compartments or in covers that are clearly marked as containing emergency respirators; and
 - stored in accordance with any applicable manufacturer instructions.

Repair of Respirators

Respirators that fail an inspection or are otherwise found to be defective shall be removed from service to be discarded, repaired, or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
 - Those respirators to be repaired shall be tagged “**Needs Repair, Do Not Use.**”
- repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
- reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

Breathing Air Quality and Use

Red Mountain Roofing shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:

- Compressed and liquid oxygen shall meet the United States pharmacopoeia requirements for medical or breathing oxygen; and
- Compressed breathing air shall meet at least the requirements for grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:
 - Oxygen content (v/v) of 19.5-23.5%;
 - Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;

- Carbon monoxide (CO) content of 10 ppm or less;
 - Carbon dioxide content of 1,000 ppm or less; and
 - lack of noticeable odor.
- Compressed oxygen shall **not** be used in atmosphere-supplying respirators that have previously used compressed air.
- Oxygen concentrations greater than 23.5% are used only in equipment designed for oxygen service or distribution.
- Cylinders used to supply breathing air to respirators meet the following requirements:
 - Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178).
 - Cylinders of purchased breathing air shall have a certificate of analysis from the supplier that the breathing air meets the requirements for grade D breathing air.
 - Moisture content in breathing air cylinders does **not** exceed a dew point of -50 deg. F (-45.6 deg. C) at one (1) atmosphere pressure.
- Breathing air couplings are incompatible with outlets for non-reparable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing airlines.
- Breathing gas containers shall be marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.
- Compressors used to supply breathing air to respirators are constructed and situated so as to:
 - Prevent entry of contaminated air into the air-supply system;
 - Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 degrees F (-5.56 deg. C) below the ambient temperature;
 - Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters shall be maintained and replaced or refurbished periodically following the manufacturer's instructions.
 - Have a tag containing the most recent change date and the signature of the person authorized by the employer to perform the change. The tag shall be maintained at the compressor.
- For compressors that are not oil-lubricated, carbon monoxide levels in the breathing air shall not exceed 10 ppm.
- For oil lubricated compressors, a high-temperature or carbon monoxide alarm, or both, shall be used to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.
- Breathing air couplings shall be incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.
- Breathing gas containers shall be marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

Identification of Filters, Cartridges, and Canisters

Red Mountain Roofing shall ensure that all filters, cartridges and canisters used in the workplace are labeled and color coded with the NIOSH approval label and that the label is not removed and remains legible.

Training

Effective/extensive training for employees who are required to use respirators is essential. The training shall be conducted by the safety director and shall be comprehensive, understandable, and recur annually, and more often if necessary. Training will be provided prior to requiring the employee to use a respirator in the workplace. The training shall ensure that each employee can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- Limitations and capabilities of the respirator.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- How to inspect, put on and remove, use, and check the seals of the respirator.
- The procedures are for maintenance and storage of the respirator.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- The general requirements of this policy.

Retraining Shall Be Conducted

- At least annually.
- When there are changes in the workplace.
- If noticeable physical changes in an employee(s)' appearance.
- The type of respirator used in previous training is rendered obsolete.
- Inadequacies in the employee's knowledge or use of the respirator; indications that the employee has not retained the understanding or skill.
- Other situation arises in which retraining appears necessary to ensure safe respirator use.

Training Sections

Classroom Instruction

- Overview of the company respiratory protection program any OSHA standard.
- Respiratory protection safety procedures.
- Respirator selection.
- Respirator operation and use.
- Why the respirator is necessary.
- How improper fit, usage, or maintenance can compromise the protective effect.
- Limitations and capabilities of the respirator.
- How to use the respirator effectively in emergency situations, including respirator

malfunctions.

- How to inspect, put on and remove, use, and check the seals of the respirator.
- What the procedures are for maintenance and storage of the respirator.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- Change out schedule and procedure for air purifying respirators.

Hands-on Respirator Training

- Respirator inspection;
- Respirator cleaning and sanitizing;
- Recordkeeping;
- Respirator storage;
- Personal hygiene;
- Respirator fit test;
- What to do in emergencies.

Actual Fit Testing

A fit test shall be conducted for each type and model of respirator Red Mountain Roofing's employees will use.

Program Evaluation

The program administrator shall conduct evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented, and to consult employees to ensure that they are using the respirators properly.

The program administrator shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

The program administrator shall regularly consult employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
- Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

Recordkeeping

Red Mountain Roofing will retain written information regarding medical evaluations, fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist Red Mountain Roofing in auditing the adequacy of the program, and

provide a record for compliance determinations by OSHA. Recordkeeping requirements for respirators are the responsibility of Human Resources.

Physical and Medical Qualifications

Records of medical evaluations shall be retained and made available in accordance with 29 CFR 1910.1020.

Fit Testing

Red Mountain Roofing shall establish a record of the qualitative or quantitative fit tests administered to an employee including:

- The name or identification of the employee tested;
- Type of fit test performed;
- Specific make, model, style, and size of respirator tested;
- Date of test; and
- The pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.

Fit test records shall be retained for respirator users until the next fit test is administered.

Written Copy

A written copy of the current respirator program shall be retained by the employer.

Retention and Availability

Written materials required to be retained under this subsection shall be made available upon request to affected employees and to the program administrator for examination and copying.

Respirator Policy – Employee Acknowledgement

Topics Covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices
 - Selection of Respirators
 - Filter Classifications
 - Identification of Filters any Cartridges
 - Respirator Filter any Canister Replacement
 - Filter any Cartridge Change Schedule
 - Respiratory Protection Assignments by Job
 - Medical Evaluation
 - Medical Evaluation Procedures
 - Follow-up Medical Examinations
 - Administration of the Medical Questionnaire and Examinations
 - Supplemental Information for the Physician
 - Medical Determination
 - Additional Medical Evaluations
 - Respirator Fit Testing
 - Types of Fit Tests
 - Respirator Operation and Use
 - Face Piece Seal Protection
 - Continuing Effectiveness of Respirators
 - Procedures for IDHL Atmospheres
 - Respirator Maintenance
 - Cleaning and Disinfecting
 - Respirator Inspection
 - Respirator Storage
 - Repair of Respirators
 - Breathing Air Quality and Use
- Training
- Recordkeeping



Respirator Policy – Employee Acknowledgement continued

- I have read and fully understand all practices and responsibilities.
- I agree to observe and follow these practices.
- I have received a copy of this policy and practices.
- I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Respirator Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Silica Exposure Control Plan

OSHA standard 1926.1153 Respirable Crystalline Silica

Purpose

Many of the activities performed on Red Mountain Roofing projects result in the creation/release of silica dust, thus exposing our employees.

Responsibilities

Due to the risk posed by respirable silica, it is critical that all personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following silica related responsibilities have been established and must be adhered to:

Management

- Regularly evaluating new equipment and technologies that become available, as able/appropriate, purchasing the “best available” equipment/technologies (*within Red Mountain Roofing’s capabilities*). Equipment/technologies with (silica) dust suppression and/or capture technologies will generally be given preference over equipment/technologies that lack such.
- Implementing a suitable respirable silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available. The purpose of the program will ensure that (*over time*) Red Mountain Roofing has quantifiable silica exposure data available for all regularly occurring, as well as reasonably foreseeable, work activities.
- Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed communicated and effectively implemented as appropriate.
- Ensuring that all employees (*i.e., Managers, Supervisors and Workers*) receive the necessary education and training related to this policy, as well as project/task specific ECPs.
- Maintaining applicable records (*i.e., exposure sampling, inspections, respirator fit tests, training records, etc.*) in accordance with Red Mountain Roofing’s record retention procedures/practices.
- In conjunction with the Red Mountain Roofing safety committee. Conducting a review of this policy, as well as: (1) project/task specific ECP’s, (2) available exposure monitoring data, (3) Industry/Regulatory information, and (4) new/emerging equipment/technologies on a regular (*i.e., annual*) basis.

Supervisors

- All supervisors will be trained as competent persons and will carry out the duties outlined in CFR 1926.1153 outlined below.
- Obtaining a copy of the project/task specific ECPs (*and/or other similar such information*), and ensuring such are made available at each work site.
- Ensuring that all the tools, equipment, PPE and materials (*including water*) necessary to implement the ECP is available (*and in good working order*) prior to allowing work activities to commence.

- Ensuring that all workers (*under the supervisor’s direction and control*) have received the necessary education and training. As appropriate, each supervisor must ensure that workers are available to “demonstrate competency” for identified tasks.
- Ensuring that workers adhere to the project/task specific ECP, including PPE and personal hygiene (*i.e., including be clean shaven where the respirator seals to the user’s face*) requirements.
- Coordinating work activities with the owner/prime contractor as required, and/or otherwise implementing the controls necessary to protect others (*i.e., erecting of barricades and signage*) who could be adversely affected by Red Mountain Roofing’s acts (*or omissions*).

Employees

- Knowing the hazards of silica dust exposure.
- Using the assigned protective equipment in an effective and safe manner.
- Working in accordance with the project/task specific ECP.
- Reporting (immediately) to their supervisor, any hazards (*i.e., unsafe conditions, unsafe acts, improperly operating equipment, etc.*).

Practices

Specific Exposures

Examples include:

- Sweeping
- Grinding
- Cutting
- Any other activity that exposes employee to silica (see SDSs).

Red Mountain Roofing is committed to providing a safe and healthy workplace to our employees, recognizing the right of workers to work in a safe and healthy work environment and ensuring that Red Mountain Roofing’s activities do not adversely affect the health and safety of any other persons.

This commitment includes ensuring every reasonable precaution is taken to protect our employees (and others) from the adverse health effects associated with exposure to silica.

Prevention and Controls

Risk Identification

Silica is contained in many of the products used/encountered on *Red Mountain Roofing’s* Projects. Refer to the SDS manual for the specific amounts of crystalline silica in the products utilized.

The health hazards of silica come from breathing in the dust. In addition to identifying the specific activities/areas where personnel could be exposed to silica dust, the “amount” of exposure and “duration” of exposure must also be considered. With consideration to

these three factors, activities performed by Red Mountain Roofing (*or that are otherwise occurring in proximity to Red Mountain Roofing's activities*) that expose our employees (*as well as members of the public and other workers*) to the dust include, but are not necessarily limited to:

- Surface preparation activities such as: (1) the use of blow-packs, (2) the use of Bobcats with “sweeper” attachments, (3) the use of sweeper trucks and (4) hand sweeping.
- Saw-cutting (of both asphalt and concrete).
- Granular surface preparation activities (*i.e., grading and rolling*), and

Risk Assessment

Red Mountain Roofing will use a variety of methods to assist with the “assessment” of (*possible and actual*) silica exposures. These methods will include, but may not necessarily be limited to:

- Reviewing data/reports available in the public domain (*i.e., Information available through regulatory agencies and industry associations*).
- Regularly consulting with the safety directors from firms who perform similar work.
- Implementing a suitable respirable silica exposure monitoring program. This program will ensure that (*over time*) Red Mountain Roofing has quantifiable silica exposure data available that is representative of all regularly occurring, as well as reasonably foreseeable work activities. Exposure monitoring will generally be conducted “in-house”, although assistance (*i.e., actual monitoring and/or interpretation of results*) may be obtained through outside consultants/hygienists.

Control Methods

When determining measures to reduce or eliminate worker exposure to silica dust, Red Mountain Roofing will generally select a combination of controls, listed in order of preference:

- Elimination and substitution
- Engineering
- Administrative
- Personnel Protection Equipment (PPE)

Substitution and Elimination

Whenever possible, Red Mountain Roofing will substitute products containing silica with products that do not contain (*or contain a lower percentage of*) crystalline silica. While there have historically been few “substitution” options available, Red Mountain Roofing recognizes the importance of planning work in order to minimize the amount of silica dust generated. During the planning phases of a project, Red Mountain Roofing will advocate for the use of methods that reduce the need for cutting, grinding, or drilling of concrete surfaces.

Engineering Controls

Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two “common” engineering control options are available to Red Mountain Roofing in many circumstances. These include the Local Exhaust Ventilation (LEV) and Wet Dust Suppression (WDS) systems.

LEV Systems

Tools/appliance specific LEV systems are available on some tools/appliances. Such LEV systems are generally comprised of a shroud assembly, a hose attachment, and a vacuum system. Dust-laden air is collected within the shroud, drawn into the hose attachment, and conveyed to the vacuum, where it is filtered and discharged. “Large scale” LEV systems, such those available on some Vacuum Trucks and Mobile Sweepers, may also be employed (at times) on Red Mountain Roofing projects.

When/if LEV systems are used, Red Mountain Roofing will employ the following systems and safe work practices:

- Vacuum attachment systems that capture and control dust at its source whenever possible.
- Dust control systems will be maintained in optimal working condition.
- Grinding wheels will be operated at the manufacturer’s recommended RPM (operating in excess of this can generate significantly higher airborne dust levels).
- HEPA or good quality, multi-stage vacuum units (*approved for use with silica dust*) will be used in accordance with the manufacturer’s instructions.
- Whenever possible, concrete grinding will be completed when the concrete is wet (*thus dust release will be significantly reduced*).

WDS Systems

Unlike LEV systems, many tools/appliances at Red Mountain Roofing are equipped with WDS systems (i.e., on the milling equipment, sweeper equipped Bobcats, as well as attachments on various hand held/portable, abrasive/cutting equipment). When WDS Systems are not available, (as a standard or retrofitted part of a tool/appliance), similar effects can also be achieved by manually wetting the surface (i.e., with a mister or with a hose).

When WDS systems are used, Red Mountain Roofing will employ the following systems and safe work practices:

- If water is not readily available on the specific Red Mountain Roofing project, the project supervisor will arrange to have a water tank delivered to the site for use.
- Pneumatic or fuel (*i.e., gasoline*) powered equipment will generally be used instead of electrically powered equipment if water is the method of dust control, unless the electrical equipment is specifically designed to be used in such circumstances.
- Pressure and flow rate will be controlled in accordance with the tool manufacturer’s specifications.
- When sawing concrete, tools that provide water directly to the blade will be used if

- possible.
- Wet slurry will be cleaned from work surfaces when the work is complete, if/when necessary.

Administrative Controls

Administrative controls are those that aim to control or otherwise minimize the release of silica through the use of work procedure and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but are not limited to:

- Posting of warning signs.
- Rescheduling of work as to avoid the activities of others.
- Relocating unprotected workers away from dusty areas.

When administrative controls are used, Red Mountain Roofing will employ the following systems and safe work practices:

- In conjunction with the owner or prime contractor, suitable exposure control strategies (both within and outside Red Mountain Roofing's capabilities/responsibilities) will be discussed and determined. As necessary/appropriate, supplemental (to this policy/procedure) project and task specific exposure control plans will be developed.
- Suitable housekeeping, restricted work area, hygiene practices, training and supervision procedures/standards will be determined and implemented on Red Mountain Roofing projects.
- As appropriate, barriers will be erected around known silica dust generating activities, and/or warning signs will be posted.
- As able, work activities will be scheduled to minimize the silica related effect on, and from, others.

Personal Protective Equipment Controls

When used in conjunction with the other (*i.e., engineering and administrative*) controls elsewhere identified, personal protective equipment and clothing can help further reduce our employee's exposure to silica dust.

An air purifying respirator fitted with HEPA cartridges is the most common piece of PPE that would be used by Red Mountain Roofing to minimize exposure to silica dust. Dependent on the effectiveness of the other (*i.e., engineering*) control measures employed, either a "full face piece" or "1/2 face piece" respirator would be used by personnel (*In the majority of situations a 1/2 face respirator will be used. When working indoors or in other areas with poor ventilation, a full face respirator may be required*). Both of these respirators are "seal dependent", and thus the users must be "fit tested" and clean shaven where the respirator seals to the face.

In addition to respiratory PPE, protective clothing (*i.e., disposable/washable coveralls*) may be used and/or required to help prevent the contamination of the worker's personnel clothing.

Medical Surveillance

General

The employer shall make medical surveillance available at no cost to the employee, and at a reasonable time and place, for each employee who will be required under this section to use a respirator for 30 or more days per year.

The employer shall ensure that all medical examinations and procedures required by this section are performed by a Qualified Physician or other Licensed Health Care Professional (PLHCP).

Medical Report for the employee

The employer shall ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to respirable crystalline silica and any medical conditions that require further evaluation or treatment
- Any recommended limitations on the employee's use of respirators;
- Any recommended limitations on the employee's exposure to respirable crystalline silica
- A statement that the employee should be examined by a specialist if the chest X-ray provided in accordance with this section is classified as 1/0 or higher by the B Reader, or if referral to a specialist is otherwise deemed appropriate by the PLHCP

Medical Report for the Employer

The employer shall obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following:

- The date of the examination
- A statement that the examination has met the requirements of this section
- Any recommended limitations on the employee's use of respirators

Training

Prior to performing activities, or working on project sites where personnel could be exposed to silica dust, Red Mountain Roofing will ensure that personnel receive suitable education and training. As necessary, personnel will be trained to a level of "demonstrated competency". While not necessarily an exhaustive list, education and training may include:

- The hazards and risks associated with exposure to silica dust

- The signs and symptoms of silica related diseases
- General and specific silica exposure reduction methods/strategies (*i.e., as detailed in the general/specific exposure control plans*)
- The use of specific pieces of equipment and control systems (*i.e., LEV and WDS systems*)
- The use and care of respiratory (and other) personal protective equipment
- How to seek first aid (*i.e., for respiratory related concerns, including those that may be caused/associated with silica dust exposure*)
- How to report items of the concern (*i.e., those related to silica dust*)

The education and training detailed will be delivered to Red Mountain Roofing employees through a variety of forums, including but not necessarily limited to:

- New employee orientations
- Project/site orientations
- Equipment/task specific training (in accordance with Red Mountain Roofing’s policy, all personnel must be trained to a level of “demonstrated competency” prior to using required tools, equipment and appliances)
- Start of shift “tool box talks”
- Notifications and bulletins (those developed in house and those acquired from other reputable sources)

Silica Exposure Control Plan – Employee Acknowledgement

- Purpose
 - Responsibilities
 - Practices
 - Training
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Silica Exposure Control Plan*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Substance Abuse Policy

Purpose

Red Mountain Roofing believes that it is important to promote a drug and alcohol-free workplace to maintain safe, healthy, and efficient operations; and to protect the safety and security of our customers, employees, facilities, and property. Drugs (prescription or otherwise) or alcohol may pose serious risks to the substance abuser and those around the abuser. In addition, the use or possession of illegal drugs, marijuana and/or alcohol in the workplace poses unacceptable risks to the maintenance of a safe and healthy workplace, and to the security of Red Mountain Roofing's employees, facilities, property and its customers. Substance abuse, while at work or elsewhere, seriously endangers the safety of all employees, as well as the general public, and creates a variety of workplace problems including, but not limited to: increased injuries on the job, increased absenteeism, increased health care claims, increased benefit costs (resulting from those claims), increased theft, decreased moral, decreased productivity, and a decline in the quality of products and services provided by Red Mountain Roofing. For all of those reasons, Red Mountain Roofing has established the *Substance Abuse Policy* as detailed below.

Safety Sensitive Positions

Depending upon their specific job duties, certain positions are designated as safety sensitive. Employees assigned to these positions may be subject to additional specific requirements due to Red Mountain Roofing's policies, and state or federal regulations. This includes additional restrictions on drug and/or alcohol use and additional provisions for drug and/or alcohol testing.

Definitions

- **“Illegal Drugs”** are defined as any controlled substance, medication, or other chemical substance that:
 - (1) is not legally obtainable; or
 - (2) is legally obtainable, but is not being used legally, or is not being used for the purpose(s) for which it was prescribed or intended by the manufacturer.
- **“Legal Drugs”** means any substance, medication, or other chemical substance whether prescribed, or over-the-counter that are legally obtained by the employee and are used for the purpose(s) for which they were intended by the manufacturer.
 - Thus, “legal drugs” may include even over-the-counter (OTC) medications, if they are not being used for the purpose(s) for which they were intended by the manufacturer. (i.e., four Advil tablets are prescription strength and therefore would require a prescription from a doctor, even though Advil is an over-the-counter product.)
- **“Company Property, Equipment, Machinery, and Vehicles”** means all property, equipment, machinery, and vehicles owned, leased, rented, or used by Red Mountain Roofing and its employees.
- **“On duty”** means all working hours, including meal periods and break periods, regardless of whether or not on Red Mountain Roofing's property or the job site. In other words, all hours when an employee represents Red Mountain Roofing in any capacity.
 - “On duty” also refers to those employees who are “on-call.”

Duties and Responsibilities

Management

Due to the confidentiality of employee health conditions, but also due to the safety of all other employees, certain members of management may be informed of and/or involved in an incident relating to any form of substance abuse while employed at Red Mountain Roofing. At times, a member of management may oversee your recovery process.

Supervisor

It is the responsibility of the supervisor to make certain that all employees in their crew or under their leadership is following all safety practices and working safely.

Employees

It is the responsibility and duty of the employee to follow all safety practices and procedures that the employer has put in to practice and made them aware of.

Covered Employees

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered and expected to follow Red Mountain Roofing's *Substance Abuse Policy*.

Red Mountain Roofing's *Substance Abuse Policy* includes, but is not limited to:

- Supervisors,
- full-time and part-time employees,
- off-site employees,
- contractors,
- temporary help,
- all administrative staff,
- and applicants.

Practices

Alcohol

Employees may not use or possess alcohol while on duty, while working, while on Red Mountain Roofing's job sites or any property, or while operating company equipment, machinery, or vehicles. Employees may not work or report to work impaired with detectable levels of alcohol in their systems. (Those employees "on-call" should refrain from alcohol consumption at least 6 hours prior to being placed on-call.) Employees who violate either of these rules shall be subject to disciplinary action, up to and possibly including termination. Red Mountain Roofing may make exceptions to these rules for certain business or social functions sponsored or approved in advance by an Executive of Red Mountain Roofing.

Marijuana

Employees may not use or possess marijuana while on duty, while working, while on Red Mountain Roofing's job sites or any property, or while operating company equipment,

machinery, or vehicles. Employees may not work or report to work impaired and/or with detectable levels of marijuana in their systems. (Those employees “on-call” should refrain from marijuana consumption at least 12 hours prior to being placed on-call.) Employees who violate either of these rules shall be subject to disciplinary action, up to and possibly including termination.

Illegal Drugs

Employees may not possess illegal drugs or engage in the illegal use of drugs while on duty, while working, while on Red Mountain Roofing’s job sites or any property, or while operating company equipment, machinery, or vehicles. Employees may not work or report to work with detectable levels of illegal drugs or the metabolites of illegal drugs in their systems. (Those employees “on-call” should refrain from illegal drug use at all times.) Employees may not manufacture, distribute, dispense, transfer, or sell illegal drugs. Employees who violate any of these rules will be subject to disciplinary action, up to and possibly including termination.

Legal Drugs/Medications

Any employee who has been prescribed a legal drug (e.g., sleep aids, pain medications), may pose a safety risk to other employees or interfere with the employee’s performance of his/her job. Any employee who has been prescribed a legal drug such as a pain medication, sleep aid or mood-altering drug **shall** immediately report such legal drug use to his/her Supervisor. Red Mountain Roofing shall then determine whether any work restriction is required and for how long such work restrictions shall remain in effect. Failure to report the legal use of a drug or prescription that may pose a safety risk to employees or property could result in disciplinary action, up to and possibly including termination.

Due to the safety and sensitivity of many job positions, an employee may **not** work if a prescription drug, medical marijuana or over-the-counter drug impairs his or her ability to perform their job safely. Therefore, Red Mountain Roofing will not tolerate the use, possession, sale or transportation of legal or illegal drugs, including medical marijuana (including products containing medical marijuana), on company property, on company time (even if not on company property), or in company vehicles. This applies to those who have been issued a registration (medical marijuana card) by the State of Arizona.

Employees who are required to use prescription drugs, medical marijuana, or over-the-counter medications in a prescription dose shall inform Human Resources immediately after being hired or your Supervisor immediately after the script is written (for those employees already in employment with Red Mountain Roofing).

Criminal Drug Convictions

Any employee who is convicted of violating any criminal drug statute while in the employment of Red Mountain Roofing will be subject to disciplinary action, up to and possibly including termination. (Employees **shall** report any criminal drug statute charge to their Supervisor within five calendar days of the charge.)

Inspection of Property, Equipment and Vehicles

All persons on Red Mountain Roofing's property or who are performing services on a company project, and all property, equipment, and vehicles on company property or being used in connection with the performance of work on a company project (including without limitations all vehicles, containers, tools, machines, desks, file cabinets, etc.,) are subject to unannounced inspection by Red Mountain Roofing. You should not expect that any property or item that you bring to work with you or that you use at work is private. **If you do not want property or items inspected, do not bring them to work or have them on Red Mountain Roofing's property or use them in Red Mountain Roofing's equipment or vehicles.** Employees who refuse to permit inspections under this policy will be subject to disciplinary action, up to and possibly including termination.

Drug and Alcohol Testing

Red Mountain Roofing may require that employees and applicants provide urine, blood, breath, and/or other samples for drug and alcohol testing under any of the following circumstances, included, but not limited to:

Pre-Employment Testing

All applicants who have received conditional offers of employment with Red Mountain Roofing may be required to undergo drug and/or alcohol testing as a condition of employment.

Reasonable Suspicion Testing

Red Mountain Roofing may require any employee to undergo drug and/or alcohol testing if management has a reasonable suspicion that the employee has violated the company's written work policies which prohibits the use or possession of drugs and alcohol while on duty, while working, while on company property, or while operating company equipment, machinery or vehicles. Reasonable suspicion may be established through management use of the checklist provided in appendix of this document. If the employee is suspected of being impaired by drugs and/or alcohol or may be affected by the use of drugs and/or alcohol, and that use may adversely affect job performance or the work, Red Mountain Roofing may require drug and/or alcohol testing. Refusal to consent to such testing is grounds for immediate termination.

Post-Injury Testing

Red Mountain Roofing may require any employee who has sustained a work-related injury or illness to undergo drug and/or alcohol testing.

Part of the Accident Investigation Process

Where there has been no injury, however; an incident occurred or near miss that could have resulted in a more serious accident or situation, Red Mountain Roofing may require any employee to undergo drug and/or alcohol testing.

Random Testing

All employees are subject to periodic, unannounced drug and/or alcohol testing on a random selection basis.

Treatment Program Testing

Any employee who has volunteered or been referred by Red Mountain Roofing for chemical dependency treatment or evaluation or who is participating in a chemical dependency treatment program, may be required to undergo drug and/or alcohol testing without prior notice during the evaluation or treatment period, and for up to two (2) years following the employee's return to work.

Additional Testing

Red Mountain Roofing may also require employees to undergo drug and/or alcohol testing when, in judgment of management, such testing is appropriate for the maintenance of safety for employees, customers, clients, or the public at large, or for the maintenance of productivity, quality, or security of property or information, or for the protection of Red Mountain Roofing's property, equipment, machinery and vehicles.

Refusal to consent to testing for the reasons stated above is grounds for termination.

Specimen Collection and Testing Procedures

- **Test Subject Privacy:** Appropriate professional personnel will supervise the collection of urine and blood specimens for testing. In the absence of a reasonable suspicion that the test subject will alter or substitute an alternate urine specimen, the collection personnel will not directly observe the collection of the urine specimen.
- **Chain of Custody Procedures:** Specimens will be tested only by laboratories that are properly approved to conduct drug and alcohol testing by the National Institute on Drug Abuse, Department of Health and Human Services, and/or College of American Pathologists. Specimens will be tested only for the presence of alcohol, marijuana, illegal drugs and other metabolites. Red Mountain Roofing will rely only on positive initial screening test results that also have been confirmed by gas chromatography/mass spectrometry or other methods of confirmatory analysis provided for by the National Institute on Drug Abuse, Department of Health and Human Services, and/or the College of American Pathologists ("confirmatory test").
- **Cost of Testing:** Red Mountain Roofing will pay for any initial drug and/or alcohol test that it requests or requires.
- **Suspensions Pending Test Results:** Pending the receipt of test results, written explanations and/or requests for retests of positive confirmatory test results, if necessary, employees may be temporarily suspended with or without pay. If an employee is suspended without pay and the final confirmatory test result is negative, the employee will be reinstated immediately with full back pay.
- **Test Result Reports:** Red Mountain Roofing will promptly communicate test results to test subjects. Any test subject may submit a written request for a copy of their test results report.

- **Confidentiality of Test Results:** Red Mountain Roofing will not disclose test results except as authorized by the test subject or as authorized, permitted, or required by applicable law and/or regulatory agencies.
- **Consequences of Refusal:** Employees and applicants may refuse to undergo drug and/or alcohol testing, however; employees who refuse to undergo testing or who fail to cooperate with the testing procedures will be subject to disciplinary action, up to and including termination. Applicants who refuse to undergo drug and/or alcohol testing or who fail to cooperate with the testing procedures will not be hired and will not be reconsidered for employment.
- **Right to Explain Test Results:** Any test subject who tests positive on a confirmatory test on any drug and/or alcohol test required by Red Mountain Roofing may:
 - Submit in writing, additional information to Red Mountain Roofing, as well as explain verbally, in a confidential setting, the possible reason(s) for the confirmed positive test result. The test subject that tested positive may also request, in writing, a confirmatory re-test of the original sample, at his or her own expense, provided that Red Mountain Roofing receives the request within five (5) working days after the test subject has been informed of the confirmed positive test result. Confirmatory retests requested and paid for by the test subject may be conducted only by laboratories that are properly approved to conduct drug and alcohol testing by the National Institute on Drug Abuse, the Department of Health and Human Services, or the College of American Pathologists.

Consequences of Confirmed Positive Test Results

- **Applicants:** Any applicant who tests positive on a confirmatory test drug and/or alcohol test required by Red Mountain Roofing and who does not successfully refute the test results by explanation or retesting in a timely manner, will not be hired and will not be reconsidered for employment.
- **Employees:**
 - **First-Time Positive Result:** Any employee who tests positive on a confirmatory test for any drug and/or alcohol test required by Red Mountain Roofing and who does not successfully refute the test results in a timely manner by explanation or retesting will be subject to disciplinary action, up to and including termination. Any employee not immediately dismissed, will be referred for a chemical dependency evaluation, and will be required to sign an appropriate “last chance” agreement with Red Mountain Roofing governing substance abuse and testing. (The cost for evaluation, treatment, and “last chance” random testing will be at the employee’s expense.) Any employee, who fails to complete, who fails to appear for a chemical dependency evaluation when directed by Red Mountain Roofing, fails to complete the terms of any prescribed treatment program, or fails in any way to cooperate

- with the chemical dependency referral and/or treatment process, will be subject to disciplinary action, up to and including termination.
- **Second-Time Positive Test Result:** Any employee who tests positive on a confirmatory test on any drug and/or alcohol test required by Red Mountain Roofing for the second time will be terminated, no exceptions.

Unemployment Compensation Benefits/Workers Compensation Benefits

Any employee who refuses to take, or who tests positive on a confirmatory test on any drug and/or alcohol test required by Red Mountain Roofing and who does not successfully refute the test results by explanation or re-testing in a timely manner, and who is discharged, will be subject to loss of unemployment insurance benefits. Any employee who refuses to take, to cooperate with, or who tests positive on a confirmatory test on any drug or alcohol required by Red Mountain Roofing after a workplace accident or injury and who does not successfully refute the test results by explanation or re-testing in a timely manner, will be subject to loss of worker's compensation benefits.

Training

Additional training may be given to those employees that go through a rehabilitation program. Training will be based on the needs of the employee, as per suggestions from the rehab counselor and Supervisor.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of each training. These documents will be kept for the length of employment with Red Mountain Roofing and at least three years after the employee leaves Red Mountain Roofing. These documents are kept at the corporate office.

The training records include, but are not limited to, the following:

- The dates of the training sessions,
- the contents or a summary of the training sessions,
- the names and qualifications of persons conducting the training,
- the names and job titles of all employees attending the training sessions.

Employee training records are provided upon written request to the employee or the employee's authorized representative within 15 working days.

Medical Records

Medical records are maintained for each employee. Human Resources is responsible for maintenance of the required medical records.

These confidential records are kept at the corporate office for at least the duration of employment plus 30 years. Employee medical records are provided upon written request of the employee or to anyone having written consent of the employee within 15 working days.

Substance Abuse Policy for Red Mountain Roofing – Employee Acknowledgment

Topics covered:

- Purpose
 - Safety Sensitive Positions
 - Definitions
 - Duties and Responsibilities
 - Covered Employees
 - Practices
 - Illegal Drugs
 - Legal Drugs/Medication
 - Criminal Drug Convictions
 - Inspection of Property, Equipment and Vehicles
 - Drug and Alcohol Testing
 - Unemployment Compensation Benefits/Worker’s Compensation Benefits
 - Employee Training
 - Recordkeeping
-
- I have read and fully understand all practices and responsibilities.
 - I agree to observe and follow these practices.
 - I have received a copy of this policy and practices.
 - I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing’s *Substance Abuse Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____

Appendix

Checklist for Reasonable belief of Impairment from Alcohol, Marijuana or Other Drug Usage

Employee Name:	Date:	
Symptoms:	Yes	No
1. Does the employee smell like Alcohol or Marijuana Smoke? (Marijuana smell is often described as the same smell of a skunk.)		
2. Does the employee have red or blood shot eyes? a. Other physical signs... i.e., nausea/vomiting, slow breathing		
3. Is the employee observed experiencing Poor Muscle Coordination?		
4. Is the employee observed experiencing delayed reaction times?		
5. Has the employee had an increase in appetite? (Known to marijuana users as the "Munchies")		
6. Is the employee showing signs of mood changers? a. Marijuana – Panic or Anxiety in otherwise normal circumstances b. Alcohol – Unwarranted Confusion or Aggression		
7. Has the employee complaining of elevated heart rate? (Note: employer should refrain from gathering non-visual information in this situation.)		
8. Other signs of illegal drug use. Observations here: (This is for illegal drug use, over use or impairment due to prescription drug use.)		

Symptoms and indicators on this form can be found at <https://americanaddictioncenters.org/>

This form can be used to determine if "reasonable cause for testing" can be justified, but does not include all symptoms and variables, company still takes on responsibility of such actions. Not one line item is a for sure indicator, use a combination of 2 or more affirmative answers to base decisions on.

Reporting Person Print Name: _____ Signature _____

Witness Person Print Name: _____ Signature _____

Date: _____ Department _____



Vehicle and Fleet Safety Policy

Purpose

Red Mountain Roofing has company vehicles that will be assigned to certain employees, either full-time or as needed. The purpose of this *Vehicle and Fleet Safety Policy* is to minimize vehicle accidents and injuries to employees, as well as the public, through an organized loss control effort and to make safe driving practices an important part of Red Mountain Roofing's operations. This Policy will address the elements, which when followed, will help control vehicle losses and meet our objectives of production, profitability and public image.

Definitions or Informative Information

Cost of Vehicle Accidents

The cost of insurance is only one cost of accidents. Other indirect costs not covered by insurance include:

- Salary paid and loss of service of the injured employee.
- Cost of supervisory time spent investigating, reporting and following up after the accident.
- Loss of use of the vehicle while it is being repaired or replaced.
- Cost of replacing and training an injured employee.
- Poor customer and public relations resulting from accidents with company vehicles.
- Time lost by co-workers in discussing the nature of the accident and extent of damage and/or injuries.
- Worker's Compensation increase after an accident with injuries.

Practices

The following practices shall be followed by all those employees at Red Mountain Roofing that are authorized to drive a company vehicle. These practices will ensure the safety of employees and those on the roadways, as well as the protection of property and company vehicles.

Engineering Controls

Preventive Maintenance:

Equipment condition frequently impacts the operations and accident history of our vehicles. Scheduled preventive maintenance uncovers problems before failures occur, thereby reducing accidents, breakdowns and inefficiency. Schedules are based on mileage, hours of operation and/or calendar days of use. Formal maintenance records will be kept on file for all vehicles. All workers should monitor gas, tire pressure, and fluid levels while driving.

Administrative Controls

Driver Selection and Training

Since over 90% of vehicle accidents can be attributed to driver error, the most important

aspect of any vehicle and fleet safety program is the selection of its drivers.

The following parts shall be incorporated into our driver selection policy and shall be kept in each driver's personnel record file:

- Completion of a written application.
 - It should include a place to list all driving violations or accidents within the past five (5) years.
- Verification of a current and valid driver's license.
- Motor vehicle record (MVR) checks; completed at time of hiring and updated annually. This is a tool that management can use to help reduce accidents.
 - MVRs shall be used to qualify new hires, while annual reviews shall be used to determine whether existing drivers have developed problems or bad habits.
- Background checks
- Reference checks.
- Road test where appropriate, as it is important to confirm the skill levels of every driver; results shall be documented.
- Drug testing (at time of hire and after all incidents, no matter how simple or severe.)
- New driver probationary period.
 - At Red Mountain Roofing, the probationary period is 90 days

Driving skills of all employees that will operate a company vehicle shall be assessed within the first month of employment to ensure that safe driving behaviors are being followed.

Each driver's record shall be reviewed on an annual basis to review moving traffic violations, accident history, public or customers' complaints, etc. This report will be used to evaluate whether the employee is still "fit" to operate a company vehicle.

Driver Qualifications Include

- Age requirement:
 - Must be at least 23 years old for CDL driver.
 - Must be at least 21 years old for Non-CDL drivers.
- Driving Experience:
 - Minimum of two years full-time verifiable similar type vehicle (including tractor-trailer.)
- Do **not** use drugs or alcohol while operating any vehicle.
 - No positive drug or alcohol test including, pre-employment, random, post-accident or reasonable suspicion.
- Driving and crash record:
 - No more than three (3) moving traffic violations (including no more than one preventable crash) during the previous 36 months.
 - Speeding excess (over 25 MPH over the speed limit):

- No violations during the previous 36 months.
 - ▶ If the exact speed is unknown, use the state category that most closely matches the average speed for the type of road you are traveling on.
 - Do **not** drive under the influence (i.e., D.U.I. [drug or alcohol]).
 - Cannot have a conviction during the previous five (5) years in a commercial or personal motor vehicle.
 - ▶ Do **not** operate a company vehicle under the influence.
 - Do **not** smoke in any company vehicle.
 - Cannot have a vehicle homicide manslaughter or assault on your record.
 - Reckless driving or speeding contests (considered “other” types of moving violations):
 - Cannot have a violation within the last two (2) years.
 - ▶ Do **not** drive reckless (including road rage) or challenge or accept a challenge to a speeding contest (race).
 - Do **not** operate any vehicle with a suspended or revoked driver’s license or history of license suspension.
 - Do **not** use the company vehicle in a felony event.
 - Leaving the scene of an accident, whether bodily injury or physical damage:
 - Cannot have a record in the last five (5) years of leaving the scene.
 - Do **not** leave the scene of any accident while employed with Red Mountain Roofing.
 - Do **not** operate any vehicle without owner permission. If any changes occur regarding driver status, you **must** inform your employer.
 - Do **not**/shall not elude any police officer(s).
 - **Must** obey traffic laws in your jurisdiction and be courteous to toward other drivers.

MVR Evaluation Criteria

This is a simple grading system for use in evaluating driver Motor Vehicle Records (MVR’s). There are four (4) classifications of drivers based on their most recent three (3) year driving record. The criteria are based on a point system in which points are assigned to accidents and moving violations. New hires should not have more than three (3) points, and ideally, have clean MVR driving records.

Criteria Point Assignments

Moving MVR Violations:

- | | |
|---|------------------|
| • Speeding (less than 10 m.p.h. over limit) | 1-1/2 points |
| • Speeding (more than 10 m.p.h., less than 20m.p.h. over) | Two (2) points |
| • Failure to yield the right of way | Two (2) points |
| • Improper change of lane | Two (2) points |
| • Other general moving violations | Two (2) points |
| • Speeding (more than 20 m.p.h. over limit) | Three (3) points |
| • Reckless driving | Three (3) points |

- Other serious moving violations Three (3) points
- Reckless Endangerment, Alcohol and Drug Violations Six (6) points

For hired drivers - at fault accidents involving company vehicles:

- All general at fault accidents Two (2) points

Note: MVR points shall be included to determine the driver's overall classification rating.

Driver Classifications

New Hires

- Acceptable 0 to 2 points
- Probation 2 to 3 points
- Unacceptable Over 3 points

Existing Drivers

- Acceptable 0 to 3 points
- Marginal 4 points
- Probation 5 points
- Unacceptable 6 points or more

Action Plans

The following courses of actions shall be taken for each driver classification:

- Acceptable
 - Employee may drive without qualification. In some cases, counseling and a plan for MVR improvement should be developed.
- Marginal
 - Employee may drive, but their updated MVR shall be re-evaluated every six (6) months and any increase in points shall result in their being placed on probation or removed from a driving position.
- Probationary
 - Employee may drive, but their updated MVR will be re-evaluated every three (3) months and any increase in points will result in their immediate removal from a driving position.
- Unacceptable
 - Employee is not permitted to operate a company vehicle under any circumstances. Any unauthorized use is grounds for immediate dismissal.

Additional Requirements

- Employees shall immediately notify their supervisor of all moving violations or accidents.
- Employees who reach the "marginal" classification shall be required to attend a mandatory Defensive driving course (or the equivalent training program).



- Drivers who reach the “probationary” classification shall be given a written reprimand and notification that any future moving violations or at-fault accidents shall result in their removal from a driver/driving status.
 - The only exception is if a previous violation or accident has rotated off of the employee’s three (3) year driving record in the meantime.

Investigation of an Accident

In the event of an accident, be sure to:

- Contact the HR department immediately. They will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without company authorization.

Each driver will be held accountable for operating his or her vehicle in a safe and professional manner. Accident investigations are the key in determining the causes of accidents. Each accident will be investigated and reviewed for cause and preventability. The accident investigation form found at the end of this policy shall be used in the investigation process. Accidents will be determined to be chargeable, preventable or non-preventable on the basis of recognized defensive driving rules. A preventable accident is one in which the driver failed to do everything reasonable to prevent the accident. He or she did not follow the accident prevention formula:

- Recognize the hazard.
- Understand the defense.
- Act correctly in time.

If an accident is determined to be non-preventable, drivers shall be cleared. Accidents determined to be preventable may be used in determining driver disciplinary actions. Accidents determined to have been chargeable shall result in driver disciplinary action as specified in the company safety policy.

For reference purposes, examples of **accidents that are chargeable most of the time and preventable all of the time** using defensive driving techniques are:

- Head-on collisions - The driver must remain in his or her proper lane. When approaching vehicles veer into the driver’s lane, the driver must change lanes, slow down or stop, when such action can be taken without additional danger.
- Rear-end collision - The vehicle ahead stopping suddenly is a common road hazard. drivers must always follow at safe distances and have their vehicles under control at all times.
- Backing accidents – Drivers should be aware of the conditions and potential hazards before backing.
- Failed to yield the right of way.
- Accidents due to adverse weather conditions such as darkness, fog, rain, snow, sleet, icy conditions, etc. - It is the driver’s responsibility to compensate for

adverse conditions by remaining alert, slowing down or pulling off the road in a safe area until conditions improve.

- Pedestrian accidents - Drivers should have their vehicle under control at all times and be ready for any unusual circumstances (children playing or riding in the road, jaywalkers, etc.).

Vehicle Inspections

Vehicles shall be inspected by their assigned drivers daily. This includes a walk-around inspection of the vehicle and an inside safety check of all gauges, equipment, lighting, emergency devices, etc. Drivers shall use a formal inspection checklist highlighting critical vehicle safety factors. These checklists shall be signed and dated by the drivers and turned in daily to their supervisor. In the event a critical defect is found by the driver, the vehicle shall **not** be driven until the deficiency is corrected. (The vehicle shall be taken “out of service” until repaired.)

Accident Reporting, Investigation and Review

Each driver is required to fill out a detailed accident report on all accidents in which their vehicle (the company vehicle they are driving or their personal vehicle being used for company business) is involved. This should include the following information:

- Date and time of accident.
- Names of all drivers and passengers involved and witnesses to the accident.
- all vehicle identification numbers (VINs).
- Location of the accident.
 - A minimum of the nearest cross streets is expected if an exact address is unknown.
- Brief description of the accident, photos if possible.
- The police report number so a copy of the police report can be obtained.
- Description of the property damage, injuries and/or fatalities.

The camera on the cellular phone is an excellent tool for gathering information at an accident scene. Drivers shall take photos of any damage to their company vehicle and any other vehicle or property involved in the accident. Drivers shall be polite and obtain pertinent information, but shall **not** admit fault.

- Drivers must report all accidents immediately to their supervisor and turn in completed accident reports to their supervisor **no later than 24 hours** after the accident.
 - If the employee(s) is severely injured and/or hospitalized, the time constraint will be lengthened depending on the condition of the employee(s).
- Drivers shall report all arrests and traffic convictions to their Supervisor. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action, up to and including termination.

Where employees are responsible, disciplinary action shall be taken. Should a repeat event happen again, more disciplinary action shall be taken, up to and including

termination.

Driver Safety Practices

Drivers Shall:

- Always wear a seat belt.
- Be a defensive driver.
- Keep your eyes on the road, your mind on driving, and your hands on the wheel.
- Obey all speed limits. Speed shall never be faster than a rate consistent with posted speed limits, road traffic, and weather conditions.
 - Posted speed limits shall always be obeyed.
- Obey all traffic signs and signals.
- Do **not** tailgate. Never follow another vehicle so closely that a safe stop cannot be made.
- Yield the right of way; being in the lead is not worth starting a road rage event.
- Drive cautiously at night and in bad weather.
- Always use headlights and increase your following distance between other vehicles at night and during rain, snow, sleet and fog.
- Use lights, wipers, and defrosters in rain, snow, and fog.
- Watch out for puddles, icy patches and sudden fog.
 - In extreme fog, use fog lights if available, or pull off the road slowly and put on your hazards.
- Maintain a constant scanning pattern of the front, sides and rear of your vehicle to spot potential hazards such as changes in road and traffic conditions and vehicles, pedestrians and animals which might pull out or walk/run out in your path of travel. Scanning 1-1/2 blocks ahead in city driving and 1/4 mile ahead for highway driving will allow time to change lanes, reposition your vehicle, slow or stop to prevent an accident.
 - Also, be aware of vehicles driving in your blind spots or if you are driving in the blind spot of others. If observed, adjust your speed to move out of the blind spot area. If you observe a tailgater behind you, increase your following distance from the vehicle in front of you.
- Where possible, drive maintaining a cushion of safety around your vehicle.
- Only pass on the left (unless it is the only way to avoid an accident or broken-down vehicle.).
- Dim your high beam lights for oncoming traffic.
- Do **not** stop on the road at night unless absolutely necessary; then use lights and flashers and flares (if available).
- Expect the unexpected and mistakes of other drivers.
- Vehicles shall be driven by authorized drivers only.
- Do **not** give rides to hitchhikers or strangers.
- Do **not** use cell phones or other devices while driving, pull over safely to the side of the road first.
- **Must** document any driving expenses.
- **Must** report any damage or problems with your assigned vehicle.

- **Must** always lock company cars.
- Do **not** lease, sell, or lend the company vehicle.
- Do **not** allow unauthorized drivers to use a company vehicle.
- Do **not** use vehicle for personal errands during or outside working hours.
- Do **not** use phone or text while driving.

Operation of a company vehicle under the influence of alcohol, marijuana, or illegal drugs is strictly forbidden and grounds for dismissal.

Training

All employees that use company vehicles on the job or employees that use their own vehicles on the job shall be trained at least annually on requirements for driver's safety and tasks that they can do to ensure their own safety as well as the safety of others while they drive.

Driver training is important and shall be ongoing, addressing the specific needs of the fleet. The training shall include, but is not limited to the following elements:

- Orientation - New employees shall be briefed on company vehicle policy and procedures, safety rules, accident procedures and traffic laws and ordinances.
- Initial training and retraining as needed. This shall include training in safe operations, loading, backing, vehicle inspections and changes in federal, state and local laws.
- Defensive driver training
- Periodic driver meetings to discuss problems and safety issues

Record Keeping

Good record keeping is a requirement and commitment to the safe operations of Red Mountain Roofing's fleet. Drivers shall comply with all federal and state regulations on recordkeeping requirements. This shall include records of vehicle maintenance and inspections, driver performance files, accident reports and investigations, etc.

Training and vehicle inspection forms shall be recorded by the safety director and kept on file.

Forms and Reports

The following forms and reports on the following pages are to be filled out accordingly when a situation calls for it and turned into your supervisor per the timeframe outlined in the practices of each applicable form.

There is also a separate report titled the *Vehicle Accident Questionnaire* that shall be kept in all vehicles and filled out whenever an accident occurs.

Review of Driving Record for Red Mountain Roofing

Full Name of Driver: _____

Hire Date: _____ Prospective Candidate: Yes

Employee Number: _____ Department: _____

Instructions to carrier: Complete the *Certificate of Review* as listed. Any remarks may be shown on the reverse side.

A motor carrier shall, at least once every 12 months, review the driving record of each driver it employs to determine whether that driver meets minimum requirements for safe driving or is disqualified to drive a motor vehicle.

In reviewing a driving record, the motor carrier must consider any evidence that the driver has violated applicable provisions of the Federal Motor Carrier Safety Regulations, and the Hazardous Materials Regulations. The Motor carrier must also consider the driver's accident record and any evidence that the driver has violated laws governing the operations of motor vehicles and must give great weight to violations, such as speeding, reckless driving, and operating while under the influence of alcohol or drugs, that indicate that the driver has exhibited a disregard for safety of the public.

NOTE: Prospective drivers will be considered ineligible to operate a company vehicle if they have been convicted within the most recent 36 months of driving while intoxicated (alcohol) or driving under the influence of drugs or controlled substances. Any other reference or notion relating to alcohol, drugs or any other controlled substances, such as possession or transportation of, on an MVR will be fully investigated to evaluate suitability for driver status for both prospective and current drivers.

Eligibility: (see page four of this document for Criteria Point Assignments)

_____ Acceptable	0 to 2 points
_____ Probation	2 to 3 points
_____ Unacceptable	Over 3 points

Certificate of Review

I have hereby reviewed the driving record of the above-named driver and find that he/she (check one):

Meets minimum requirements of safe driving Is disqualified to drive a motor vehicle

Date

Printed Name of
Reviewer

Signature

Vehicle Accident Report Form for Red Mountain Roofing

(Short Form)

If you are in an accident, you must fill out the following:

Date and time of accident:

Names of all drivers and passengers involved and witnesses to the accident:

Vehicle identification number(s):

Location of the accident

Brief description of the accident, (Take all the photos with the camera provided on the cellular phone):

A copy of the police report or report #, if available:

Description of the property damage, injuries or fatalities:

Return this form within 24 hours to your supervisor.




Routine Inspection Checklist Items for Red Mountain Roofing Vehicles

Item	Safe	Not Safe	Comments
Brakes should apply evenly to all wheels so that the vehicle does not swerve when the brakes are applied.			
Headlights should function and be properly aimed to avoid blinding other motorists and to give maximum road lighting efficiency. The dimming switch and the upper and lower beams should work properly.			
Lights - Brake lights, taillights, turn signal lights, rear and side marker lights should be checked for proper operation.			
Tires should be inflated to manufacturer's recommended pressure and checked regularly for adequacy of tire tread and for cuts or breaks. Dual tires should be well matched.			
Fluid Levels should be inspected to see that the oil, transmission, power steering, brake, water and windshield fluid levels are full.			
Windshield Wipers should operate properly and wipe clean.			
Glass should be free from cracks, discoloration, dirt, or unauthorized stickers, which might obscure vision.			
Steering Wheel should be free of excessive play. Front wheels should be properly aligned.			
Horn should respond to light touch.			
Side and Rearview Mirrors should be properly aligned for visibility.			
Instruments should be in good working order. They are essential to safe and efficient operation.			
Steering and Suspension System (be alert for any changes in the steering action). Inspection or service is needed when the steering wheel is hard to turn, has too much free play or strange sounds are heard.			
Exhaust System should be checked for leaks to protect against carbon monoxide gas. The exhaust manifold pipe connections and muffler should be inspected periodically and leaky gaskets replaced.			
Emergency Equipment in every vehicle should include a fire extinguisher, essential tools for road repairs, spare bulbs, fuses, flares, reflectors, flags and other such equipment deemed necessary in case of a fire, accident, or breakdown. These items should be periodically checked for availability and usability.			

All problems shall be reported promptly to your supervisor for repair.

Vehicle Accident Questionnaire			
Red Mountain Roofing:			
Name of Driver			
Driver's Address			
Driver's Home Phone #		Driver's Cell Phone #	
Driver's License #		Driver's Date of Birth	
Year:	Make:	Model:	Unit# Last 4 digits of the VIN:
Describe Damage:			
Name of passenger:	Passenger's address:	Home Phone#:	Cell Phone#:
Injuries			
Name:		Hospital:	
Extent of injury:		Hospital Address:	
Name:		Hospital:	
Extent of injury:		Hospital Address:	
<i>If there was an injury- fill out a personal Accident Report Also</i>			
Witness Information			
Name:		Phone#	
Address:			
Name		Phone#	
Address:			
<i>Get an information card From the Police with any of this information</i>			
Claimant (vehicle 2)			
Name of Other Driver		Phone#	
Address:			
Describe Damage to their vehicle			
Date Accident			
Where did the accident occur?			
In what direction were you traveling and lane?			

What direction was the other car when you first saw it?			
Describe weather and light conditions			
Describe road conditions			
The Accident			
Were the police called?		Name of Department	
Case Number		Were any citations issued	
To whom and what for?			
Was anyone intoxicated?		In your judgment, who was at fault for the accident?	
Why?			
Diagram			
INDICATE ROAD NAMES			 NORTH
Describe the accident in relation to your map:			
Date:		Signature of Driver	
Is there anything else that you want to add?			
Take photos with your cell phone from several angles. Send them to your supervisor.			
Do not take photos of injured people.	Do not give the photos to anyone except your company		

Vehicle Safety Policy for Red Mountain Roofing - Employee Acknowledgment

Topics Covered:

- Purpose
- Workplace Exposure
- Definitions
- Duties and Responsibilities
- Practices
 - Engineering Controls
 - Preventative Measures
 - Administrative Controls
 - Driver Selection and Training
 - MVR Monitoring Program Standards
 - Driver Qualifications Include
 - MVR Evaluation Criteria
 - Driver Classifications
 - New Hires
 - Existing Drivers
 - Actions Plans
 - Additional Requirements
 - Investigation of an Accident
 - Vehicle Inspections
 - Accident Reporting, Investigation, and Review
 - Driver Safety Practices
- Training
- Recordkeeping
- Forms and Reports
 - Review Driving Record
 - Vehicle Accident Report Form
 - Routine Inspection Checklist

Vehicle Safety Policy for Red Mountain Roofing- Employee Acknowledgment continued

- I have read and fully understand all the outlined practices and responsibilities.
- I agree to observe and follow these practices.
- I have received a copy of this policy and practices.
- I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker’s comp claims).

I acknowledge that the above information was covered during the training of Red Mountain Roofing *Vehicle Safety Policy*, and that I was allowed to ask questions following the training session.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____