



**CENTRAL COATING
C O M P A N Y**

**SPRAYED POLYURETHANE
FOAM ROOFING SYSTEMS**

**INJURY & ILLNESS PREVENTION
PROGRAM**



**INJURY & ILLNESS
PREVENTION
PROGRAM**

TABLE OF CONTENTS

GENERAL STATEMENT OF POLICY 2

OBJECTIVE OF INJURY/ILLNESS PREVENTION PROGRAM 3

RESPONSIBILITY FOR SAFETY 3

Management Responsibility 4

Supervisor Responsibility 5

Employee Responsibility 5

SAFETY INSPECTION 6

HAZARD ABATEMENT PROCEDURE 6

ACCIDENT INVESTIGATION 7

RECORD KEEPING 9

CORRECTIVE ACTION 9

SAFETY RULES SECTION/CODE OF SAFE WORK PRACTICES 10

A. General Safety 11

B. Housekeeping 11

C. Slip and Falls 12

D. Material Handling 12

E. Fire Prevention Safety 13

F. First Aid/Medical Services 14

G. Emergency Evacuation Procedures 14

H. Personal Protective Equipment/Personal Hygiene 15

I. Electrical Safety 17

J. Power Machinery/Mechanical Safety 18

K. Specialty Equipment Safety 18

L. Hand Tools 19

M. Portable Power Tools 19

N. Compressed Gas Cylinders 19

O. Office Safety 20

P. Motorized Vehicles 20

Q. Forklift Trucks 21

R. Industrial Accident Procedure 22

S. Chemical Spills 23

HAZARD COMMUNICATION PROGRAM 24

SAFETY COMMUNICATION 24

A. Safety and Health Training (New Hires) 24

B. Safety and Health Training (Existing Employees) 25

C. Employee Safety Meeting 25

**CENTRAL COATING COMPANY, INC.
GENERAL STATEMENT OF POLICY**

To Our Employees:

We, as management, have a direct responsibility in providing all reasonable safeguards for employee health and safety. We also have a responsibility to direct and insure that employees perform their assigned tasks in a safe working manner. Most of all, we have a responsibility to develop a safety awareness in our people.

We have instituted a formal safety and health program, which, with your help, will succeed in providing safe, healthy and pleasant working conditions.

Everyone stands to benefit. The cooperation of all people in our organization is expected. The results will be worth the effort.



INJURY & ILLNESS PREVENTION PROGRAM

OBJECTIVES OF INJURY/ILLNESS PREVENTION PROGRAM

It is the objective of Central Coating Company, Inc. to implement an effective Injury and Illness Prevention Program in order to minimize injury and suffering to employees, promote maximum efficiency of operations throughout the company, and to conserve expenses associated with unsafe working conditions and practices.

Our overall objective will be to successfully achieve by initiation and continued observance of the following:

- Planning all work to minimize personal injury, property damage, and loss of production time.
- Maintenance of a system for prompt detection and correction of faulty procedures, unsafe practices and conditions.
- Making available and enforcing the use of personal protective equipment and all necessary mechanical guards.
- Establishing an effective system of tool, equipment and facility inspection and maintenance.
- Institution of an education program to maintain interest and cooperation of all levels of employment through:
 - a. Investigation of all accidents to determine cause and initiate prompt corrective action.
 - b. Regularly scheduled, effective safety meetings.
 - c. Posting and enforcing minimum safety requirements for all job procedures.
 - d. Use of bulletins, posters, and other appropriate visual aids.

RESPONSIBILITY FOR SAFETY

The safety and health of all employees of this company is of primary importance. The prevention of work-related injuries and illnesses is of such consequence that it should be given precedence over operating productivity.

The company pledges to work diligently and conscientiously in the elimination of unsafe and unhealthful conditions and expects equal diligence from all employees in the elimination of unsafe and unhealthful acts.

It is the company's intent always to maintain an effective program for guarding against injury and illness. To be successful, proper attitudes toward accident prevention on everyone's part is required. Success in all safety and health matters also depends upon cooperation among management, all employees, and also between each employee and fellow workers. Only through such cooperation can a safety and health record, in the best interest of all, be established and preserved.

THE COMPANY SHALL:

1. Establish a comprehensive safety and health program.
2. Designate John P. Nolan – President/Program Coordinator to administer program.
3. Fully comply with all safety and health laws, rules and regulations.
4. Conduct periodic safety and health inspections to identify and eliminate unsafe and unhealthful working conditions.
5. Investigate promptly and thoroughly every accident to determine the cause and appropriate corrective action to prevent recurrence.
5. Provide and enforce the use of appropriate personal protective equipment.
7. Provide continuing safety training and education for all personnel.

MANAGEMENT RESPONSIBILITY

Management has the following responsibility in our Injury/Illness Prevention Program.

1. Legally to comply with the California Occupational Health Act, both under the General Duty Clause and all applicable regulations, to comply with all other applicable State and local regulations covering our activities.
2. To be familiar with all applicable legal regulations related to employee safety and notify our affected key employees of their regulations.
3. To develop and implement safety rules designated for the protection of our employees and facilities.
4. Demonstrate a positive attitude and set the example for accident prevention.
5. To develop company safety policies and activities for implementation.
6. To provide a company Safety Manual to each employee.
7. To monitor the overall accident prevention activities.
8. To keep our staff informed as to the final costs of job accidents and the overall impact upon our company.



INJURY & ILLNESS PREVENTION PROGRAM

SUPERVISOR RESPONSIBILITY

Supervisors are defined in this manual as those who supervise or direct other employees. They include supervisors, lead persons and foremen. Supervisors shall:

1. Be held accountable for all accidents on their job or under their supervision.
2. Set the proper example for workers to follow. If you violate a company safety rule, then how can you expect those that you supervise to follow the rules?
3. Be responsible at all times to see that work is performed in a safe manner and that safety rules, regulations and instructions are complied with. Good supervision is the art of getting our people to do safe and productive work.
4. Take disciplinary action when necessary to enforce safety rules and practices.
5. Be responsible for orientating new employees on safety aspects of the job and the proper method of doing the job. Nothing in the world can take the place of persistence in trying to keep someone from being hurt. Safety rules should be given to each employee.
6. Be responsible for the inspection of the work areas and all equipment. Employees shall give prompt attention to needed repairs and to safety suggestions, and will submit a written list of all deficiencies for correction.
7. Not permit the use of intoxicating beverages on the job or allow on the job any employee under the influence of alcohol, drugs or barbiturates.
8. Be responsible to see that all personal injury accidents and property damage accidents are investigated and reported to the office.
9. Determine that needed first-aid, safety equipment and protective devices are provided wherever necessary.
10. Take prompt corrective action wherever unsafe conditions and unsafe acts are noted or reported.
11. See that emergency first-aid and hospital phone numbers are readily available at each location.

EMPLOYEE RESPONSIBILITY

The management expects each employee, regardless of his/her position with the organization, to cooperate in every respect with the company's safety program. Some of the major points of our safety program require that:

- All injuries and accidents be reported immediately to your supervisor and to obtain medical aid without delay.
- Personal protective equipment, where required, must be worn by all employees. There will be no exceptions to this requirement.
- Machine guards will be used and maintained in good condition.
- Machines without adequate guards or guards in questionable condition will not be used.
- Hazardous conditions and other safety concerns must be reported immediately to your supervisor.

- The employee will follow all company safety rules. Failure to follow the rules will result in some type of disciplinary action.

SAFETY INSPECTION

Formal periodic safety inspections are an important part of an accident prevention program. Safety inspections are a formal review of the work environment conducted to identify physical conditions or employee actions that may result in employee injuries or illness. The desired result is to make changes in the work environment or employee behavior prior to an accident occurring.

The inspection process provides a means to review the work process performed by the employees to determine if the workers are effectively following the safety requirements of their work.

Inspections are performed to assist in the effective control of loss producing activity. The more likelihood of a severe injury occurring or probability of a high frequency of minor injuries occurring would require a higher frequency of inspections.

When the inspection process identifies substandard items, corrective action must be forthcoming or the credibility of the safety effort may come into question.

Inspections allow for the general review of operations to determine the effectiveness of the overall safety program. High numbers of substandard conditions or practices may be symptomatic of the need for management action.

FREQUENCY

1. Department inspections will be performed on a monthly basis in each department, at each company location. These inspections will be documented using an inspection report.

HAZARDOUS ABATEMENT PROCEDURE

1. Managers, supervisors, and employees will report any hazardous conditions or activities noted:
 - a. as a result of the formal monthly or quarterly inspections,
 - or
 - b. during daily routine operations, to the appropriate facility program coordinator or facility manager. Hazards can be reported anonymously using a Safety Hazard Notice. There will be a safety suggestion box at each location where notices can be deposited.
2. A record of hazard abatement will be kept at each location to track the steps taken to correct the hazardous condition. This record will be periodically reviewed by the Program Coordinator.
3. Appropriate action, (i.e. training/retraining) will be taken by the supervisor in charge to address any noted hazardous activities. This action will be documented on the individual employee's training record.



INJURY & ILLNESS PREVENTION PROGRAM

ACCIDENT INVESTIGATION

Accident investigation is a systematic method for collecting factual information that makes it possible to accurately reconstruct the accident and determine the underlying reasons for the cause of the accident. The investigation is **fact finding, not fault finding**. Once the primary causes for the accident have been determined, preventative measures can be identified and effectively instituted.

Each supervisor has a prominent role in conducting an accident investigation. The responsibility for conducting an accident investigation includes collecting the facts, determining the sequence of events that resulted in the accident, identify action to prevent recurrence, and provide follow-up to ensure that corrective action was effective.

All accidents should be investigated promptly regardless of their severity. Promptness of the investigation is essential since conditions at the accident scene change. Moreover, witnesses are more likely to relate circumstances as they were, without the added conjecture that comes late from discussions of the accident with other employees. Promptness in checking the scene assures employees that management is highly concerned for their well being. The type of investigation depends on the nature and magnitude of the accident.

Each department supervisor/manager shall promptly investigate, thoroughly analyze, and report in writing to the Program Coordinator all accidents involving personal injury and/or property damage or the potential therefore, once they occur.

Accident investigation reports shall be submitted to the Program Coordinator within 24 hours of the first notice to the supervisor/manager.

To get the facts, the investigator must determine:

- Accident description; vehicle, equipment, employee.
- Cause; unsatisfactory performance or unsatisfactory conditions.
- The reason cause exists.
- Preventative measures planned or taken to prevent recurrence of the accident.

In most instances, supervisor/managers actions prior to an accident have prevented the accident. Some of the actions are:

- Proper training of personnel.
- Hazard identification and communication.
- Pre-planning of jobs; especially non-routine jobs.
- Involvement by supervisors to the point where they are aware of what and how the job is being performed.
- Changes in standard operating procedure.
- Design improvements (i.e. mechanical guards, adjustable work stations)
- Improved supervision
- Enforcement
- Follow up

ACCIDENT INVESTIGATION PROCEDURE

Each industrial injury will be investigated by the supervisor in charge using an accident investigation form. A copy of the form will be provided to John Nolan, Program Coordinator.

The accident investigation reports shall be reviewed by the Program Coordinator. Appropriate recommendations for policy changes will be made as necessary.

BASIC RULES FOR ACCIDENT INVESTIGATION

1. The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not fix the blame. An unbiased approach is necessary to obtain objective findings.
2. Visit the accident scene as soon as possible – while facts are fresh and before witnesses forget important details.
3. If possible, interview the injured worker at the scene of the accident and “walk” him or her through re-enactment.
4. All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Document details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.
7. 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 accident itself, not just the injury.
8. Every investigation should include an action plan. How will you prevent such accidents in the future?
9. If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims cost.



INJURY & ILLNESS PREVENTION PROGRAM

RECORD KEEPING

Records will be kept on all the above safety activities, and this will include:

- Initial training and evaluation.
- Job analysis.
- Safety meetings.
- Training schedule for each employee.
- Accident investigations.
- Employee and employer claim forms.
- Inspections performed monthly, quarterly, in-house, and any performed by outside Federal, State, County, or City agencies.
- Disciplinary actions.
- Cal/OSHA required records.
- Vehicle inspection forms.
- DMV driving records.
- Job descriptions.
- CPR/First aid training.

At least one copy of all the above records will be maintained and filed by John Nolan, Program Coordinator at the main office in Madera, CA.

CORRECTIVE ACTION

When it becomes necessary, Central Coating Company, Inc. reserves the right to discipline employees who knowingly violate company safety rules or policies. Disciplinary measures will include but not be limited to:

- Verbal warning for minor offenses.
- Written warning for more severe or repeated violations.
- Suspension without pay, if verbal and written warnings do not prove sufficient.
- Finally, if none of the above measures prove satisfactory, and no other acceptable solution can be found, the company will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety, and the safety of others.

Refer to Operation Department Procedures for detailed description of reprimand policy.

SAFETY RULES SECTION

- A. General Safety
- B. Housekeeping
- C. Slip and Falls
- D. Materials Handling
- E. Fire Prevention Safety
- F. First Aid/Medical Services
- G. Emergency Evacuation Procedure
- H. Personal Protective Equipment/Personal Hygiene
- I. Electrical Safety
- J. Power Machinery/Mechanical Safety
- K. Specialty Equipment Safety
- L. Hand Tools
- M. Portable Power Tools
- N. Compressed Gas Cylinders
- O. Office Safety
- P. Motorized Vehicles
- Q. Forklift Trucks
- R. Industrial Accident Procedures
- S. Chemical Spills



INJURY & ILLNESS PREVENTION PROGRAM

CODE OF SAFE WORK PRACTICES

A. GENERAL SAFETY

1. Be alert for unsafe work methods or unsafe conditions. Either correct them or report them to your supervisor immediately.
2. Report every injury immediately, whether serious or not, to your supervisor.
3. Drinking alcohol or taking narcotics or habit forming drugs in any form just before or during working hours is not permitted unless prescribed by a doctor and approved by Central Coating Company. Non-compliance with this rule will result in immediate dismissal and reinstatement can only be approved through John Nolan. Refer to attached Drug Testing Program.
4. Horseplay, practical jokes and sparring cause accidents and are not permitted.
5. Obey warning tags and signs. They are posted to alert you to hazards.
6. Do not block fire fighting equipment, fire doors, exits, or stretchers with any material or equipment.
7. Smoking:
 - a. Restricted to designated smoking area away from the working area or as prescribed by the owner or contractor. No smoking on the roof or in ground support area.
 - b. Limited to before work, at noon, during ten minute morning and afternoon breaks, or after work.
 - c. Recommended that you refrain from smoking completely due to long range health hazards.
8. The job supervisor is the jobsite safety officer. If you have any questions, check with him. If he tells you something regarding safety, either: 1) abide by it, 2) discuss it with him and reach an agreement, or 3) discuss it with John Nolan.

B. HOUSEKEEPING

Good housekeeping practices improve the working environment, improves morale and reduces accidents. Accidents can be avoided when good housekeeping is practiced by everyone.

1. Keep your working environment clean and in order at all times. Put things where they belong when you have finished with them.
2. Do not place material or equipment in aisles, corridors, in front of emergency exits, eye wash stations, emergency showers or electrical control panels. Tools, equipment and chemicals shall be stored in designated spaces when not in use.
3. Do not place or stack material or equipment in such a manner that they constitute a falling hazard.
4. Do not drop cigarettes or matches on the floor. Use the proper containers provided for that purpose.

5. Put paper, styrofoam cups and other waste materials in trash containers.
6. If anything is spilled in the work area, it should be cleaned up as soon as possible after it has been determined that the spilled substance is not hazardous. If it is hazardous, call your supervisor.
7. No fluid materials, especially flammable liquids, are to be left uncovered while unattended.
8. All trimmed foam and foam sprayed in bags must be removed from the roof area and stored away from buildings, materials, and equipment on a daily basis.

C. SLIP AND FALLS

1. Wear safe, strong shoes, which are in good repair.
2. Watch where you step. Be sure your footing is secure.
3. Don't get in an awkward position. Keep control of your movement at all times.
4. Pick up litter. Don't let tripping hazards exist.
5. Install cables, extension cords, and hoses so they don't trip you.
6. If you must climb to reach something, use a sound ladder, set and properly secured – top and bottom. Chairs are not ladders.
7. When climbing, face the ladder and use both hands.
8. When reaching from a ladder, keep your shoulder inside the vertical stringer. If you must reach further than this, move the ladder first.
9. Walk, don't run.

D. MATERIAL HANDLING

Material handling is a job everyone does. It is easier and faster to do it the safe way, why do it the hard way? The following safe practices will help you.

1. Don't move it twice if once will do. Plan your work!
2. Don't try to lift objects which may be beyond your physical capacity and training. Get help or use a machine or hand truck.
3. Use gloves, aprons or pads when handling materials which are rough, sharp, hot or cold, or which are covered with hazardous substances.
4. When moving a load, be sure you can see where you are going. Check for obstructions or tripping hazards in the direction you will be moving.
5. When carrying long objects like pipe or lumber, keep the leading end just above head height.
6. When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up. Use the reverse procedure to set a load down. Your back is not made of steel.



INJURY & ILLNESS PREVENTION PROGRAM

7. Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll.
8. No material, tools, debris, etc. are to be dropped or thrown from the roof as a standard procedure. All material is to be lowered by rope or chute unless the area has been cordoned off to keep everyone out. Large material such as lumber, pieces or roofing material, or sheet metal must be lowered in order to prevent "the thrown" from taking "the thrower" down with it.

E. FIRE PREVENTION SAFETY

One of the most common and serious emergencies anyone faces is fire. Regardless of how a fire starts, it can destroy an entire facility and endanger the lives of numerous employees. Therefore, you must know what to do in all emergencies involving fire.

1. Fire fighting equipment and emergency exits must be kept clear and ready for immediate use. Do not block them with equipment or material. All personnel should be familiar with the position of fire fighting equipment.
2. Know where your primary exit route is, and what alternative emergency routes are available. Always use the closest emergency door to exit when evacuating the building.
3. Observe all "No Smoking" signs.
4. Make sure that flammable liquids and vapors are not exposed to ignition sources. All flammable liquids must be dispensed from and transported in approved containers. Glass containers are expressly forbidden.
5. Report all fires, no matter how small to your Supervisor.
6. Immediate response to small fires is essential if we are to keep them from growing into large fires.
7. If a fire occurs, the first consideration must be the safety of personnel. All employees must be evacuated in the immediate area then attention can be given to the saving of property. Notify your Supervisor and the Plant Manager as soon as possible, and contact the local emergency response team.
8. Central Coating Company provides instruction and training on the use of fire extinguishers and evacuation procedures.
9. Learn how to use the extinguisher in your area (frequently read the instructions label on the extinguisher) and know where they are located. If you are not sure, ask your supervisor.
10. Do not attempt to put out any fire unless you determine that you are prepared and equipped to handle it.
11. Be prepared with the proper MSDS available for first responders.

F. FIRST AID AND MEDICAL

1. Report all accidents to your supervisor, even those where no one is injured because someone could be in the future unless steps are taken to correct the factors which can contribute to the accident. If you injure yourself in any way at work, have treatment for even small cuts, scratches or burns. They can be painful and become infected if not given first aid treatment right away. An accident report must be completed by your supervisor even if you do not require medical care.
2. Employees must clear through their supervisor and/or Personnel:
 - a. when leaving work prior to the end of the working day for illness or injury.
 - b. when returning from any absence due to occupational illness or injury.
 - c. When returning from any absence due to non-occupational illness of three days or more. A release from the treating physician may be required.
 - d. When wearing a bandage or dressing which obscures vision.
 - e. When wearing a cast or splint; using a cane or crutch.
3. Be sure to notify Personnel of any change in your name or address. This is important in order to maintain necessary contact with you and your family.
4. In case of accident or sickness or inability to report to work, phone the Madera office by 8:00 A.M. Three days without notification is grounds for termination.

G. EMERGENCY EVACUATION PROCEDURES

In the event of fire, earthquake or any other emergency, it may be necessary to quickly evacuate the building in a safe and orderly manner. The evacuation procedure to be followed by all personnel under these circumstances is:

1. The instruction to evacuate the building will be given by individual department supervisors.
2. Immediately stop work, switch off equipment and leave the building by the nearest emergency exit. All exits have illuminated signs.
 - a. Madera Office: Once outside the building you should proceed to the south parking lot and report to John Nolan.
 - b. San Jose Office: Follow emergency procedures posted at elevator or stairwells.
 - c. Individual job sites: Procedures and directions will vary. The supervisor will review the proper procedure with all employees at the beginning of the job.
4. Supervisors will check that all their staff are clear of the building.
5. Under no circumstances shall you leave the vicinity of the building without reporting to your supervisor since it may be considered that you are trapped within the building.



INJURY & ILLNESS PREVENTION PROGRAM

6. If there is a person missing, the supervisor will report this information to the facility manager who will relay this information to the appropriate emergency response agency representative.
7. Under no circumstances will personnel be permitted to re-enter the building until a safety clearance has been obtained from the facility manager.
8. All employees shall follow the directions of the facility manager. They are there to protect your safety and to handle emergencies. They are specially trained to deal with all emergencies. Any refusal to follow directions or insubordination will be duly reported and disciplinary action will be taken.

H. PERSONAL PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE

Protective equipment such as respirators, gloves, aprons, face shields and hearing protectors are provided by Central Coating Company. If you require any protective equipment, ask your Supervisor and they will provide it for you.

1. This equipment shall be used whenever it is necessary by reason of hazards of processes or environment.
2. Personal protective equipment must be carefully checked each time before wearing to assure its integrity to provide protection for which it is designed.
3. Protective equipment must be worn where required. Your supervisor will advise you as to what equipment is necessary for a particular job.
4. Respirators: A properly maintained and fitted respirator is to be worn any time airborne contaminants are present. This at least includes while in the vicinity of any spray operation. It may also include while working in a support position such as mixing coating, repairing equipment, or blowing dust and dirt. Check the MSDS and ask your supervisor. Inspect your respirator daily, your health depends on it!
 - a. Prior to assigning anyone to an environment where respiratory protection is required, Central Coating Company will provide all operations department employees with a properly fitted respirator.
 - b. It is the employee's responsibility to care for his/her own respirator. Central Coating Company will provide the maintenance parts as needed.
 - c. The Company will provide a new respirator face-piece annually at no charge. Employees will be charged for replacement due to loss or abuse.
 - d. Employees will receive both verbal instruction from their supervisor and written instruction from the manufacturer on proper respirator fit and use.
 - e. Periodic fit-testing will be performed at the jobsite safety meetings.
 - f. Respirators are to be inspected by the supervisors approximately every 45 days. Respirators must be maintained in excellent condition. Negligence will be cause for reprimand.
 - g. Employees must always have their own respirator available.

- h. A respirator will be used when either a MSDS or company policy requires it. Working without a respirator will not be tolerated.
 - i. A respirator does not provide air, it simply filters it. In some instances, an air-supplied breathing system is required and will be provided by the Company. It is not acceptable to use a standard respirator in these instances.
 - j. You must be physically fit to work in a respirator. If you have difficulty breathing or working in a respirator, you must notify your supervisor immediately.
- 5. Always wear protective clothing when working with chemicals. Clothing which has become contaminated must be removed immediately.
- 6. Avoid handling chemicals or immersing your hands in chemical solutions without wearing rubber gloves.
- 7. A welder's helmet or goggles with the correct tint to protect the eyes from ultraviolet or infrared radiation shall be worn when welding.
- 8. If you are cut or if you receive a puncture wound, personal hygiene becomes extremely important. Always keep cuts and puncture wounds clean to avoid unnecessary infections. Report any such minor injuries to your supervisor.
- 9. If skin contact with chemicals occurs, immediately rinse the exposed area with running water. The important factor is always to remove chemical material as quickly as possible.
- 10. Employees must not clean their hands by washing in oils or solvents. Soap and water is the best and safest to use.
- 11. Wash hands after using any chemicals or solvents and before smoking, eating or contacting sensitive body areas such as eyes to prevent contamination.
- 12. Eye protection devices are to be worn at all times. The Company will have on-hand, face shield, goggles or full face respirator as required. Sun glasses and regular prescription glasses do not afford the same protection as safety glasses. Employees will provide their own personal safety glasses. Dark lenses are to be used outside, the clear lenses must be used inside.
- 13. Contact lenses increase the danger of eye damage when used in areas of potential eye injury. Contact lenses shall not be worn in any areas where chemicals are used.
- 14. Wear appropriate clothing for the work that you do. A full shirt and long pants are required. No tank tops or ragged clothing are permitted. Long sleeved shirts are required for applicators and recommended for all others.
- 15. Appropriate footwear shall be worn. Soft-soled, high-tip leather shoes are required. Supervisors may occasionally authorize exceptions where the situation calls for a more flexible shoe.
- 16. A hard hat will occasionally be required. Employees are to provide their own and have them with them at all times.
- 17. Safety belts and lanyards will be provided by the Company. They are to be used in any situation where either safety guidelines established by OSHA or Central Coating Company call for their use. This would include, but not be limited to such situations as:



**CENTRAL COATING
C O M P A N Y**

SPRAYED POLYURETHANE
FOAM ROOFING SYSTEMS

**INJURY & ILLNESS
PREVENTION
PROGRAM**

- a. off of the catwalks on tank tops.
- b. on any sloped roof with no parapet, where a fall would result in serious injury or death.
- c. while working in suspended baskets.
- d. while working on scaffolding. Check with your supervisor if you are not sure of any situation.

18. Gasoline shall not be used for cleaning purposes.

I. ELECTRICAL SAFETY

The attitudes and habits of workers relating to electricity and the precautions they routinely take are extremely important. The following guidelines will reduce the hazards of working with and around electrical equipment.

- 1. Electrical installations and repairs are to be made only by competent and responsible authorized employees.
- 2. While working on electrical equipment, clothing and jewelry, which could create a hazard, should be removed. Personal protection devices such as face shields, safety glasses, insulating gloves and mats should be used when necessary.
- 3. All repairs and tests must be made with the equipment in a de-energized state employing good lockout procedures. Only those workers who place the lockout or tagout should remove them before energizing the circuit. (See lockout/tagout procedures).
- 4. Working on equipment with interlock defeated or barriers removed and equipment fully energized is not permitted.
- 5. All cases of electrical shock must be reported to your Supervisor.
- 6. Energized and unshed soldering irons, hot plates, coffee pots and similar fire hazards must not be left unattended.
- 7. All electrical control panels, switch panels and circuit breaker panels must be kept free of obstruction and remain easily accessible at all times.
- 8. All portable and stationary power tools shall be properly grounded during use and shall be equipped with a three-pronged plug.
- 9. Permanent extension cords cannot be used as an alternative to permanent wiring.
- 10. Do not use metal ladders when working on electrical installations or equipment.
- 11. If it is necessary to leave equipment running after hours, written instructions shall be available on the equipment so that it may be switched off safely in case of emergency.

When in doubt always check to insure that the power is turned off or the unit is unplugged and has adequate time to discharge any storage devices. When working with high voltage, always work with one hand behind your back or in your pocket.

No one should work around any high voltage or where they could be subjected to an electrical shock when they are alone in the building or if no one knows that they are working around those conditions. Have someone check on you every 15 minutes so they can check on you to insure that you are okay, or work in pairs.

Do not use any equipment that has loose or frayed wiring or otherwise appears to be unsafe.

J. POWER MACHINERY/MECHANICAL SAFETY

A hazardous piece of machinery, unguarded, will eventually injure someone.

1. All employees must know how to handle all of the equipment used by them. Training will be provided for all new or unfamiliar equipment. Understand all start-up and shut-down procedures first. Next, learn operation and maintenance. Any tool or machine is dangerous if not used or understood properly. Use machinery only when you have been authorized to do so, when you have received safety instructions, and feel comfortable with it.
2. Do not operate any machine without its guards being properly in place.
3. If you see an unguarded machine, report it at once.
4. A safe guard covers all moving parts and is designed to permit safe lubrication and adjustment without removing the guard.
5. If it is necessary to remove the guard, stop the machine and either lock the switch or tag it so another worker will not inadvertently start the machine.
6. All tools and equipment shall be maintained and in good condition. Defective or broken items that cannot be repaired shall be tagged and removed from service.

K. SPECIALTY EQUIPMENT AND SAFETY

1. All hoses, ropes and cords are to be routinely inspected. The jacket on high pressure paint lines must be repaired before use if torn. Paint lines with kinks must be returned to the shop and not used. Frayed ropes and cords with exposed wires are not to be used. Air lines must be wired together at fittings.
2. All hoses are to be bled of any pressure before disconnecting.
3. Most of our equipment deals with high fluid pressure. All pumps must have fluid pressure gauges and bleed-off valves. Adjustments are to be made while monitoring fluid pressure to be sure you do not exceed the rating for the equipment.
4. All high-pressure spray guns must have a tip guard in place.
5. All extension ladders have to be secured by tying them off at the top. The top of the ladder must extend 3 feet over the landing. Where possible, angle out base about 1/4 of the working length of the ladder.
6. Refer to job package paperwork for roof edge safety guidelines.



INJURY & ILLNESS PREVENTION PROGRAM

L. HAND TOOLS

1. Cutting tools must be dressed at the proper angle and kept sharp. Keep them in a scabbard, not your pocket. Store them in a safe place.
2. The heads of striking tools must be dressed square (with a few exceptions) and without burrs.
3. Use the right kind of tool. Use the right sized tool.
4. Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or miss, you will not be hurt.
5. Do not use a file without a handle.
6. The proper tool for the job in the hands of a craftsman does not require a lot of muscle power.
7. All tools and equipment shall be maintained and in good condition. Defective or broken items that cannot be repaired shall be tagged and removed from service.

M. PORTABLE POWER TOOLS

1. Every electric power tool must be electrically grounded before it can be used.
2. Check the insulation on the wires and the condition of plugs and sockets every day. If they are frayed, worn, cut or broken, repair them before using.
3. String temporary extension cords and power lines so they will not create a tripping hazard and so they are protected from physical damage.
4. Before using a drill on a wall, floor or ceiling, be sure electrical wires, gas lines and high pressure lines are not in the way.
5. Skill saws shall not be used without the guard in safe working condition. Do not pin the guard back.
6. Do not use "cartridge" tools for driving nails or spikes in walls, ceilings or floors when people are working on the other side.
7. All tools and equipment shall be maintained and in good condition. Defective or broken items that cannot be repaired shall be tagged and removed from service.

N. COMPRESSED GAS CYLINDERS

Compressed gas cylinders may be handled only by personnel who have been instructed by their supervisors and fully understand the hazards involved. The following guidelines are designed for routine, daily practices.

1. Cylinders shall be secured with a heavy chain to a work bench, wall or other stationary object, so as to prevent falling or rolling. Never drop cylinders or allow them to strike each other.
2. The valve protection cap shall be kept securely in place whenever the cylinder is not connected for use.

3. Cylinders shall not be transported by hand. Use an appropriate handcart to transport them with the valve protection cap in position.
4. Empty and full cylinders should be stored separately and correctly secured in the storage rack.
5. Empty cylinders shall be marked "MT" and removed from work areas as soon as possible.
6. There are many different types of gas regulators, each designed for a specific use and specific gas. Do not interchange fittings on regulators in an effort to adapt it to gases, which it is not designed to handle.
7. Do not attempt to bypass the regulator when discharging gas.
8. Do not use adapters to connect regulators to gas cylinders.
9. Always open cylinder valves slowly.
10. Always turn off valve when not in use.

O. OFFICE SAFETY

Although the office environment is generally considered to be a safe area, serious accidents can occur if safety rules are not followed.

1. Never leave desk, file or cabinet drawers open since they can create a tripping or bumping hazard.
2. Never open more than one drawer at a time in a file cabinet. If it is necessary to keep books or other objects in a file cabinet, put them in the bottom drawers.
3. Do not extend extension cord, telephone and equipment cables across aisles or walkways where they create tripping hazards.
4. Do not use extension cords to power equipment, request permanent plugs to be installed where needed.
5. Do not climb on chairs, up-turned wastepaper baskets, or other improvised hazardous supports.
6. Do not attempt to repair any electrical equipment. Report faults to your supervisor or maintenance.
7. Do not store materials on top of filing cabinets and open shelving units where they are likely to fall and injure someone.
8. No smoking is permitted in offices or restrooms. Smoking is allowed outside only.

P. MOTORIZED VEHICLES

1. Only authorized employees will operate company vehicles, including autos, trucks, forklifts, and other equipment requiring a driver.
2. All drivers shall possess a valid California Driver's License.
3. Drivers required to have special class licenses shall possess these endorsements.



**INJURY & ILLNESS
PREVENTION
PROGRAM**

4. Any driver known to be under the influence of drugs or intoxicating substances is subject to immediate termination.
5. Passengers are forbidden to ride in vehicles which are not equipped with seats for passengers. Everyone in the vehicle must wear a seat belt.
6. Do not get on or off a vehicle while it is in motion - - even slow motion.
7. Overloading a vehicle with passengers or materials is forbidden.
8. All vehicles will be maintained in a safe operating condition. It is the responsibility of the driver to report any defective conditions immediately.
9. No vehicle shall be driven in a fast or reckless manner. The maximum speed any vehicle shall be driven at any time shall be such that the driver can stop the vehicle within the clear unobstructed distance ahead of him giving due regard for possible unforeseen obstructions and the condition of the road surface and the vehicle.
10. All vehicle accidents, whether involving injury or not, shall be reported to your supervisor.

Q. FORKLIFT TRUCKS – SAFETY RULES

1. Proper operating rules and signals will be observed when hoisting equipment or materials.
2. Employees shall keep clear of suspended loads, traffic areas, or other possible hazardous areas.
3. It is the responsibility of all Supervisors to ensure the safety of all employees with above-average attention during hoisting operations. If unsafe practices are observed, it is imperative that immediate action is taken, including notification to the Manager.
4. Due to the severity of an accident if one should occur, it is highly recommended that any and all precautions be taken by the Supervisor/Crew leader that are prudent, with weight given to the situation at hand.
5. Do not operate forklift unless certified to do so.
6. Avoid hitting or lifting anything if it appears it could fall on the operator or a bystander. A lift truck equipped with an overhead guard and load backrest xtensions provide reasonable protection to the operator, but cannot protect against every possible impact.
7. No passengers are allowed on forklifts, and no one is allowed to ride up on the forks unless in a basket with guard rails and a safety belt with lanyard. When lifting someone up, make sure that they are standing in the safety cage. Shut the motor off and set emergency brake while they are off the ground.
8. Keep head, arms, legs, etc. inside the compartment.
9. Keep yourself and all others clear of hoisting mechanism.
10. Allow no one under load and carriage.
11. Report damage or faulty operation immediately to a supervisor.

12. Avoid bumps, holes, slick spots, and loose materials that may cause lift to swerve or tip.
13. Be extra careful when driving around machinery and moving vehicles.
14. Always drive at the mandatory 5 m.p.h. speed limit. Riders are not permitted.
15. Do not fill fuel tank while engine is running.
16. Avoid sudden stops or starts.
17. Travel with forks close to, but not on, the ground. Point them slightly upward.
18. Watch overhead clearances, especially top of boom.
19. Observe the following load handling procedures:
 - a. Handle loads within rated capacity of lift.
 - b. Center weight of load between forks.
 - c. Be extra careful with unstable loads.
 - d. When stacking bins and pallets, make sure stack is stable and will not fall on someone.
 - e. Watch “swing” when handling long loads.
 - f. Do not travel with load raised unless it is necessary to clear an obstruction.
 - g. For better vision with bulky loads, travel in reverse, but always keep a proper lookout in the direction of travel.
20. When driving, be on the lookout for people walking and other vehicles, especially when rounding corners.
21. When taking stacks of pallets off stacker, make sure stack does not get hung up on stack next to it; otherwise, top pallet may fall off.
22. When forklift is not in use, leave forklift flat on ground.

R. INDUSTRIAL ACCIDENT PROCEDURE

1. In order to properly handle employee claims for work-related injuries or illnesses, the following procedures must be followed. Failure to do so may result in either loss or delay of benefits.
 - a. Any work-related injury must be immediately reported to your supervisor as well as to the main office in Madera. If it is an emergency situation, you will be taken to the nearest emergency care provider. If it is not an emergency, we will ask that you go to a facility so they can give your case priority treatment. Answer all questions completely and volunteer any information that you feel may be specifically relevant to your medical condition. If you receive emergency treatment at another facility, you will be able to receive your follow-up care locally in most cases. For those who live in the Bay area, we will locate a health care provider for you locally.



INJURY & ILLNESS PREVENTION PROGRAM

- b. The supervisor must immediately fill out a supervisor's "Report of Accident" form. This report will include a description of the incident, interviews with any witnesses, and any other information that might pertain to the specific case.
 - c. If any additional information is known regarding the incident, the supervisor should write it down immediately, or as soon as it becomes known, and forward same to the bookkeeper for inhouse files.
 - d. The supervisor must immediately call the Madera office and report to Jay Bondesen, John Nolan or Liz van Loon regarding proper procedures.
 - e. If the supervisor requires, or the employee requests a physician's examination, a Treatment Order Form filled out by the supervisor must accompany the employee to the care provider.
 - f. The employee must, within twenty-four (24) hours, complete the Employee's Claim for Worker's Compensation Benefits (Form SCIF 3301). Each supervisor will have these forms.
 - g. The bookkeeper must, within five (5) days, submit a report on the incident to our worker's compensation insurance carrier.
2. If you have any questions regarding these procedures, discuss them with your supervisor or contact John Nolan in the Madera office.

S. CHEMICAL SPILLS

1. It is particularly important not to let chemicals enter storm drains, sewers or natural waterways. In the case of a small, contained chemical spill, all employees who have completed our Hazardous Material Training Program are properly trained to deal with a small spill. Each trailer contains adequate equipment, rags, containers and absorbent material. Do not attempt to clean up a major chemical spill without first contacting the Program Coordinator. Be familiar with the characteristics of the materials we use and be prepared to contain a spill whenever possible, using your personal protection equipment.
2. Any material spill, urethane components, thinners, coating (even dirty water) is considered a hazardous situation. In any case, we must contain or absorb the spill. If a flammable material is involved, do not use spark-producing tools, i.e. steel shovels cannot be used or machinery. A toxic spill in a confined area could require an air-fed breathing system. Act quickly, but safely. People are the first priority. Inform your superiors as soon as you have taken steps to contain the spill and determined that there is no immediate fire or health hazard.

NOTE: Any collected materials must be disposed of in accordance with regulations.

HAZARD COMMUNICATION PROGRAM

Refer to Hazard Communication Program section of Field Operations Manual.

SAFETY COMMUNICATION

It is the policy of Central Coating Company to maintain open communications between management and staff on matters pertaining to safety. Your thoughts regarding safety are considered important, and we encourage your active participation in our company safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor, or in writing on the safety suggestion form. (This will allow you to remain anonymous if you so desire; however, this will make it difficult to provide you special recognition if your suggestion is put into action.) Be assured that all safety suggestions will be given serious consideration, and that each will receive a response.

Regular safety meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety.

A. SAFETY AND HEALTH TRAINING (NEW HIRES)

All new employees must undergo an initial orientation in order to be instructed in:

- General company rules and policies.
- Safe work procedures.

In addition, other work related education will be included in the orientation process.

The Safety Training Program for all new employees will consist of:

- An initial training period that will include individual instruction on the safe use of equipment to be used and operated, accident reporting procedures (to include the Employee Claim Form), work site and all other miscellaneous safe work practices.
- Routine reinforcement of safe performance of individual work assignments.
- Proper use and care of required protective equipment (such as gloves, boots, eye protection, hearing protection, etc.).
- Hazard communication when hazardous chemicals are to be used.
- Hearing conservation when harmful noise levels exist.
- Lockout/tagout procedures.
- Safe lifting techniques.
- Other specific safety information pertinent to the employee's job.



**INJURY & ILLNESS
PREVENTION
PROGRAM**

B. SAFETY AND HEALTH TRAINING (EXISTING EMPLOYEES)

The Safety Training Program is also intended to provide general and specific job safety training to existing company personnel. To insure that all employees receive appropriate job safety training, all company employees will participate in:

- Scheduled safety meetings.
- Additional training as job duties or work assignments are expanded or changed.
- Defensive driving when company vehicles are to be used.

Further training will be provided whenever employees are exposed to new processes, machinery, chemicals, or when previously unrecognized hazards will have an effect on their safety and health.

Records of all the above training will be kept by John P. Nolan/Program Coordinator in the Madera office.

An employee training record will be kept for all employees (see attached).

C. SAFETY MEETINGS

Safety meetings will be conducted twice a month (on the first and third Thursday of the month) by the field supervisor. These meetings will be short (5-10 minutes), and will cover 1 – 2 specific subjects. Safety meetings are required by CAL/OSHA in order to successfully communicate important information to employees, as well as promote safety awareness.

Special safety meetings will be held at the beginning of each project to acquaint employees with any job specific safety consideration.

and training program. In addition, I have received a set of SAFETY RULES which I will read. I will be guided by these rules while in the employ of this Company.

I understand that it is a requirement of my employment that in case I am injured while in the course of my work, I will immediately report the injury to my supervisor and obtain the necessary First Aid or Medical Treatment.

Employee Name (Print)

Employee Signature

Date