

Bouma USA®

**INJURY AND ILLNESS
PREVENTION PROGRAM**

Bouma USA

The Palmdale Aerospace Academy

3300 E. Palmdale Blvd. Palmdale CA 93550

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POLICY STATEMENT

Bouma USA's number one Core Value is "We put safety and quality of life first." and our goal is to achieve zero injuries across all of our projects. You and your team are the most important part in obtaining this goal. In addition, putting safety and quality of life first ensures a safe, efficient, and productive work site for us all. It is important you take the time to carefully read Bouma USA's Subcontractor Safety Orientation Manual and discuss it with your employees.

This plan will explain the obligations your Company has for Project Safety while on our project. The majority of these obligations are clarifications of OSHA requirements, but there are areas in which Bouma USA may exceed the OSHA standards. Bouma USA feels these policies make for the safest environment for all employees on our Projects.

Prior to contractors starting work on the project, your company is required to train your employees on all safety requirements in this manual and those required by OSHA, as well as all other state, federal, or local regulations.

Once on site, your employees will be required to attend a safety orientation meeting explaining Bouma USA's safety philosophy and general safety requirements for the project. At the end of the orientation process, employees will sign an "Orientation Sign-off Sheet" stating that they have attended the meeting, understood everything discussed in the meeting and that they have agreed to Bouma USA's safety and health policies.

Safety must be a proactive process, not reactive. We have invested in this orientation process to ensure Bouma USA's Safety expectations are communicated to all employees so they can perform their jobs in the safest way possible and recognize unsafe conditions.

No worker shall be required or knowingly permitted to work in an unsafe place, unless for the purpose of making it safe and then only after proper precautions have been taken to protect the employee while doing such work. Prior to the presence of its employees, Bouma USA shall make a thorough survey of the conditions of the site to determine, so far as practicable, the predictable hazards to employees and the kind and extent of safeguards necessary to prosecute the work in a safe manner.

In order for a safety program to be effective, it must be implemented and managed on site. We request you share in the commitment of providing a safe work place for all employees. Thank you in advance for your commitment to safety. We look forward to working with you.

(Program Administrator)

Date : _____

RESPONSIBILITY

As you read this, understand that **you** are responsible for your safety while at the Palmdale Aerospace Academy project.

Management – overall, the responsibility for supporting the plan lies with Management. This includes Project(s) Managers. Some of these responsibilities include but are not limited to:

1. Adhering to Bouma USA's company policies
2. Assigning individual responsibility and accountability
3. Reviewing and evaluating program results
4. Allocating resources to the safety process
5. Demonstrating active leadership in the IIPP through participation and example
6. Ensuring that the IIPP and Codes of Safe Practices are implemented and accessible
7. Plan work for it's safe execution

The **IIPP Administrator** for The Palmdale Aerospace Academy project is – **David Stanley**. The **IIPP Program Administrator** is responsible for:

1. Monitoring compliance with company safety and health policies, best practices and regulatory standards
2. Conducting inspections to identify and correct any potential hazards and exposures
3. Communicate with **Management** relative to the health and safety plan
4. Supporting an ongoing training program and ensure employees operate safely
5. Maintaining all safety records as required by regulatory agencies
6. Responding to all serious incidents to ensure the employee or others who may have been involved receive proper care
7. Investigating incidents and injuries to determine if any additional training programs or engineering controls are necessary to prevent a recurrence

Site Managers: Ken, Steve and/or Harriet – are responsible for:

1. Knowing, understanding and enforcing all company policies
2. Applying the principles of incident prevention in their daily duties
3. Responding to any reports of job related injury, illness or damage
4. Supporting the **IIPP Program Administrator** in their role
5. Assisting in incident reporting and investigation
6. Planning work for it's safe execution

Employees - are responsible for:

1. Knowing, understanding, and complying with all safety and health rules
2. Applying the principles of incident prevention in their daily duties.
3. Reporting any job related injury, illness or property damage to a Supervisor or the **IIPP Program Administrator** and promptly seeking medical treatment if needed
4. Reporting hazardous conditions (unsafe equipment, floors, material) and unsafe acts promptly to a Supervisor or the **IIPP Program Administrator**
5. Active participation in the company's safety and health program
6. Wearing the appropriate Personal Protective Equipment (PPE) required for the task

Subcontractor Safety Representative(s)

Although every employee on a Bouma USA site is responsible for safety, each contractor will appoint a Safety Representative. The Safety Representative is responsible to support and coordinate with the compliance of safety rules and regulations outlined in the Project Safety Plan.

The Safety Representative may have other duties assigned to him in addition to duties of safety oversight and administration. If a contractor is working two or more shifts, a separate Safety Representative shall be assigned to each shift, and must remain onsite for the duration of work activities.

Safety Representatives must hold an OSHA 30 Hour Card issued in the past 5 years. In certain instances, Bouma USA may require contractors to provide a “Designated” Safety Representative (**DSR**). The **DSR(s)** shall have no other duties other than the enforcement and administration of the Site Safety and Health Plan.

A **DSR** shall be required when:

1. A subcontractor has 20 or more employees on the same shift at the site.
2. A subcontractor’s safety performance is deemed unacceptable.
3. The subcontractor is performing “high-risk” work activity as identified by the Bouma USA Management Team.
4. At the discretion of the Project Site Manager, Bouma USA Field Operations, Bouma USA Corporate Safety or Bouma USA Field Safety Team

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to know, understand and enforce the codes of safe practices fairly and uniformly.

All employees are responsible for; using safe work practices, following all policies and procedures, and for assisting in maintaining a safe work environment. The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

A one (1) day suspension shall be given to any employee who is observed violating any one of the following Bouma USA Safety Expectations. These violations are:

Flagrant disregard for Personal Protective Equipment (PPE)

100% Compliance with Fall Protection Rules

working in an unprotected excavation deeper than 4 feet.

working in an energized panel without appropriate PPE

Unauthorized confined space entry

entering a controlled access zone w/o authorization

failing to report an incident in a timely manner

Additionally, any employee exhibiting a flagrant or willful disregard for safety, be it Bouma USA, subcontractors or vendors, that could cause death, serious injury, or property damage may be immediately removed from the project.

Other Safety Violations

All other Safety Violations observed shall be managed according to the procedures established below;

- First offense by an employee - Any team member observing a safety violation will verbally notify the employee's immediate supervisor of the violation and will request assistance. The verbal warning will be logged with the Safety Representative.
- Second Offense (same employee) - Upon a second safety violation, a written report or warning will be filed with the onsite supervisor of the particular Subcontractor. The Site Manager/Safety Representative will require a meeting with the employee and the supervisor. During this meeting, a Counseling Sheet will be completed and signed by everyone present.
- Third Offense (same employee) - Three (3) safety violations by the same employee will result in their dismissal from the jobsite.

COMMUNICATION

Our system of communication is designed to facilitate a continuous flow of two-way safety and health information in a format that is readily understandable to and between all affected personnel:

1. Subcontractor Safety Manual and Pre-Construction meeting
2. New worker orientation, including a video and discussion of site-specific safety and health policies and procedures.
3. Follow-through by supervision to ensure effectiveness.
4. Workplace-specific safety and health training.
5. Safety meetings held at least weekly – or, more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
6. Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
7. Posted and distributed safety information.
8. A system for workers to anonymously inform management about workplace hazards. This is accommodated by:
 - a) Open and direct contact between all employees
 - b) Text Message
 - c) Email
9. Site-specific codes of safe work practices.
10. Other means we use to communicate with employees include: Bouma USA Safety Analysis (JSA).

HAZARD ASSESSMENT

Frequent inspections to identify and evaluate workplace hazards shall be performed by the **IIPP Program Administrator** according to the following schedule:

1. When our Injury and Illness Prevention Program was first established;
2. When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur;
5. When we hire and/or reassign workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
6. Whenever workplace conditions warrant an inspection.
7. During the execution of the Bouma USA Safety Analysis (JSA)

Subcontractors are required to complete hazard assessments related to the task(s) they'll be performing using the **Bouma USA Safety Assessment (JSA) or their company issued form**. The **JSA** must be reviewed and approved by either the **Site Manager** or the **IIPP Program Administrator** prior to work commencing.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected based on the severity of the hazards, and according to the following procedures:

1. When observed or discovered;
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; PPE, Engineering Controls, etc.
3. Each employee is empowered to take action if an unsafe environment is observed, up to and including stopping work.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be completed by the **IIPP Program Administrator**, and will include:

1. Visiting the scene as soon as possible;
2. Interviewing affected workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure/near-accident;
4. Determining the root cause(s) with a thorough **Supervisor's Investigation**;
5. Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
6. Recording on the Cal-OSHA Log within seven calendar days.
7. Administering Bouma USA's drug testing procedures.

Regulatory Agency Reporting

In the event of a serious injury, a **Site Manager** or the **IIPP Program Administrator** should inform the local Cal-OSHA office **within 8 hours of the accident**. **Bouma USA** is responsible for reporting serious injuries to Cal-OSHA within 8 hours.

The Cal-OSHA definition of "Serious Injury or Illness" is any death, injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of twenty-four (24) hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but **does not include any injury, illness or death caused by an accident on a public street or highway or in the commission of a criminal act.**

When making such report, the reporting party shall include the following information, if available:

1. time and date of accident;
2. employer's name, address and telephone number; and job title;
3. address of site of accident or event;
4. name of person to contact at site of accident;
5. name and address of injured employee(s);
6. nature of injury;
7. location where injured employee(s) was (were) moved to;
8. list and identity of other law enforcement agencies present at the site of accident;
9. description of accident and whether the accident scene or instrumentality has been altered

Cal-OSHA office contact information is as follows:

Los Angeles
320 West 4th Street,
Ste. 850,
Los Angeles 90013
(213) 576-7451 Fax (213) 576-7461

Van Nuys
6150 Van Nuys Blvd.
Suite 405
Van Nuys, CA 91401
(818) 901-5403 Fax (818) 9015578

TRAINING AND INSTRUCTION

All workers shall have training and instruction on general and job-specific safety and health practices. Please refer to **IIPP Training Requirements** for specific training topics by exposure.

Training and instruction shall be provided as follows:

1. When the IIPP is first established;
2. To all new workers, and workers given new job assignments for which training has not previously provided;
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
4. Whenever we become aware of a new or previously unrecognized hazard;
5. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
6. To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

1. Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
2. Availability of toilet, hand-washing, and drinking water facilities.
3. Provisions for medical services and first aid, including emergency procedures.
4. Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
5. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
6. Proper storage to prevent spills, blocked access or egress, etc.

Where applicable our training may also include:

1. Prevention of musculoskeletal disorders, including proper lifting techniques.
2. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
3. Information about chemical hazards to which employees could be exposed and other hazard communication program information.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

RECORDKEEPING

Our organization keeps records as follows:

RECORD TYPE	RETENTION PERIOD
1. New Employee Orientation Training	Course of the project – plus two years
2. Tool Box Talks and Bouma USA's Bi-weekly Safety Meetings	2-Years
3. Safety Inspection Reports	2-Years
4. Certification Training (Forklift, Aerial Lift, special equipment/tools, CDL, etc.)	Course of Employment, or until new certification training is conducted
5. Accident/Incident Investigations	5-Years
6. OSHA 300 Logs	5-Years
7. Employee Exposure Records	30-Years plus length of employment

My Commitment to Safety

I have thoroughly read all the information in this Subcontractor Safety Manual provided by Bouma USA. I am committed to following through with all training procedures for my employees. I will become familiar with OSHA regulations and Bouma USA's safety policies outlined in this manual. I realize ignorance of these regulations and policies is no excuse for noncompliance.

I join Bouma USA in the goal of zero incidents for all projects. I pledge my company's commitment to providing a safe and clean work place for all employees on this job.

Sample

Project Name

Project Number

Sample

Company Name

Subcontractor's Signature

Site Manager/Program Administrator Signature

Sample

Date

Date

(This must be signed and returned to Bouma USA Management when you arrive on site. It will be kept on file by Bouma USA.)

Competent Person Acknowledgement Form

Definition

A competent person is defined as “One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them”.

Responsibility

The “Contractor Project Manager” and the “Competent Person(s)” assigned to the project will complete this “Competent Person Acknowledgement Form” and submit it to Bouma USA s Jobsite Management along with the “competent person’s qualifications” prior to accessing the jobsite. Where a contractor is responsible for designating multiple competent persons, it will be necessary to submit individual forms and qualifications for each person. If there is a change in competent persons, this form must be updated and resubmitted to Bouma USA s Jobsite Management for review.

Area of Competency - Contractors must designate “Competent Persons” for the following:

- a. Fall Protection
- b. Scaffolding
- c. Cranes / Rigging
- d. Ladders
- e. Tilt Panel Operations
- f. Electrical
- g. Confine Space Entry
- h. Trenching / Excavating
- i. Steel Erection
- j. Respiratory Protection

Contractor Acknowledgment

I _____ Sample _____, representing _____ Sample _____, have designated _____ to be the competent person in the area of _____
(Competent Person) (Area of Competency)

I acknowledge that this competent person has been thoroughly trained, experienced in hazard recognition, and has the authority to stop work and correct hazards in the event of a safety or compliance issue.

(Managers Signature) (Date)

Competent Person Acknowledgement

I _____, representing _____ acknowledge I have been
(Competent Person) (Contractor/Subcontractor)

trained to perform as a competent person in the area(s) of _____. I also understand that I have the responsibility and authority to correct hazards and to stop work in the event of a safety or compliance issue.

_____ Sample _____
(Competent Person Signature) (Date)

Hazard Assessment & Controls

ACTIVITY	HAZARD	MEASURES TO CONTROL RISK
Ladder Use	Falls from Height	<ol style="list-style-type: none"> 1. Use appropriate ladder. Step (A-Frame) Ladder for free standing work. Extension Ladder for access to other levels 2. Set up. "A" frame properly extended and locked. Do not lean an "A" frame ladder against anything to use like an extension ladder 3. Extension Ladder 4 to 1 pitch, extended 3 feet above access point, tied off as applicable 4. Remove damaged or unsafe ladders and step stools from use, tag "do not use" 5. Proper use. No use of top two (2) steps on Step Ladder and top three (3) rungs on Extension Ladder. 6. Belt buckle leaning rule-do not over-reach. Keep belt buckle inside the ladder rails 7. No carrying materials or tools when climbing 8. 3-Point Contact when climbing/descending
Material Handling/Lifting	Strain From Lift/Push/Pull	<ol style="list-style-type: none"> 1. Proper technique. Lift with legs, do not twist with load 2. Two person lift loads over 40 pounds, get help 3. Use mechanical lifting equipment. Forklift, hand truck, cart
General Walking/Working Area	Slip, Trip, Fall On Same Level	<ol style="list-style-type: none"> 1. Housekeeping 2. Clean all slip hazards immediately 3. Proper footwear. Good traction soles required 4. Routing. Keep tools and material out of walk aisles
Heat	Exhaustion, Heat Stroke	<ol style="list-style-type: none"> 1. Personnel trained, oriented and acclimatized to job site conditions 2. Adherence to Heat Injury and Illness Prevention Plan

ACTIVITY	HAZARD	MEASURES TO CONTROL RISK
Hand Tool Use	Hand Injury	<ol style="list-style-type: none"> 1. Training and orientation on all tools 2. Inspection. Remove damaged or unsafe tools from use, tag “do not use” 3. Proper use. Do not use a tool for a purpose it's not intended 4. Hand/body part positioning. Do not put parts of the body in positions to be injured or trapped. 5. Gloves. Use the proper glove for the application
Power Tool-Equipment Use	Hand/Face/ Body Injury Electricity	<ol style="list-style-type: none"> 1. Training and orientation on all tools 2. Inspection. Remove any equipment with damage; Damaged or missing guards. 3. Remove any tool or temporary cord missing any prongs 4. Use GFCI power with temp. cords 5. Lay cords to avoid slips, trips and falls
Fall Protection	Body, others	<ol style="list-style-type: none"> 1. Only trained and authorized personnel may work in fall protected conditions. 2. Adherence to Fall Protection Plan
Confined Spaces	Body, Engulfment Suffocation	<ol style="list-style-type: none"> 1. Only trained and authorized personnel may work in confined spaces 2. Adherence to Confined Space Entry Plan
Mobile Equipment	Body/Others, roll-over	<ol style="list-style-type: none"> 1. Only trained and authorized people can operate mobile equipment 2. Inspection – Completed prior to use 3. Maintenance – equipment maintained per manufacturers specifications, or removed form service.
Fire Prevention	Fire	<ol style="list-style-type: none"> 1. Training and orientation on hazardous locations 2. Appropriate fire extinguisher in immediate area. 3. Personnel trained in proper use 4. Smoke only in designated areas

ACTIVITY	HAZARD	MEASURES TO CONTROL RISK
Chemical Safety	Burns To Eyes, Skin, and Throat	<ol style="list-style-type: none"> 1. Use chemicals in accordance with the label and SDS 2. Wear required protection for eyes, skin and breathing 3. Properly store supplies to prevent spills 4. Ensure spray bottles are properly labeled 5. Report and Clean up any spills immediately
Vehicle Operation	Collision, Strains To Back, Knees, Ankles	<ol style="list-style-type: none"> 1. Only authorized drivers may operate company vehicles. 2. Inspection. Drivers are required to inspect vehicles before use. Remove unsafe vehicle from service 3. Seat belts are to be used at all times 4. No personnel may ride in cargo area 5. Maintain proper following distance from other vehicles (3-5seconds unloaded/loaded) 6. No cell phone/texting while driving 7. Never leave unattended vehicles running. Use spotters in accordance with Bouma USA 8. policy
Working at Heights	Dropped or falling material or tools	<ol style="list-style-type: none"> 1. Properly secure all work either temporarily or permanently in order to prevent dropping of materials. 2. Properly secure tools at all times, 3. Use appropriate barricades when working at heights to create a buffered zone around the work.

ACTIVITY	HAZARD	MEASURES TO CONTROL RISK
<p>Electrical Tools and Equipment</p>	<p>Shock, Electrocution, trips</p>	<ol style="list-style-type: none"> 1. Extension cords used with portable electrical tools and appliances shall be of the three-wire type. Cords with the ground prong removed or rendered ineffective shall be removed from the job. 2. Electrical cords shall be covered and/or elevated to keep cords from creating a tripping hazard to employees or other persons in the area or cause damage to the cords. 3. Ground Fault Circuit Interrupters (GFCI) shall be tested before use. 4. Employees shall not operate electrical tools while standing in water. 5. Electrical tools shall not be hoisted or carried by their power cords. 6. Extension cords shall be free of repair or splice, kept clear of traffic aisles, and not subjected to vehicular traffic. 7. 12 gauge or better may be used on site. 8. All cords must be rated for hard or extra-hard usage.
<p>Hot Work</p>	<p>Fire, burns, eye, respiratory</p>	<ol style="list-style-type: none"> 1. Work area shall be inspected for flammable solvents, vapors and gases. 2. Flammable and combustible materials shall be removed or covered. 3. Appropriate fire extinguishing equipment shall be immediately available in the work area. 4. A fire watch will be posted during welding/cutting operations for one-half hour following these operations, when conditions make it appropriate. The fire watch will be instructed as per the requirements set forth in OSHA Regulation 1926.352(e) describing the duties of a fire watch. 5. All employees performing fire-watch activities will be required to wear a high-visibility hardhat cover identifying them as the designated fire-watch.

Code of Safe Practices

General rules for health and safety

1. Look after each other, health and safety takes a team effort

Health and safety is about people; it's about practical steps to protect people from real harm and suffering and it's about creating a culture whereby, at Bouma USA, we look after each other.

2. Think before you start work – know the risks

Understanding what can harm you is half the battle. Your manager is required to perform a risk assessment of your workplace to identify hazards and should be briefing you on the steps you should take to be safe. Circumstances can change so always think about potential risks before you start work.

It's important to remember that health and safety is about risk management not risk aversion; it's about taking sensible precautions; and fundamentally it's about saving life, not stopping people living.

3. Act safely – follow safe working practices

Always follow the safety procedures in your work place. If you feel they are in appropriate, not working or absent tell your Supervisor the IIPP Program Administrator.

4. Keep your workplace clean and tidy

Good housekeeping is important; keeping workplaces clean and organized can prevent many of the most common hazards such as slip, trips fall accidents, fires etc. Check floors regularly for trip hazards and clean up spills immediately.

5. Wear correct Personal Protective Equipment properly, at all times

If safety equipment such as eye protection, gloves, respirator etc. has been designated for your work please wear it and ensure you understand how to use it correctly. The protective equipment is the last line of defense that could prevent an injury – TO YOU!

6. Report ALL accidents and near misses

Research has shown that, on average, for every major injury at work there are up to 200 non-injury accidents (near misses). This pattern is sometimes portrayed as an iceberg with the injuries as the visible tip of the iceberg and the near misses hidden under the surface. Each of these near misses is a potential learning opportunity that could help Bouma USA and its Subcontractors prevent more serious accidents. Everyone has a very important role in reporting both accidents and near misses.

7. Only perform work for which you are trained, competent and authorized

Always ensure you are competent and have the correct training before undertaking work. If you have any doubt stop work and speak with your manager. Risk assessments should identify tasks for which training or instruction is required.

8. Use the correct equipment for the task

Never be tempted to use the wrong equipment for the job. Many accidents happen because people have not chosen the right equipment for the work to be done. Controlling the risk often means planning ahead and ensuring that suitable equipment or machinery is available. You should check the machinery is suitable for the work - think about how and where it will be used. Ensure that any required inspections and maintenance have been carried out and that you are authorized to use the equipment.

9. Stop any work that becomes unsafe

If you have doubts on whether the work you are doing or your workplace is safe, stop work and inform your line manager. You have the legal right to stop work if you feel you are in serious and imminent danger. Also if you see anyone else working unsafely you should report this to your Supervisor or Bouma USA's Site Safety personnel.

10. Complacency kills – don't cut corners

Please don't be tempted to cut corners, one day your luck may run out and either you will be hurt or you may be responsible for injuring someone else. Please obey the law, follow Bouma USA's and your company's policy and procedures and be vigilant; stop unsafe acts or non-compliant situations.

Bouma USA Construction Employee Safety Orientation Sign-Off Sheet

Name: Sample Sample Sample

Employer: _____

Position: _____

This oral safety orientation is designed to:

Review the safety requirements and plan for the Project with all employees. Explain to employees that it is ultimately their employer's responsibility to provide all safety training according to OSHA standards; if additional training is needed, their supervisor should be notified

1. What equipment will you be operating while on this jobsite? (circle all that apply) Forklift

Backhoe Aerial Lift Crane Other (specify)

2. Are you qualified to operate a:

Backhoe Aerial Lift Crane Other (specify)

3. Are you certified to operate a:

Forklift Crane Other (specify)

Please provide documentation of your training and/or certification(s) to operate this equipment

My signature represents that I have been orientated orally and will follow the safety rules and regulations while on this jobsite. I understand that my employment on this project is dependent on following these rules. If the safety rules are not followed, I understand I will be reprimanded or removed from the project.

My signature also confirms that my employer has trained me on all the safety requirements for this job as set by OSHA and Bouma USA. I understand that if I am required to perform a job in which I have not been thoroughly trained it is my responsibility to ask my supervisor for further training before attempting to perform the job.

Employee's Signature: _____ Date: _____

As the supervisor of the above named employee, I acknowledge, by my signature, that the information contained on this sheet is correct to the best of my knowledge. I attest that I will not ask an employee to operate any equipment unless they have been properly trained in its' operations nor perform any task without the proper safety equipment. I further attest that this employee has been hired utilizing proper hiring practices and that my company has provided me employees that are permitted, by law to work in this state/country.

Supervisor's Signature: _____ Date: _____

Heat Illness Prevention Program

Purpose

This Heat Stress Prevention Program has been developed to provide workers with the training and equipment necessary to protect them from heat related exposures and illnesses.

Training

All employees who are or may be exposed to potential heat related illnesses will receive training on the following:

- The environmental and personal risk factors that cause heat related illnesses;
- The employer's procedures for identifying, evaluating and controlling exposures to the environmental and personal risk factors for heat illness;
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour under extreme conditions of work and heat;
- The importance of acclimatization;
- The different types of heat illness and the common signs and symptoms of heat illness;
- The importance of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- How to provide clear and precise directions to the work site.

Supervisor Responsibilities

- All supervisors will be provided a copy of this program and training documents prior to assignment of employees working in environments where heat exposures may occur.
- Supervisors will be provided the procedures to follow to implement the applicable provisions of this program.
- Supervisors will be provided the procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Provision of Water

Employees shall have access to potable water. Water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking the entire shift for a total of 2 gallons per employee per 8-hour shift. Employees may begin the shift with smaller quantities of water if effective procedures for replenishment of water during the shift have been implemented to provide employees one quart or more per hour.

Access to Shade

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Shade areas can include trees, buildings, canopies, lean-tos, or other partial and/or temporary structures that are either ventilated or open to air movement. The interior of cars or trucks are not considered shade unless the vehicles are air conditioned or kept from heating up in the sun in some other way.

Heat Stress Disorders

Heat Rash (Prickly Heat)

Symptoms:

- Red blotches and extreme itchiness in areas persistently damp with sweat.
- Prickling sensation on the skin when sweating occurs.

Treatment:

- Cool environment.
- Cool shower.
- Thorough drying.

Heat rashes typically disappear in a few days after exposure. If the skin is not cleaned frequently enough the rash may become infected.

Heat Cramps

Symptoms:

- Loss of salt through excessive sweating.
- Cramping in back, legs and arms.

Treatment:

- Stretch and massage muscles.
- Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids.

Heat Exhaustion

Heat exhaustion occurs when the body can no longer keep blood flowing to supply vital organs and at the same time send blood to the skin to reduce body temperature.

Symptoms:

- Weakness.
- Difficulty continuing work.
- Headache.
- Breathlessness.
- Nausea or vomiting.

- Feeling faint or actually fainting.

Treatment:

- Call 911.

Help the victim to cool off by:

- Resting in a cool place.
- Drinking cool water.
- Removing unnecessary clothing.
- Loosening clothing.
- Showering or sponging with cool water.

It takes 30 minutes to cool the body down once a worker becomes overheated and suffers heat exhaustion.

Heat Stroke

Heat stroke occurs when the body can no longer cool itself and body temperature rises to critical levels.

Symptoms:

- Confusion.
- Irrational behavior.
- Loss of consciousness.
- Convulsions.
- Lack of sweating.
- Hot, dry skin.
- Abnormally high body temperature.

Treatment:

- Call 911.

Provide immediate, aggressive, general cooling.

- Immerse victim in tub of cool water or;
- Place in cool shower; or
- Spray with cool water from a hose; or
- Wrap victim in cool, wet sheets and fan rapidly.
- Transport victim to hospital.

Do not give anything by mouth to an unconscious victim.

Safe Work Procedures

Supervisors Responsibilities

Supervisors are responsible for performing the following:

- Give workers frequent breaks in a cool area away from heat.
- Adjust work practices as necessary when workers complain of heat stress.
- Oversee heat stress training and acclimatization for new workers and for workers who have been off the job for a period of time.
- Monitor the workplace to determine when hot conditions arise.
- Increase air movement by using fans where possible.
- Provide potable water in required quantities.
- Determine whether workers are drinking enough water.
- Make allowances for workers who must wear personal protective clothing (welders, etc.) and equipment that retains heat and restricts the evaporation of sweat.
- Schedule hot jobs for the cooler part of the day; schedule routine maintenance and repair work in hot areas for the cooler times of the day.
- Make available to all workers, cooling devices (hard hat liners/bibs/neck bands) to help rid bodies of excessive heat.

Workers

Workers are responsible for performing the following:

- Follow instructions and training for controlling heat stress.
- Be alert to symptoms in yourself and others.
- Determine if any prescription medications you're required to take can increase heat stress.
- Wear light, loose-fitting clothing that permits the evaporation of sweat.
- Wear light colored garments that absorb less heat from the sun.
- Drink small amounts of water – approximately 1 cup every 15 minutes.
- Avoid beverages such as tea or coffee.
- Avoid eating hot, heavy meals.
- Do not take salt tablets unless prescribed by a physician.

Program Review

The **IIPP Program Administrator** will periodically review this program for compliance with all applicable regulatory standards. Updates will be provided to all employees.

Attachment 1

Heat Illness Prevention Guidance for Workers

Awareness of heat illness symptoms can save your life or the life of a co-worker. The following provides valuable information concerning heat-related illnesses and preventative measures.

- If you are coming back to work from an illness or an extended break or you are just starting a job working in the heat, it is important to be aware that you are more vulnerable to heat stress until your body has time to adjust. Let your employer know you are not used to the heat. It takes about 5-7 days for your body to adjust.
- Drinking plenty of water frequently is vital for workers exposed to the heat. An individual may produce as much as 2 to 3 gallons of sweat per day. In order to replenish that fluid, you should drink 3 to 4 cups of water every hour starting at the beginning of your shift.
- Taking your breaks in a cool shaded area and allowing time for recovery from the heat during the day are effective ways to avoid a heat-related illness.
- Avoid or limit the use of alcohol and caffeine during periods of extreme heat. Both dehydrate the body.
- If you or a co-worker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your supervisor know and rest in a cool shaded area. If symptoms persist or worsen seek immediate medical attention.
- Whenever possible, wear clothing that provides protection from the sun but allows airflow to the body. Protect your head and shade your eyes if working outdoors.
- When working in the heat pay extra attention to your co-workers and be sure you know how to call for medical attention.

IIPP Training Requirements

The following is a list of the *Instruction and Training* requirements contained in the **Construction Safety Orders** (Subchapter 4) and the **General Industry Safety Orders** (Subchapter 7) of Title 8, Division 1, Chapter 4 (with several references contained in Chapter 3.2) of the California Code of Regulations. Also included are references to both Competent Person and Qualified Person.

While every effort has been made to ensure the accuracy of the information presented, users are cautioned to refer to Title 8 and the specific sections of interest. This list is a guide only and not meant to be a substitute for –or a legal interpretation of – the occupational safety and health standards.

Users may review Title 8 Regulations at: <http://www.dir.ca.gov/samples/search/query.html>

Training Topic	Section	Frequency	Job Class
Accident investigation	3203 a 7 f	Initial	Supervisors
Accident prevention tags	3341 d 5	Initial	Impacted employees
Acetylene, Gas safety	1740 k 1	Initial	Users
Battery handling, charging	5185 a	Initial	Assigned employees
Blood borne pathogens employees	5193 g 2	Initial + Annual	potentially exposed
Chemical hygiene for Labs	5191 f 2	Initial + New Hzrds Refresher	
Confined Spaces	5157 g 5158 c 2	Initial+ Changes	Affected employees
Control of Hzrd Energy	3314 j	Initial	Authorized employees
Elevating work platforms and aerial devices	3648 l 7 3648 c 3638 d	Before use	Authorized personnel
Emergency Action Plan	3220 e	Initial + Updates	Impacted employees
Ergonomics	5110 b 3	Initial	Affected employees

Fall Protection Person	1671.1	Initial	Qualified & Competent
Fire Extinguisher	6151 g1-2	Initial + Annual	Assigned employees
Fire Prevention Plan	3221 d1-2	Initial + New Hzrds	Exposed employees
First Aid, CPR employees	3439 b	Initial + Changes	Supervisors, Assigned
	3400 b	Cert. Expiration	
Hazard Communication	5194 b1	Initial + New Chemicals or processes	Exposed employees
Heat Stress	3395 e	Initial	Exposed employees
Industrial Lift Trucks	3657	Initial	Operators
	3664 b	Post accident	
	3668	Unsafe operation At least every three (3) years	
IIPP	3203 a 7	Initial + Updates	All employees
Job Hazards	3203 a 7	Before assignment New hazards	All employees
Laboratory safety	5191 f	Initial New hazards Refresher	Laboratory employees
Lockout/Blockout	3314	Initial	Affected employees Qualified Person
	3314 j	when updated	
Machinery and equipment	1510 b	Before use	Qualified Person
Medical, Exposure records Access	3204 g, 1	Initial Annual	Affected employees
Personal Fall Arrest Restraint systems	1670 b19	Before Use	Competent Person
Personal Protective Equip.	3380 c	Initial	PPE users
CA Posting requirements	340	Initial	All employees

Process Safety Mgmt.	5189 g	Initial Refresher Supplemental certification	Involved employees
Scaffolding Person	1637	Initial Refresher	Qualified Person, Competent Affected employees
Supervisor Safety	3203 a 7 F	Initial Change	Supervisors
Trenching/Shoring/ Excavation	6141	Initial	Competent Person

DEFINITIONS:

Qualified Person - A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely **all** assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Competent Person

A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

The Cal/OSHA Publications website contains additional publications that may be of interest. To review, download, or order free educational materials, go to: www.dir.ca.gov/dosh/puborder.asp