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KORT BUILDERS, INC. – HEALTH & SAFETY PROGRAM

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SECTION 1 - CORPORATE SAFETY POLICY

Accident prevention is a vital part of **Kort Builders'** operations which, in total consideration of employees, also includes the protection of **Kort Builders** and their client's facilities and equipment from misuse and damage, as well as, the protection of the general public who come into contact with, or are affected by, **Kort Builders'** work.

Of **Kort Builders'** many concerns, none of which is more important than the safety of our employees. The prevention of injuries and losses is therefore a primary management responsibility, which must be accepted by each supervisor and by each and every employee throughout the **Kort Builders** organization. **Kort Builders'** ultimate goal is to have no accidents, to achieve this we must furnish our employees a place of employment, which is free from recognized hazards that can cause or contribute to occupational injuries or illness.

It is a challenging and difficult objective toward which we all must strive. There is no doubt that working safely has a great humanitarian value, enhances employee morale and proves to be more profitable to **Kort Builders** as a company.

While we are committed to the philosophy that line management is directly responsible and accountable for the effective safety performance; this is a shared responsibility. Each employee regardless of position will be required to accept their responsibilities and will be held accountable for such performance.

The management of **Kort Builders** is committed to implementing an effective safety program to achieve this end. The program consists of formal training classes for top management and supervisory staff down to the working laborer level. Toolbox safety meetings are held to provide training and safety instruction to all employees on the job. All **Kort Builders** employees must be committed to the safety program of it is to be effective. Individuals with outstanding safety records will be recognized and rewarded for their efforts.

Kort Builders strives to be a leader in safety performance. We will assess our programs towards this end through internal measurements, external benchmarking, incorporating best practices, instituting mechanisms to drive continuous improvement, and participating in the betterment of safety in the industry where appropriate.



SECTION 2 – SAFETY PROGRAM GOALS & OBJECTIVES

It is the goal of **Kort Builders** to provide a safe and healthy work environment for all of our employees and subcontractors. In order to drive us to that end, the following objectives have been established:

- To have the safest operations of any business in Indiana.
- To provide employees with the necessary equipment, training and education to remain injury and accident free.
- To maintain a DART rate below the national average for our SIC code.
- To comply with all applicable IOSHA standards, safety program requirements and site-specific safety requirements on all jobs.
- To maintain an experience modification factor of 0.90 or below.
- To provide any subcontractors with the necessary information to allow their employees to remain injury free.
- To review the effectiveness of the Safety Program on at least an annual basis.
- To conduct safety meetings and activities when they are to be conducted, without regard to other outside demands on personnel.
- On-site personnel to enforce Kort Builders' safety standard throughout the duration of each and every project.

Annually, top management will review the Safety Goals and Objectives and will make any necessary changes based upon current trends and programs results.



SECTION 3 – SAFETY PROGRAM RESPONSIBILITY

Kort Builders will assign competent and qualified safety personnel to all projects. The project safety responsibilities and authority are assigned as follows unless otherwise noted for a specific project in the Site Specific Safety Plan:

- Safety Director
- Project Manager
- Superintendent
- Project Supervisor/Foreman

It is the responsibility of the Job Superintendents, or otherwise assigned individuals, to oversee and manage the Project Safety Program. They shall ensure that all inspections, reporting and records required by this Accident Prevention Plan, the Site Specific Safety Plan and the Company's Injury and Illness Prevention Plan are completed, properly maintained, and transmitted as required. The Job Superintendents are responsible for conducting accident and incident investigations, assisting the Project Supervisor in emergency situations and conducting monthly safety inspections. The Job Superintendents will report directly to top management. They will also have a background in occupational safety and will have completed the OSHA 10 hour construction course at a minimum. It is the responsibility of the Job Superintendent to implement and enforce this Accident Prevention Plan, Site Specific Safety Plan and the Company's Injury and Illness Prevention Plan. The Job Superintendent is responsible for managing emergency situations, continual observational safety checks of the work area, conducting new hire orientations, safety training and instruction meetings, documented daily site inspections and enforcing the discipline policy. The Job Superintendent shall immediately report all accidents, injuries and near miss incidents to the Safety Director.

It is the responsibility of the Safety Director to conduct continual observational safety checks and to assess the safety of the operations assigned to them. The Safety Director shall be responsible to correct unsafe acts or conditions immediately. The Safety Director shall immediately report all accidents, injuries, and near miss incidents to the Project Manager.

Employees are required to adhere to the policies and procedures of this Plan, **Kort Builders'** Injury and Illness Prevention Plan and Company Policies, and Federal, State and Local laws. Employees are to immediately notify the Safety Director of any unsafe conditions, acts or injuries and are encouraged to make suggestions that may improve job site safety. Employees are also to immediately contact the Job Superintendent or Safety Director if they are asked to perform a task that they feel is unsafe.

Job Superintendents are required to complete the OSHA 30-hour construction course at a minimum.

Following are general safety rules that all employees will be expected to follow, regardless of their job title or job assignment:

- All employees are to report any injury to their supervisor immediately.
- All employees are to abide by and comply with any and all safety directions given by their supervisor, safety director, or executive management personnel.
- All employees are to wear the appropriate personal protective equipment when required.
- All employees are to operate machinery and equipment in accordance with the manufacture's safe operating instructions.
- Employees are not permitted to operate machinery that they have not been trained or authorized to use.
- Employees are not permitted to use defective or broken machinery, equipment, or tools.
- Employees are to maintain a clean and orderly work area at all times.

The Project Manager, Job Superintendent and/or Job Foreman are responsible for enforcing these rules at all times.

In an effort to make our jobsites safer and free from recognized hazards, the following Jobsite Inspection Program has been implemented. The critical elements of this program will be:

- The recognition of hazards in the jobsite.
- The recognition of unsafe work practices.
- The correction of hazards or unsafe work practices.
- The documentation of inspection activity.

The Job Superintendent will make Jobsite inspections on a weekly basis. All findings will be documented on the Jobsite Inspection Checklist and forwarded to the Safety Director within 2 working days of completion of the inspection. The Safety Director will also make random inspections on jobsites on a monthly basis.

The Job Superintendent will also maintain corrective action documentation and monitor its completion. A report detailing this documentation will be forwarded to the Safety Director monthly.

Job Superintendents will be trained in basic hazard identification techniques at least annually.



SECTION 6 – INCIDENT REPORTING & ANALYSIS

Kort Builders has implemented the following Incident Reporting and Analysis Program to achieve various objectives that will improve our safety performance and keep our employees healthy. The critical components of this program will be the quick reporting of injuries by employees and the thorough analysis to determine what could be done differently in the future to prevent the incident from happening again. By determining the causes of incidents, we will be able to incorporate engineering and administrative controls into our processes to reduce the potential for injury to our employees or damage to equipment or property.

REPORTING PROCESS

In the event of an injury, near miss, property damage or chemical spill, the employee is to report the occurrence to their supervisor immediately. Failure to report injuries when they happen may be reason for disciplinary action and it could also jeopardize the payment of any workers' compensation insurance benefits. Upon reporting the injury to the supervisor, the Job Superintendent must then make the determination as to the extent of the incident and the appropriate response. In the event of large chemical spills, the proper authorities must be contacted immediately. In the event of property damage, the Job Superintendent must make a determination as to the extent of the damage and how that damage will affect the safety of personnel. If a personal injury is involved, the Job Superintendent must determine if medical treatment is needed or if the injury can be treated with first aid procedures. If medical treatment is needed, the employee will be sent to the designated medical provider for treatment. The Job Superintendent will be responsible informing employees on the procedures required for reporting accidents. They will also be responsible for completing any documentation regarding the mishap. Employees will also be instructed during the "New Employee Safety Orientation" of the procedures to follow in the event of an accident.

ANALYSIS PROCESS

So that we may prevent future incidents from occurring the following analysis process has been implemented:

Any incident that involves an OSHA recordable, near miss, property damages or a chemical spill will be analyzed to determine the cause of the event. The Superintendent will initiate the process by completing the form at the end of this section. This report will be required to be submitted to the Safety Director within 24 hours of knowledge of the incident.

All supervisory personnel will be trained and educated on proper incident analysis techniques by the Safety Director. Importance will be placed on finding facts and not placing blame on employees. The Safety Director and top management will receive all completed analysis forms.

The Safety Director will track any corrective actions noted during the analysis. A report will be given to top management on the status of any outstanding corrective action hours at least monthly. The Safety Director will also be responsible for maintaining the OSHA 300 log.

Upon completion of the analysis, the findings will be communicated to all supervisory personnel and affected employees. Foremen should take the opportunity to review these finding with their employees to better educate them on the hazards they may encounter in their daily activities.



SECTION 7 – SAFETY PROGRAM DISCIPLINARY PROGRAM

The success of Kort Builders' Safety Program is, to a large extent, dependent upon employee cooperation and strict compliance with established safety rules and regulations. While safety education and voluntary compliance is the preferred method of gaining employee cooperation, disciplinary action may be necessary. If an employee engages in unsafe work practices and/or willfully violates known and accepted safety practices, rules or laws, they are subject to immediate removal from the project. When termination or disciplinary action is required such action should be handled in accordance with the Kort Builders termination and disciplinary procedures.

Management is responsible for ensuring that Kort Builders' safety and health policies and procedures are clearly communicated and understood by all employees. Managers and Supervisors are expected to enforce the rules fairly and uniformly.

All employees and subcontractors are required to use safe work practices, follow all directives, policies and procedures, and to assist in maintaining a safe work environment.

Our system of ensuring that all employees and subcontractors comply with the rules and maintain a safe work environment is as follows:

- Inform employees and subcontractors of the provisions of our Accident Prevention Plan, Injury and Illness Prevention Program and Site Specific Safety Plans.
- Evaluate the safety performance of all employees and subcontractors. Evaluations are conducted during routine safety inspections by the Operations Manager and daily by the job site supervision.
- The Safety Director and the Job Superintendent shall evaluate site supervision and subcontractor safety performance.
- Recognize employees and subcontractors who perform safe and healthful work practices. Employees and subcontractors are recognized for safety suggestions and encouraged to communicate safety to their fellow workers.
- Provide training to employees and subcontractors whose safety performance is deficient.
- Discipline employees and subcontractors for failure to comply with safe and healthful work practices.

In addition, Kort Builders has implemented the following disciplinary program for all safety violations:

When an employee commits an unsafe act, intentional or not, this act should be addressed by the Job Superintendent or Foremen. The first step is a verbal exchange and discussion of the incident. A written notice stating that the employee violated a known safety practice will go into the employee's records. The disciplinary plan is as follows:

- The first offense will be written notice in the employee's file.
- The second offense may result in suspension or removal from a job site.
- The third offense may result in termination of the employee.



SECTION 8 – DESIGNATED MEDICAL PROVIDER

Kort Builders will utilize the Methodist Occupational Health Network as their Medical Provider.

Any employee who is injured on the job will be required to receive treatment from this provider. Employees who do not initially receive medical treatment from the designated medical provider may be subject to disciplinary actions.

On jobs that are outside the Methodist Occupational Health network area, another medical provider will be designated that is close to the job site. The Safety Director will be responsible for selecting the medical provider and informing the Job Superintendent and Foreman. The name, address and telephone number of the designated medical provider will be posted at all jobsites.

The goal of the Alternate Duty Program will be to bring injured workers back to productive work with medical restrictions on a temporary basis. This will allow the injured worker to maintain their self-image and lessen the physical and financial hardships caused by the injury.

ELIGIBILITY

To be eligible for the Alternate Duty Program, the injured worker must meet the following criteria:

- The injuries must be work related
- The medical provider must certify that the injured worker has a condition that does not allow them to perform their normal job duties.

PARAMETERS

The following parameters shall be applied to all eligible injured workers:

- **RATE OF PAY**
The injured worker may be brought back to work with the same or lower rate of pay.
- **WORK SCHEDULE**
The injured worker does not have to be assigned to their normal work shift or location. Every attempt will be made by the company to provide work on the same shift and location, but it does have the right to move injured workers to best accommodate their medical restrictions.

PROCEDURES

1. Upon returning to the facility from the medical provider, the injured worker must report to the Safety Director and submit the medical documentation noting their work restrictions.
2. The Operations Manager will then assign the injured worker a job that meets the medical restrictions. Upon assigning the job, the Safety Director will then notify the supervisor in the respective department(s) that the injured worker will be assigned to the department. Refusal of assignment by the injured worker may result in termination of the injured worker's workers' compensation benefits.

3. Upon arrival in the department, the Project Manager will instruct the injured worker on the jobs or tasks that the injured worker will be performing. Consideration must be made to keep the tasks within the medical restrictions.
4. The Project Manager will then provide periodic supervision and observation of the injured worker and provide communication with the injured worker on a regular basis. The Foreman should check on the condition of the injured worker to make sure they are staying within the restrictions and not having problems performing the tasks.
5. Management should meet with the injured worker on a weekly basis to check on the physical condition of the injured worker and answer any questions the injured worker may have regarding their injuries or benefits.

The following program outlines the procedures for providing employees with information about chemical hazards and other hazardous substances found in the work place. This program, along with all applicable Material Safety Data Sheets, will be present on all job sites. The Operations Manager will be responsible for the overall administration of the program.

Container Labeling

No container of hazardous substances will be released for use until the following label information is verified by a representative of the company (Job Superintendent, Project Manager, Safety Director):

- Containers are clearly labeled as to the contents;
- Appropriate hazard warnings are noted;
- The name and address of the manufacturer are listed.

Each supervisor has the responsibility to further ensure that employees are aware of the hazards of materials used in their work areas. Each supervisor will further ensure that all secondary containers are properly labeled. Either a duplicate copy of the manufacturers label or a generic label that is available at job site offices or the corporate office. Job site surveys by the company Safety Director or their representative will be made periodically to ensure that all precautions are being taken.

Material Safety Data Sheets (msds)

Copies of MSDS for all hazardous substances to which employees of this Company may be exposed are kept in the corporate offices and all job sites. The Safety Director will be responsible for obtaining and maintaining the data sheet system for the Company.

The Safety Director will review incoming data sheets for new and significant health/safety information. They will see that new information is passed on to the affected employees. Job Superintendents will be responsible for inserting the new MSDS into all applicable binders.

(If alternatives to actual data sheets are used, the affected employees will be informed and instructed as to the location and how to use the forms.) If an MSDS is obviously incomplete, a new MSDS must be requested from the manufacturer. The proper authorities must be notified if a completed MSDS is not received.

MSDS are available to all employees at their job site for review during each work shift. The

MSDS will be maintained in the cab of each crane. Any employee requesting a copy of an MSDS should notify their supervisor and one will be furnished.

Note: Employees shall not be denied access to MSDS at anytime and no action will be taken against any employee who wants to see the MSDS files. The current law has been nicknamed "The Right to Know Law" and that is exactly what the contents of the law specify.

Employee Training and Information

During the new hire safety orientation and annually thereafter the company will conduct a Safety Training and Instruction for all employees by the Job Superintendent. Most important, however, are the Weekly Safety Training and Instruction meetings held by the Safety Director. At this time employees will be reminded of the importance of reading and understanding MSDS. It is important that all of our employees understand the training. Elements of the training program include:

- The location of MSDS.
- How to acquire a MSDS.
- The effects of the chemicals and substances that employees are exposed to.
- Precautions for preventing overexposure to the chemical and substance employees work with.
- How to read a MSDS.
- How to read a product label.
- Overview of the OSHA Standard.

HAZARDOUS NON-ROUTINE TASKS

Periodically an employee may be asked to perform a hazardous non-routine task. Prior to starting work on such a task, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity. This information will include:

- Specific hazards;
- Protective/safety measure, which must be utilized;
- Measures the company has taken to lessen the hazards, such as ventilation, respirators, stand-by person, and emergency procedures.

To ensure that our Subcontractors work safely on our projects, it is the responsibility of the Job Superintendent to provide Subcontractors with the following information:

- Hazardous substances to which they may be exposed while on the job site;
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

The information contained in our Injury and Illness Prevention Program and this Accident Prevention Plan is the minimum requirement for Hazardous Communication. Project specific hazard assessment, hazardous substance analysis, personal protection evaluation, and employee training will be in accordance with the Company's Hazardous Communication Program and OSHA requirements. The Company's Hazardous Communication Program may be reviewed at the Kort Builders office.



SECTION 11 – FALL PROTECTION POLICY

The purpose of this procedure is to ensure that employees are protected from fall hazards in accordance with Federal safety regulations. Supervisors are required to monitor and enforce the use of this procedure. Workers will be responsible to know and follow this safe operating procedure for fall protection.

The goal of this procedure is to eliminate or control every fall exposure at our worksites. Typically, our employees are not exposed to fall protection issues due to the nature of our work. If in the event of the need for fall protection, our firm will engineer and utilize fall protection systems to protect employees. This may include safety nets, standard guardrail (handrail, mid rail, toe board), personal fall arrest systems, warning lines and safety monitoring systems. If standard fall protection is not feasible, all workers must tie off. Tie off must be done with a full body harness and shock-absorbing lanyard equipped with double locking snaps.

The 1994 OSHA rule prohibits the use of body belts as part of a personal fall arrest system as of January 1, 1998. In addition, only locking type snap hooks will be permitted for use in personal fall arrest systems and positioning systems as of the same date.

The lanyard must be attached to the D-ring in the center of the back and to a structural member capable of supporting a 5,000-pound load in the event of a fall. The tie off point shall be above the head as high as practical. The lanyard can be no longer than six feet. Employees working from swing scaffolds, boatswain chairs, spider baskets, etc., shall tie off to an independent lifeline that is securely attached to a structural member. Each worker will have a separate lifeline to himself or herself.

Employees working near electrical equipment will use nylon or other non-conductive lanyards. Steel slings will not be used.

All fall protection equipment will be protected from damage and kept in good repair. Any equipment subject to in-service loading (a fall) will be immediately removed from service.

All employees exposed to fall hazards will be trained in this procedure by the Safety Director. Documentation of training and certification of affected employees will be kept by the Safety Director. This procedure will be strictly enforced and any employee not in compliance will be subject to disciplinary action up to and including termination.

In 1994, OSHA published a final rule requiring construction employees to be protected with fall protection at heights six feet or higher. Other height guidelines are as follows:

Fall protection must be utilized at the following heights:

- **Roofing**
 - Commercial - six feet or higher
 - Residential - 25 feet or higher
- **General Industry** - four feet or higher
- **Grain Handling Facilities** - six feet or higher where feasible
- **Steel Erection** - 15 feet or higher
- **Scaffolds** - 10 feet or higher.
 - When width off scaffold is less than 45" - six feet or higher.
- **Ladders**
 - Fixed ladders - 25 feet or higher
 - Portable ladders - no fall protection required

These heights are presently the Federal guidelines issued. However, these can be subject to change at the Federal Government's discretion, or when dictation by the Site Specific Safety Plan. There may be exceptions to these guidelines. Refer to Federal Regulations 1926.502 for further information.

This program sets out procedures to be followed to protect the health and safety of employees entering confined spaces.

Roles and Responsibilities

Kort Builders' Safety Director is responsible for working with Job Superintendents to survey work areas for confined spaces. As necessary, the Operations Manager will appoint assessment teams or hire consultants to evaluate the hazards of specific spaces.

The Safety Director will evaluate the access points of each confined space. If feasible, entry points must be sealed. If frequent work in the space is required, or the configuration of the space does not allow the entrance to be sealed, then the Safety Director will work with the Foremen to devise appropriate physical barriers to secure the confined space.

Job Superintendents

Job Superintendents are responsible for working with the Safety Director to identify confined spaces within their departments and to assess the hazards associated with those spaces. Foremen also must ensure that:

- adequate numbers of workers are trained to take on confined space operations within their departments,
- appropriate personnel protective equipment (PPE) is used by employees involved in confined spaces operations,
- confined space work teams follow the procedures outlined in this program when testing, ventilating, isolating, cleaning, and entering and exiting confined spaces, and
- all confined spaces have warnings posted outside their entrances.

Employees and Contractors

All employees and contractors must:

- receive instruction as part of their initial safety orientation in avoiding confined spaces and recognizing confined space hazards,

- never enter confined spaces without first having receiving specialized training for confined spaces entrants,
- never enter a permit-required space without an entry permit, and
- fully comply with Kort Builders' procedures for entry of permit-required spaces.

Contractors

Managers hiring contractors to perform work involving entry into permit spaces must ensure that the contractors are trained in confined space entry procedures. In addition, contractors must be informed of Kort Builders' permit space entry procedures and of any hazards and procedures unique to the permit spaces that will be entered.

Contractors must receive the same confined spaces training provided to employees (see "Employee Training," below) unless they can produce documentation showing that they have received equivalent training. The documentation must include a certificate showing successful completion of confined spaces training as well as a written description of the training program.

Employee Training

Operations Managers will designate employees within their departments who will serve as entry supervisors, entry attendants, and confined space entrants. These employees will receive specialized training in accordance with the OSHA permit space standard (29 CFR §1910.146). At a minimum, training for employees involved in confined spaces operations will cover:

- the permit system,
- the hazards of the confined spaces in which work will be done,
- the proper use of all equipment needed for safe operations,
- the signs and symptoms indicating exposure to hazards,
- conditions for exiting the space, and
- emergency and rescue procedures.

Employees will receive a certificate of training after completing training.

Employees must receive training before they may enter permit spaces. An employee must be receive additional confined spaces training if the employee:

- is assigned confined space work of a different type than the work for which the employee has received training,
- is exposed to new hazards as a result of changes in permit space operations, and
- deviates from procedures or demonstrates some other lack of knowledge about permit space operations.

Employees on confined space entry teams must participate in rescue procedures drills. The drills will be held at least annually and, if possible, will involve fire and rescue personnel.

Confined Spaces Operation Teams

Entry into permit-required spaces requires employees or contractors to serve as confined space entrants, attendants, and supervisors. Job Superintendents are responsible for appointing employees or contractors to serve in these roles during permit-required confined-space operations.

Entry supervisors

Entry supervisors must ensure that:

- a permit has been issued before workers enter permit-required confined spaces,
- necessary PPE and safety equipment is used by confined space entrants,
- participating workers have received required training, and
- work conditions in the confined space are safe.

Confined space attendant

Attendants must remain outside the confined space to:

- monitor safety conditions,
- support the work of entrants,
- remain in continuous contact with entrants,
- respond appropriately to hazards that might threaten confined space entrants, and
- contact emergency response personnel if necessary.

Attendants must understand the hazards of the confined space and be able to recognize ill effects indicating exposure to hazardous materials. The attendant must keep an exact and accurate count of the workers who have entered and exited the space.

If unsafe conditions arise, the attendant must order all entrants to stop working and to immediately evacuate the space. Attendants also are responsible for alerting the entry supervisor and for calling 911 to obtain the assistance of emergency response personnel.

Confined space entrants

Workers entering confined spaces must be familiar with the hazards presented by the space and must be able to recognize symptoms that could signal the effects of toxic or oxygen-deficient atmospheres. In addition, entrants must be trained in the use of any necessary PPE, such as breathing apparatus and safety harnesses. During entry into permit-required spaces, entrants must maintain contact with the confined space attendant at all times.

Identifying Permit Spaces

A confined space is defined as any space that has the following characteristics:

- Is large enough for an employee to enter the space to perform assigned work.
- Has limited or restricted means for entry or exit. (NOTE: Most confined spaces have limited or restricted means for entry or exit because they are small in size and are difficult to move through easily. However, in some cases, openings may be very large. For example, an excavation may have a large opening, but may be difficult for employees to exit because of its depth.)
- Is not designed for continuous employee occupancy. (NOTE: Most confined spaces are not designed for employees to enter and work on a routine basis. They may be designed to store a product, enclose materials and process, or transport products or substances.)

Examples of confined spaces include sewers, electrical vaults, steam tunnels, mechanical rooms, or other similar types of enclosures.

Non-Permit and Permit-Required Spaces

All confined spaces are considered “permit-required” unless an evaluation by the Operations Manager demonstrates otherwise. For purposes of Kort Builders’ confined spaces program, “non-permit confined space” and “permit-required confined space” are defined as follows:

Non-permit confined space means a confined space that does not contain, nor has the potential to contain, any hazard capable of causing death or serious physical harm.

Permit-required confined space (also known as a “permit space”) means a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration that might allow an entrant to become trapped or asphyxiated—e.g., inwardly-converging walls, a floor that slopes downward or tapers to a smaller cross-section, or materials storing or handling facilities that could release materials that could engulf the entrant.
- Contains any other recognized serious safety or health hazard.

Identifying Confined-Space Hazards

Once a space has been identified as a confined space, any hazards present within the space must be identified. Major categories of confined-space hazards include:

- **Oxygen-deficient atmospheres.** An atmosphere containing less than 19.5 percent oxygen is considered oxygen-deficient. There are a number of processes—e.g., welding, cutting, or brazing—that consume oxygen in a confined space. Oxygen levels also can be reduced as the result of oxygen displacement by other gases.
- **Flammable atmospheres.** Flammable gases, vapors, or dust can become combustible if mixed with air in certain concentrations. Oxygen-enriched atmospheres—i.e., those containing an oxygen concentration greater than 22 percent—also present extreme fire hazards.
- **Toxic atmospheres.** A toxic atmospheres can result from:
 - substances stored in the confined space,
 - work conducted inside the confined space that produces toxic vapors, or
 - toxic fumes produced outside the confined space that migrate into the confined space and accumulate there.
- **Mechanical and physical hazards.** Problems such as rotating or moving mechanical parts or electrical energy sources can create hazards within a confined space.
- **Engulfment hazards.** Materials in or around confined spaces could cause injury or death if allowed to flow over confined space entrants.

Entry into Permit-Required Spaces

Kort Builders' confined space program includes procedures for three types of entry into permit-required spaces:

- routine entry,
- alternate entry procedures, and
- emergency entry for rescue.

Procedures governing each type of entry situation are described below.

Routine Entry

Routine entries are those carried out under non-emergency conditions.

A permit is required for each routine entry into a permit space. The entry supervisor is responsible for completing the confined space entry permit. Forms are available from the Safety Director. The entry supervisor signs the permit only after that individual has determined that all safety precautions have been taken. If a hot work permit is necessary, it must be submitted to the entry supervisor for approval at the same time that the confined space entry permit is submitted.

After the confined space entry permit has been approved, the entry supervisor must review the permit with the confined space entry team. The supervisor should point out any special restrictions or conditions imposed by the permit.

After work is completed, or if conditions change inside the permit space, the permit is canceled. Any unusual occurrences must be noted on the permit by the entry supervisor. The permit is returned to the Safety Director to be maintained for one calendar year.

Alternate Entry

Alternate entries are those carried out in accordance with OSHA's alternate entry procedures for permit-required spaces (29 CFR §1910.146(c)(5)(ii)).

Alternate entry procedures can be used in permit spaces containing only atmospheric hazards that can be reduced and controlled through ventilation measures. Continuous forced air ventilation must reduce atmospheric hazards to:

- less than 5 percent of the lower flammability limit for flammable gases and vapors,
- less than 5 percent of the time weighted average permissible exposure limit for toxic gases, and

- less than 50 percent of the lower flammability limit for combustible dusts.

Contact the Safety Director for information on how these thresholds apply to specific confined entry situations.

An alternate entry certificate specifying the conditions of entry must be approved and signed by an entry supervisor. A copy of the certificate must be posted outside the confined space during the confined space operations.

If the conditions under OSHA's alternate entry procedures are met, no special personal protective equipment, other than hard hats, work boots, work gloves, and eye protection, generally would be necessary. No attendant is needed. However, only individuals trained as confined space entrants can enter and perform work inside the permit space.

Emergency and Rescue Entry

Individuals who have been trained in confined space rescue procedures may attempt the rescue of workers who become trapped or incapacitated within a confined space.

If possible, emergency rescues should be made without entering the permit space. All entrants must wear harnesses or wristlets attached to rescue lines.

If employees become trapped or incapacitated inside a confined space or if emergency conditions arise, entry attendants should immediately call emergency response personnel. The attendant should try to use rescue lines to remove the confined space entrant(s) from the space. If the attendant is unable to extract the confined space entrant(s), the attendant should wait for emergency response personnel to arrive. While waiting for emergency response personnel to arrive, the entry attendant should take any necessary steps to prepare for the rescue—e.g., retesting the atmosphere or increasing ventilation. Entry attendants and supervisors also must be prepared to furnish applicable Material Safety Data Sheets (MSDSs) and atmospheric testing results to emergency responders.

Preparing the Confined Space for Entry

Before a confined space may be entered, confined space entry teams must take the following steps to prepare for entry:

- Test the confined space for oxygen content, flammability, and the presence of toxic gases (see “Testing Confined Spaces Atmospheres,” below).
- Post warning signs and install barriers necessary to isolate the space from other operations and to prevent inadvertent entry into the space by untrained employees.

- Install any lockout/tagout devices necessary to prevent accidental start up or energizing of equipment or power sources within the confined space.
- Position any necessary tools, safety equipment, or monitoring equipment near the confined space.
- Purge or ventilate the confined space atmosphere as necessary.
- Take steps such as blanking and bleeding, line breaking, and blinding to prevent materials from flowing into the permit space.

Testing Confined Spaces Atmospheres

The atmospheres of confined spaces must be tested for oxygen content, flammability, and the presence of toxic gases before employees are allowed to enter. Only qualified employees or consultants will perform testing.

Permit space atmospheric tests must always be conducted in the following sequence:

1. oxygen content,
2. flammability, and
3. levels of toxic materials.

Specific procedures on the use of oxygen meters, combustible gas indicators, photoionization detectors, sampling tubes, and other monitoring equipment can be found in documentation maintained by the Safety Director for each piece of equipment.

After obtaining reliable tests results, confined space entry teams must follow procedures outlined below to eliminate or mitigate potentially hazardous atmospheres:

- If tests show that oxygen content is less than 19.5 percent or greater than 21.5 percent, perform additional ventilation. Then, shut off ventilation equipment and re-test the oxygen content.
- If tests for flammable gases or dusts give a reading of more than 10 percent of the LEL for the flammable gas or substance, continue ventilation of the confined space. Then, shut off the ventilation and re-test the atmosphere.
- If tests show a toxic atmosphere is present, no person should be permitted to enter the confined space at a level exceeding the OSHA-specified Permissible Exposure Limits (PELs) unless they are equipped with appropriate personal protective equipment. If the presence

of a toxic substance is detected, the entry supervisor must request the substance's MSDS from the Operations Manager. This information must be used in assessing the appropriate protective equipment and safety measures to be used in entering the permit space and conducting work.

Safety Equipment

All entrants must wear safety harnesses or wristlets. These must be attached to a rescue line that is secured to a stationary winch on the outside of the space.

Employees involved in confined space entry operations must be provided with, and must wear, appropriate personnel protective equipment—e.g., gloves, hard hat, boots, and chemical protective clothing. If respiratory protection is needed, only positive-pressure, self-contained breathing apparatus (SCBA) or positive-pressure, demand-supplied air respirators with 15-minute escape bottles may be used. Employees and contractors must be certified as proficient in the use of respirators before using them in confined space entry operations.

To protect employees working with electrical parts and machines, the following safety plan has been implemented:

- Electrical current will flow to ground by the path of least resistance whether it is through you or a wire. Prevent yourself from becoming a path of least resistance.
- All extension cords and temporary wiring must be a three-wire conductor.
- Know whether wire (circuit) is energized before beginning work near any electrical wiring.
- Never make electrical repairs, connections, or installations unless you are qualified to do so.
- All extension cords must be checked before use. Remove any damaged cords from service immediately and report them to your supervisor.
- Protect extension cords and wiring from sharp corners, pinching, and being run over.
- All temporary light wiring should be supported 8' off the floor and not hung on nails or non-insulated wire.
- All lights bulbs exposed to contact are to be guarded.
- Do not wear metal or conductive hard hats when working near electrical wiring.
- Know the location of electrical circuits before beginning such work as drilling, jack hammering, or excavating to prevent accidental contact.
- Work on energized parts is prohibited.
- GFI protection will be used on all wiring installments on job sites.
- Employees working on electrical circuits will be required to wear eye protection at a minimum. Insulated gloves and shoes may also be required depending upon the job being performed.



SECTION 14 – BLOODBORNE PATHOGENS

The purpose of this plan is to establish a program and procedures for employees' protection from bloodborne pathogens at Kort Builders.

This plan supports compliance with Occupational Safety and Health Administration 29 CFR 1910.1030 on bloodborne pathogens.

This plan applies to all company employees.

Definitions

Bloodborne Pathogens: Microorganisms that are present in human blood and body fluids and can cause diseases in humans. These pathogens include Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV).

Exposure Incident: A situation in which an employee has contact with blood or other potentially infectious materials as a result of his or her duties. This contact includes specific eye, mouth, other mucous membrane, nonintact skin or parenteral contact.

Nonintact Skin: Skin that has cuts, abrasions or other openings through which bloodborne pathogens can enter the bloodstream.

Occupational Exposure: Reasonably anticipated employee contact with blood or other potentially infectious materials that may result from performing as employee's duties. This contact includes specific eye, mouth, other mucous membrane, nonintact skin or parenteral contact.

Source Individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee.

Universal Precautions: An approach to infection control, in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens.

Program Activities: This section describes the specific management directives (practices) that establish organization, responsibility, authority and standards and that are necessary to implement the bloodborne pathogens program. Practices must be specific and factual, not procedural. They provide guidance on how particular matters should be handled.

Responsibilities

The Safety Director:

This person is responsible for these tasks:

- Issuing and administering this plan and making sure that it satisfies the requirements of all applicable federal, state and local bloodborne pathogens regulations.
- Identifying which employees are likely to be exposed to bloodborne pathogens.
- Developing procedures for post exposure incidents.
- Maintaining medical records of exposure incidents, training records and hepatitis vaccinations.
- Completing exposure incident reports and notifying affected individuals.
- Evaluating and updating the program annually.
- Training employees annually.

First Aid Providers:

These people are responsible for these tasks:

- Using Universal Precautions in all situations that involve exposure to blood and other body fluids.
- Informing the program administrator of all exposure incidents.

Program Activities

Determination of Exposure

- A list will be made of all job classifications that have the potential for exposure to bloodborne pathogens.
- Specific tasks and procedures will be listed when only some employees in a job classification have the potential to be occupationally exposed.

Personal Protective Equipment (PPE)

- Employees will be provided with PPE at no cost.
- PPE will be removed before leaving the work area or after a garment becomes contaminated.
- Used PPE will be placed in designated containers.
- Gloves will be worn when the employee may have contact with blood or other potentially infectious materials.
- Gloves will be replaced if torn, punctured or contaminated.
- Utility gloves will be decontaminated for reuse if they are not torn or cracked.
- Decontaminated disposable gloves will never be reused.
- Appropriate face and eye protection will be worn when splashes, sprays, spatters or droplets of blood or other potentially infectious materials pose a hazard to the eyes, nose or mouth.
- Appropriate protective body covering will be worn when occupational exposure is anticipated.

Housekeeping

- All equipment and work surfaces that have been contaminated with blood or other potentially infectious materials will be cleaned and decontaminated with an appropriate disinfectant.
- Tongs, forceps or a brush and a dustpan will always be used to pick up contaminated broken glass.
- All infectious waste will be placed in red-colored plastic bags for disposal.
- Contaminated sharps will be discarded in containers that are closeable and puncture resistant. The containers will then be discarded into red-colored plastic bags.
- All regulated waste will be discarded according to federal, state and local regulations.

Labeling

- All infectious waste containers will be labeled with a biohazard symbol and the word biohazard.

HBV Pre-Exposure Program

- The Hepatitis B vaccine and vaccination series will be offered within 10 working days of initial assignment to employees who have occupational exposure.
- The vaccine and vaccinations, as well as all medical evaluations and follow-ups, will be made available to employees during work hours at no cost.
- Vaccinations will be administered according to current recommendations of the U.S. Public Health Service.
- Each employee who declines the vaccinations will sign a declination form. (The vaccination will still be available to the employee at a later date and at no cost if he or she continues to have the potential for exposure in the workplace.)

HBV Post-Exposure Program

- Company post exposure procedures will be followed for any employee who is not initially identified as occupationally exposed but who voluntarily or inadvertently becomes exposed in the workplace.
- The HBV vaccine will be administered within 24 hours of any reported exposure incident.

Exposure Incident Procedure

- The routes of exposure and how exposure occurred will be documented.
- The source individual will be identified and documented.
- If consent is given, the source individual's blood will be tested and documented as soon as possible to determine HIV, HBV and HCV infectivity.
- The exposed employee will be provided with the source individual's test results and information about applicable laws and regulations concerning source identity.
- After consent is given, the exposed employee's blood will be tested for HIV, HBV and HCV serological status.

- If the employee does not give consent for HIV serological testing, the baseline blood sample will be preserved for at least 90 days.
- Recommendations by the U.S. Public Health Service will be followed.
- The health care provider who is responsible for administering the vaccine and post exposure evaluation will be given a copy of the OSHA standard.
- After an exposure incident occurs, the health care provider will receive, documentation of the route of exposed employee's job duties relevant to the exposure incident, documentation of the route of exposure and circumstances of exposure, results of the source individual's blood tests and all relevant employee medical records, including vaccination status.
- The employee will be provided with a copy of the health care provider's written opinion within 15 days after the evaluation.

Training

- Employees will be trained annually on the requirements of the OSHA standards, symptoms of bloodborne diseases, ways in which bloodborne pathogens are transmitted, how to recognize tasks that might result in occupational exposure and what measures are provided by the company's Written Exposure Control Plan (which will include receiving a copy of the plan.)



SECTION 15 – LOCK OUT / TAG OUT PROGRAM

The purpose of this program is to establish procedures for the safe control of energy through the locking and tagging of equipment and machinery at **Kort Builders**. This program supports compliance with the Occupational Safety and Health Administration lockout/tagout standard, as found in 29 CFR 1910.147. This program applies to all company employees who are authorized to perform maintenance service activities on equipment or process that present energy hazards and to any employees who are affected by these activities.

DEFINITIONS

Affected Employee: An employee whose job requires him or her to operate or use a machine or equipment on which service or maintenance is being performed under lockout/tagout or whose job requires him or her to work in an area in which such service or maintenance is being performed. Affected employees must be informed when lockout/tagout is being performed.

Authorized Employee: A person who locks and tags machines or equipment in order to perform service or maintenance on it.

Energy-Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including a manually operated electrical circuit breaker, a disconnect switch, a line valve, a block and any similar device used to block or isolate energy.

Lockout: The process used to identify, cut off and secure all energy sources before beginning repair, adjustment or maintenance. A lockout device is used to secure equipment or machinery in the “off” position, ensuring that it cannot be operated.

Lockout Device: A lock (either key or combination type) that hold an energy- isolating device in a safe position and prevents the machine or equipment from energizing.

Servicing And / Or Maintenance: Workplace activities that require lockout/tagout on the equipment before beginning the activity because employees may be exposed to the unexpected energization or startup of the equipment or the release of hazardous energy. Servicing and/or maintenance includes constructing, installing, setting up, adjusting, inspecting, modifying, lubricating, cleaning or unjamming and making tool changes.

Tagout: Attaching a tag to the lock on the power source that has been shut off, indicating the time and reason for the lockout and the name of the person doing the work. The tag acts as a warning not to restore energy to the equipment or machinery.

Zero-Energy State: All energy has been controlled in the machinery or equipment.

RESPONSIBILITIES

The Safety Director:

This person is responsible for these tasks:

- Issuing and administering this program and making sure that it satisfies the requirements of all applicable Federal, State, and local lockout/tagout requirements.
- Providing initial and annual training of employees on lockout/tagout procedures.
- Maintaining the training records of all employees included in the training sessions.
- Verifying through periodic audit that the lockout/tagout program effectively protects employees who are servicing powered equipment.

The Job Superintendent:

This person is responsible for these tasks:

- Ensuring that all employees who are authorized to service equipment within the facility have received training on appropriate lockout/tagout procedures and energy control plans.
- Completing an energy control procedure for each specific piece of equipment or process within the facility.
- Assuring that appropriate energy-isolating devices are available for all equipment and processes within the facility.
- Assigning locks to authorized employees.
- Coordinating activities of contractors that may affect lockout/tagout and energy control procedures within the company.

Managers and Supervisors Whose Departments' Contain Energized Equipment

These people are responsible for the task:

- Ensuring that only authorized employees service the equipment and machinery in their department.

Authorized Employees

These people are responsible for these tasks:

- Complying with the company's lockout/tagout program.
- Following all safe shutdown and startup procedures.
- Communicating activities to all affected employees and other authorized employees.
- Ensuring the security of their locks and keys.

Affected Employees

These people are responsible for these tasks:

- Advising the maintenance department when equipment needs servicing.
- Following the direction of the authorized employee as it affects the operation of their equipment.

Program Activities

General

- All equipment that contains energy of any form will be locked out prior to being serviced or maintained.
- All employees who are authorized to work on equipment or machinery in the company will follow appropriate company lockout/tagout procedures.
- Contractors who perform work on company equipment will comply with company lockout/tagout procedures.
- An energy control procedure will be completed for each piece of equipment requiring lockout. It will identify all energy-isolation points to be locked and tagged as well as any special information required to safely achieve a zero-energy state.

Work Requiring More Than One Person

- If more than one person is required to lock or tag out equipment, each person will place his or her own lock and tag on the energy-isolating device.
- When an energy-isolating device cannot accept multiple locks and tags, a multiple lockout device or hasp will be used.



SECTION 16 – HOUSEKEEPING POLICY

During the course of construction form and scrap lumber with protruding nails and other debris shall be kept cleared from the work areas, passageways and stairs, in and around buildings or other structures.

Combustible scrap and debris shall be removed during the course of construction. Safe means shall be provided to facilitate such removal. Form work shall be promptly removed.

Containers and/or safe areas shall be provided for the collection and separation of waste, trash, oily and used rags and other debris. Containers used for garbage and other oily, flammable or hazardous wastes such as caustics, acids, harmful dusts, etc., shall be equipped with covers. Garbage and other waste shall be disposed of at frequent and regular intervals.

Employees will be responsible for their proper upkeep of their immediate work areas. The inside of the crane cabs shall be maintained in a neat and orderly manner. All debris must be removed from the cabs on a daily basis.

Job Superintendents shall maintain an orderly work site free from accumulations of construction debris. Clean-up shall be performed on an on-going basis.



SECTION 17 – NEW HIRE SAFETY ORIENTATION PROGRAM

It is **Kort Builders'** belief that safety starts on the first day of employment. Every effort will be made to inform the new employee of our commitment to safety. Following are the topics that will be covered during the orientation process:

- Overview of the Safety Policy
- Safety goals and objections
- Employee safety responsibilities
- General safety rules and Disciplinary Program
- Hazard Communications Program
- Emergency Action Plan
- PPE requirements
- Blood borne Pathogens requirements
- Electrical safety and Lockout / Tag out
- Lead and Asbestos procedures
- Injury reporting and medical management
- Hazard reporting

The Safety Director will be responsible for administering the new hire safety orientation prior to the employee performing work. Any job specific orientation that relates to particular jobsites or job specific safety plans will be conducted by the Job Superintendent.

All new hire orientation training records will be maintained in the corporate main office.



NEW HIRE SAFETY ORIENTATION

Employee Name: _____

Job Title: _____

Date of Hire: _____

Topic	Supervisor Initials	Employee Initials	Date Completed
Overview of the Safety Policy			
Safety Goals and Objectives			
Employee Safety Responsibilities			
General Safety Rules			
Disciplinary Program			
Hazard Communications Program			
Emergency Action Plan			
PPE Requirements			
Bloodborne Pathogens Program			
Electrical Safety			
Lead & Asbestos Procedures			
Injury Reporting			
Hazard Reporting			

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Upon completion of this form, please return to the main office.



SECTION 18 – “TOOL BOX TALK” SAFETY PROGRAM

We feel that the more an employee is aware of safety issues that they encounter during their daily duties, the less the likelihood of the employee becoming injured. In order to better educate our employees, a Tool Box Talk Program has been implemented.

The topics covered during the Tool Box discussions are relevant to our operations. We attempt to cover new technologies, trends and items that truly impact our employees.

Any employee attending a Tool Box Talk will be required to sign a meeting roster. These rosters will be maintained at the job site or the main corporate office.

Employees will be required to attend a Tool Box Talk at least two times a month.



SECTION 19 – COMPANY SAFETY MEETINGS

Kort Builders considers employee participation in the safety program as a critical factor for success. As an aid in getting consistent participation, we have developed quarterly company safety meetings to guide the safety efforts. The meetings meet no less than quarterly.

The goal of the Safety Meetings is to provide oversight and direction to safety activities and issues within the company. Topics will be presented that have impact upon the health and safety of employees. An overview of any accident trends will also be discussed.



SECTION 20 – MANAGEMENT SAFETY TRAINING

Following are the requirements for management and supervisors personnel with respect to safety education and training:

OSHA Training

- All Project Managers, Laborers, Foremen, and or Jobsite Staff 10-hour course
- All Safety Directors and Job Superintendents 30-hour course

Other Safety Training

- All Project Managers, Job Superintendents, Foremen and jobsite management personnel will receive extensive training and education on the Safety Manual and its contents.
- All management personnel will attend quarterly safety meetings conducted by the Safety Director. The topics to be covered in each meeting will be:
 - Injury and accident trends
 - Self Inspection Corrective Action Items trends
 - Changes in company policies
 - Changes or revision in OSHA standards
 - Review of any outstanding corrective action items
- Incident Analysis Education
- Hazard Identification Training
- Job Hazard Analysis Training
- First Aid and CPR Training
- Instruction on how to Conduct Effective Safety Meetings

The Safety Director will provide most of the instructions. Copies of the individual programs and the documentation of training activities will be maintained at the corporate office.



SECTION 21 – EMERGENCY ACTION PLAN

The following Emergency Action Plan has been implemented by **Kort Builders** to preserve the health and well being of our employees in the event of an emergency situation. It is our intent to preserve the health of the employees first and then address the condition of equipment and buildings. No employees will be involved in search and rescue operations at any of our jobsites.

It shall be the responsibility of the Job Superintendent to enact the Emergency Action Plan for the jobsite. In cases where we are not the General Contractor on the site, the General Contractor will inform our employees of the situation. In that case it will still be incumbent upon the Job Superintendent or Foreman to initiate the Plan. All employees on the jobsite are required to follow the Job Superintendent's orders.

At the beginning of each job, the Job Superintendent is required to cover the job specific Emergency Action Plan for their site. Employees are to be informed of:

- Emergency escape procedures
- Emergency escape routes
- Procedures to account for employees after an evacuation has been completed.
- Location of all fire extinguishers and other emergency equipment.
- The procedures to report emergencies
- The types of alarms to be used on the job.

Employees will be trained and educated on this plan at the time of hire and at least annually thereafter. Employees in supervisory position will also receive more detailed instructions on how to effectively manage emergency situations. The Safety Director, or his designee, will be responsible for conducting this training. The Safety Director will also be responsible for reviewing this plan and making any necessary changes at least annually.



FALL PROTECTION EQUIPMENT CHECKLIST

Job Site: _____

Date: _____

	Acceptable	Needs Improvement
Harnesses		
Buckles & D-rings		
Grommets		
Webbing		
Stitching		
Lanyards & Lifelines		
Webbing		
Shock Packs		
Snap Hooks		
Frays, Cuts & Tight Braid		
Anchor Points		
Roof Bracket Integrity		
Smooth Beam Trolleys		
Cross Arm Straps & Rings		
Rope Grabs		
Cam & Pin Wear		

Inspector: _____

Signature: _____

Date: _____

Upon completion of this form, please return to the Operations Manager.



SAFETY INSPECTION CHECKLIST

		OK	NIC*	N/A
Crane Equipment	Visible Defects			
	Ropes, Cable, Slings, Rigging			
Crane Operations	Barrier Guards			
	Rigging Practices			
	Overhead Hazards			
Welding Equipment & Operations	Visible Defects			
	Proper PPE			
Respiratory Protection	Proper Storage			
	Proper Usage			
Forklift Operations	Visible Defects			
	Horn & Back Up Alarm			
	Safe Operation			
	25' Rule			
Manlift Equipment	Visible Defects			
	Proper Operation			
Scissor Lift Equipment	Visible Defects			
	Proper Operation			
Lock Out	Equipment Available			
	Proper Usage			
Hearing Protection	HPD's available			
	HPD's worn properly			
Confined Space	Permits available			
	Proper Procedures			
	Rescue Equipment Available			
	Equipment Visible Defects			
	Competent Person On-Site			
Bloodborne Pathogens	Equipment Available			
	Proper Usage			
Personal Protective Equipment	Equipment Available			
	Proper Usage			
Hazard Communications	MSDS On-Site			
	All Containers Labeled			
Electrical	Live Parts Guarded			
	GFCI Protection			
	Safe Work Practices			
Fire Protection	Equipment Available			
	Visible Defects			
Ladders	Visible Defects			
	Safe Usage			
Compressed Gas	Visible Defects			
	20' Separation			
	Safe Usage			
	Proper Storage			



INCIDENT ANALYSIS REPORT

Complete this report, in its entirety, after any incident. Incidents include near misses, OSHA recordables, off-site medical treatment, property damage incidents and chemical spills of more than 5 gallons. This form must be completed and returned to the Safety Director within 24 hours of becoming aware of the incident.

General Information			
Employee's Name		Today's Date	
Job Title		Date of Incident	
		Time of Incident	
Location of Incident			

Incident Classification			
Near Miss	Fire	Company Vehicle	Property
Injury	Chemical Spill	Equip Damage	Other

Incident Details			
Employee's Assigned Task			
Equipment or Tool Being Used			
Personal Protective Equipment Used			
Medical Treatment Sought?	Yes		No
Medical Facility			

Top Management Review	
Signature	
Date	

Safety Committee Review	
Signature	
Date	

**SAFETY & HEALTH PROGRAM MANUAL-
ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING:**

Read and Sign Immediately

I understand and agree that:

The statements contained in the Safety & Health Program Manual are intended to serve as general information concerning Kort Builders, Inc.'s safety program with respect to its existing policies, procedures, and practices of employment.

From time to time Kort may need to clarify, amend and/or supplement the information contained in the Safety & Health Program Manual and the Company will inform me when changes occur.

I have received a copy of Kort Builders, Inc.'s Safety & Health Program Manual, have read and understand the information outlined in the manual, have asked any questions I may have concerning its contents and will comply with all policies and procedures to the best of my ability.

I understand I may retain this copy of the booklet in my possession while the company employs me, or until requested to return it.

I will not reveal the contents of this booklet to anybody outside the Company without express permission of the President.

Employee's Signature: _____

Date: _____

Authorized Witness: _____