

# **Armer/Norman & Associates**

*General and Engineering Contractors*

State Contractors License No. 256896

1561 Third Ave., Walnut Creek, CA 94596 (510) 937-8501 Fax: (510) 937-1938

HEALTH & SAFETY PLAN

for

**CHEVRON, U.S.A.**

3026 LAKESHORE

OAKLAND, CALIFORNIA

AUGUST 19, 1996

prepared by

ARMER/NORMAN & ASSOCIATES  
1561 Third Avenue  
Walnut Creek, California

## HEALTH AND SAFETY PLAN

Armer/Norman and Associates' Health and Safety Program is designed to meet the requirements of 20 CRF 1910.120.

The objective of this Health and Safety Plan is to establish health and safety guidelines for the removal of underground product piping and the retrofitting of the existing UST located at 3026 Lakeshoer Ave., Oakland, Calif. The project will consist of the removal of all the existing petroleum piping, the installation of containment sumps on the existing four 10K UST and re-piping for a complete service station.

General information pertaining to the site is provided in Table 1.

TABLE 1  
GENERAL INFORMATION  
HEALTH AND SAFETY PLAN

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### Site/Hazard Overview

Apparent Hazard:	LOW
Type of Facility:	GASOLINE SERVICE STATION
Status of Facility:	CLOSED FOR RE-MODEL
Waste Types:	LIQUID & SLUDGE
Waste Characteristics:	VOLATILE
Hazard Type:	VAPORS, CONTACT

### CHARACTERIZATION OF WASTE PRODUCTS

The compound of concern on site is gasoline. Constituents of gasoline contain trace concentrations of volatile aromatic hydrocarbons. A summary of the health effects is given in Appendix I.

## **SITE SAFETY WORK PLAN**

### **GENERAL**

-Operations that will be conducted on the site include the removal of the existing fuel piping and uncovering the existing UST, installing containment sumps, and repiping the station. The collection of soil samples after the piping has been removed and general site cleanup will be concurrent with the above.

The Site Safety Officer, Paul Garvin of Armer/Norman & Assoc., will assess the hazard of inhalation of vapors or particulate matter according to meteorological conditions and the phase of site operations, and will determine when and in what areas of the site personnel will be required to wear respirators.

On site personnel are trained to be aware of the potential for heat stress during the site operations. The combination of overexertion, protective clothing, and high ambient temperatures could cause heat stress which can lead to dehydration if body liquids and minerals are not replaced. Rest periods and replacement of body fluids by potable drinking water and electrolyte containing beverages are required to prevent heat stress during site operations.

### **HEALTH AND SAFETY RESPONSIBILITIES FOR KEY PERSONNEL**

The Project Manager, William Armer, and the Site Safety Officer, Paul Garvin, will be responsible for planning and coordinating all activities on site and will ensure that a Tailgate Safety Meeting form, completed and signed by an Armer/Norman & Associates Officer, is obtained before work begins. They will also ensure that the Tailgate Safety Meeting form is signed daily by each employee on site and that the Health and Safety Plan is reviewed before work begins by all site operations personnel.

The Site Safety Officer, Paul Garvin, will be responsible for implementing all facets of the Health and Safety Plan during site operations, including briefing all participants in the Health and Safety Plan requirements, ensuring that all necessary permits are on site, enforcing the use of hearing protection where required, establishing the exclusion zone, and determining actions to be taken in case of an emergency on site. The Site Safety Officer, Paul Garvin, will bring all real or potential health and safety problems to the attention of the Project Manager .

The Project Manager, Bill Armer, in consultation with the Site Safety Officer, Paul Garvin, will be responsible for determining all site-specific health and safety decisions and will oversee their implementation.

### **WORKER TRAINING REQUIREMENTS**

As required by 29 CFR 1910.120, all site operations personnel shall provide evidence of health and safety training prior to entering the site. Evidence is generally demonstrated by a Certificate of Training. In addition, no visitors will be allowed inside the exclusion zone if compliance with 29 CFR 1910.120 cannot be demonstrated.

### **MEDICAL SURVEILLANCE REQUIREMENTS**

As required by 29 CFR 1910.120, all site operations personnel shall participate in a medical surveillance (Occupational Health) monitoring program. Documentation will be required from all site operations personnel to demonstrate this compliance.

### **DOCUMENTATION**

Compliance with the Health and Safety Plan review requirement will be documented on a sign-off sheet during the safety briefing attendance meetings which will be scheduled at the beginning of field operations and which will be reviewed at the beginning of each day during the conduct of site operations. A sign-off sheet is presented in Appendix IV.

This meeting, also known as the Tailgate Safety Meeting, will be conducted by the Project Manager or the Site Operations Supervisor. This meeting must be attended by all Armer/Norman & Associates employees and subcontractors working on the project that day. It is strongly recommended that all non-employees at the site also attend.

## **GENERAL SAFETY REQUIREMENTS**

The following general safety requirements shall be followed by all site operations personnel, or qualified visitors, working and/or entering the site during the conduct of the site operations.

- No site operations personnel or visitors will be allowed on site without the prior knowledge and consent of the Site Safety Officer. [Paul Garvin]
- There will be no activities conducted on site without sufficient backup personnel. At a minimum, two persons must be present on the site during the conduct of the site operations. A trained Site Officer, as required by 20 CFR 1910.120, must be present on site at all times during the conduct of site operations.
- All site operations personnel shall immediately bring to the attention of the Site Safety Officer or Project Manager any unsafe condition or practice associated with the site operations activities that they are unable to correct themselves.
- There will be no smoking, eating, chewing gum, drinking or tobacco consumption inside the Exclusion Zone.
- Site operations personnel must avoid unnecessary contamination, including walking through known or suspected "hot spots" or contaminated puddles, kneeling or sitting on the ground, leaning against potentially contaminated barrels or equipment.
- Respiratory devices will not be worn with beards, long sideburns, or under any other conditions that prevent a proper seal while the respirator is being worn.

Contact lenses will not be worn with respirators in use.

- All excavations will be done in accordance with the CAL/OSHA Excavation and Trenching Safety requirements.

## **EXCLUSION ZONE**

An Exclusion Zone will be established immediately around the soil excavation area and clearly marked (as needed).

The following activities will be conducted in the Exclusion Zone:

- Equipment staging
- UST excavation and removal
- Soil sampling
- Groundwater sampling and monitoring

## **PERSONNEL PROTECTION EQUIPMENT**

The level of protection will be Level D with upgrade to Level C if appropriate. Level C includes the following equipment:

- Hard hat
- Nitrile (green) gloves
- Disposable Tyvek coveralls over work clothes
- Disposable PVC booties over steel toed safety boots
- NIOSH-approved full face respirator (or half-face with goggles) equipped with high-efficiency combination cartridges for toxic particulates, organic vapors, and acid glasses
- Earplugs or earmuffs (while working on or around operating equipment)

Level D includes the following equipment:

- Hard hat
- Routine work clothes
- Steel toed safety boots
- Protective eye wear
- Nitrile (green) gloves (when handling soil, during testing, sampling, shoveling, etc.)
- Earplugs or earmuffs (while working on or around operating equipment)

## DECONTAMINATION

Decontamination consists of contamination-reduction phases and personal hygiene for site operations. The following decontamination procedures will be used:

- Maximize the use of disposable clothing for personal protection (latex surgical gloves, Tyvek coveralls and PVC booties).
- Remove disposable PVC booties, Tyvek coveralls, outer gloves and inner gloves and dispose of them in a clean unused garbage bag(s).
- Remove respirator, remove cartridges and discard them. Return respirator to storeroom at the end of the job. All respirators will be properly washed, sanitized, tagged and stored.
- The garbage bag(s) holding disposable items from the site operations will be placed in securely covered, clearly marked 55-gallon steel drums and placed in an area of the site at the direction of the Site Engineer. Final disposition will be in accordance with site remedial action.
- Wash hands and face with soap immediately upon exiting the Exclusion Zone.
- After departing the site, site operations personnel should shower as soon as possible.
- After departing the site, fabric work clothes and undergarments should be washed as soon as possible using routine wash method.
- Each piece of equipment (tools and all vehicles taken inside the exclusion zone) must be decontaminated before it leaves the operation site. This must be done in an area designated for equipment decontamination. Large items of equipment, such as backhoes, vehicles and trucks, should be subjected to decontamination by high pressure water washes or steam. A special solution, such as Liquid-Nox, a 1% to 2% TSP solution, or Bola Degreaser, may have to be used on sampling equipment or heavily soiled items. All wash and rinse water must be contained (on Visqueen for large equipment, in 5-gallon buckets for tools), collected, and disposed of as required.
- For decontamination of personnel involved in an accident, refer to the Emergency Procedures section of this document .

## PHYSICAL HAZARDS

The physical hazards associated with operating heavy equipment are as follows:

- Moving machine parts
- Heavy Equipment
- Noise
- Exposure to contaminated particulate matter while moving excavated soil
- Possible contact with gas or power lines during excavating.

All personnel operating the heavy equipment must be very familiar with the equipment's operating procedures and the safety precautions to be taken. They must know how to shut the equipment off in case of an emergency.

Noise levels for heavy equipment operators may be expected to exceed 85 decibels on the A-weighted scale. Therefore, heavy equipment operators will wear disposable earplugs or earmuffs with a Noise Reduction Rating (NRR) of at least 25 decibels. A hearing conservation program, in conformance with OSHA requirements, will be in effect throughout the duration of the project.

Care will be used when moving excavated soil to avoid creating dust. An air purifying respirator may be required while performing any operation where sufficient dust may be generated.

The Project Manager shall investigate all excavation areas for gas and power lines before digging. This includes contacting the Underground Service Alert organization at **(800) 642-2444**. No excavation will occur in any area where such lines are found.



## **EMERGENCY INFORMATION**

A description of local resources available in case of emergency is presented on Table 2.

## **EMERGENCY PROCEDURES**

If an injury should occur on the site and involves exposure to gross contamination, the local emergency contacts (Table 2) will be notified of the incident and of the potential contaminants involved. Before being transported to the medical care facility, the victim will undergo a gross wash down using clear water after removal of all contaminated clothing. This will reduce the chance of spreading contaminants to the emergency vehicle and local hospital.

If an accident should occur on site which results in a minor injury (e.g., cuts or bruises,) a first aid kit and portable eye wash unit will be available for treatment.

If an accident should occur on site which results in a major trauma (e.g., fractured bones or severe lacerations), the local emergency telephone number (911) will be used to contact emergency services. The victim will not be transported in any vehicle other than a fully-equipped emergency vehicle.

## **SAFETY EQUIPMENT CHECKLIST**

A Safety Equipment Checklist is presented on Table 3.

TABLE 2

EMERGENCY INFORMATION  
LOCAL RESOURCES

HEALTH AND SAFETY PLAN

**CHEVRON U.S.A.**

3026 Lakeshore Ave.  
OAKLAND, CALIF.

Ambulance: 911

Hospital Emergency Room: KAISER FOUNDATION HOSPITAL  
280 West MacArthur Bl.  
Oakland.

The route to the hospital is: Proceed in a Westerly  
direction on MacArthur Bl ± 1 1/2 miles; the hospital will be on  
your right.

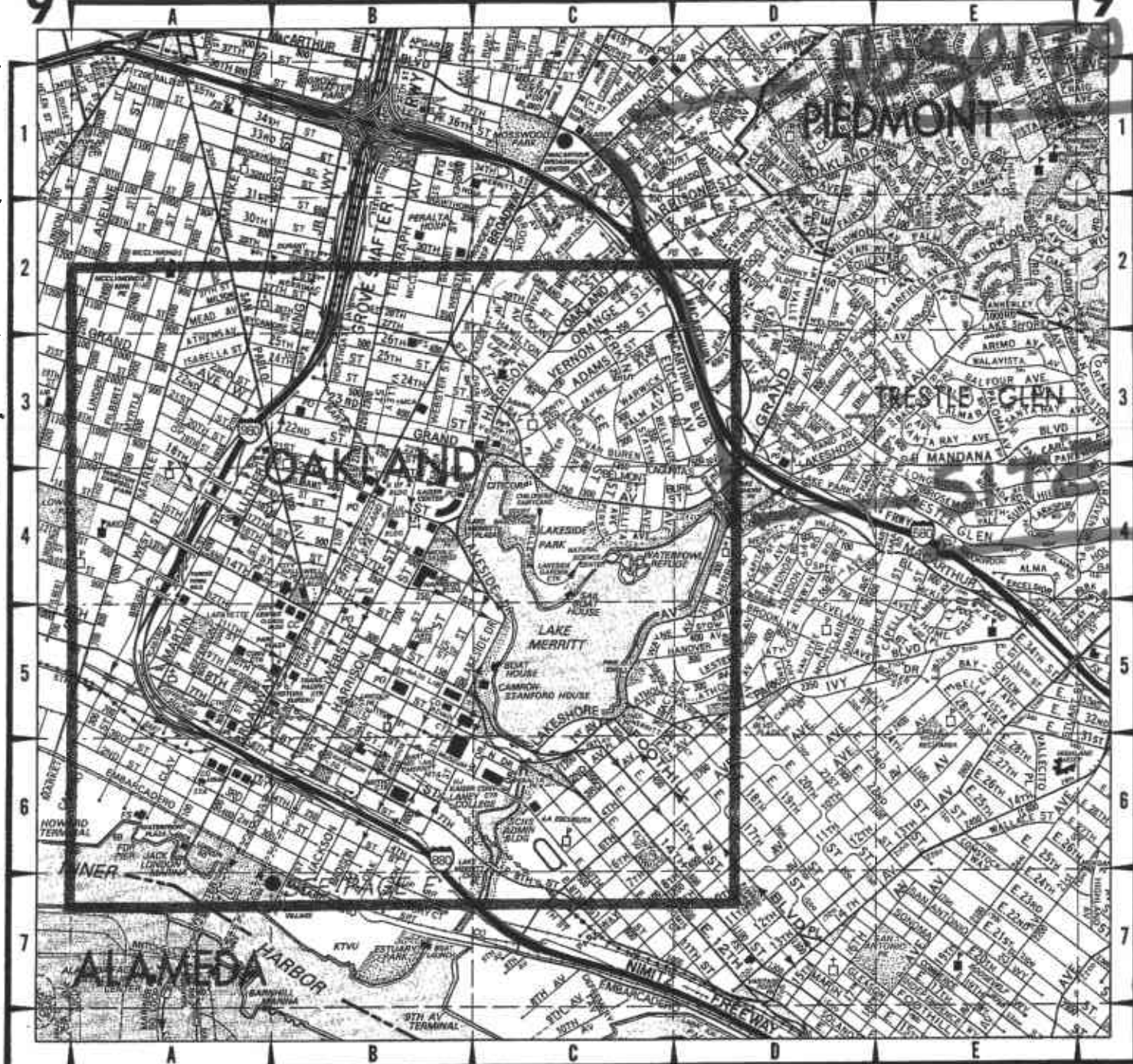
Local Police: 911

Local Fire Department: 911

Armer/Norman & Associates 24-Hour Emergency 510/820-4658

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FOR CONTINUATION SEE MAP 7

FOR CONTINUATION SEE MAP 10

ALAMEDA CO.

DETAIL

1,485,

1,488,

FOR CONTINUATION SEE MAP 11

1,497,

1,500,



TABLE 3  
SAFETY EQUIPMENT CHECKLIST  
HEALTH AND SAFETY PLAN

**CHEVRON, U.S.A.**

3026 LAKESHORE AVENUE.

OAKLAND, CALIF.

PERSONAL PROTECTION

MONITORING AND  
SURVEILLANCE

Full face respirator  
Half-face respirator  
High efficiency combination cartridges for toxic  
particulate, organic vapors, and acid gasses  
Safety boots-Industrial grade work boots with steel toe  
Tyvek coveralls  
Safety glasses  
Goggles  
Hard hat  
PVC rain gear  
Nitrile (green) gloves  
Latex gloves  
PVC booties

MicroTip

MISCELLANEOUS

PERSONAL DECONTAMINATION EQUIP

First aid kit  
Drinking water  
Eye wash kit  
Fire extinguisher  
Ear plugs or earmuffs

Clear water  
5--gallon plastic buckets  
Liquid-Nox  
Hand soap  
Plastic garbage bags  
Paper hand towels

NOTE: All items except Micro Tip will be brought to the site in duplicate.

## APPENDIX I

### HEALTH EFFECTS OF WASTE PRODUCTS

#### GASOLINE

Gasoline is a variable complex mixture of components, principally hydrocarbons, blended to performance, rather than chemical, specifications.

#### VARIABILITY AMONG INDIVIDUALS

Health studies have shown that many petroleum hydrocarbons and synthetic lubricants pose potential human health risks which may vary from person to person. As a precaution, exposure to liquids, vapors, mists or fumes should be minimized.

#### EFFECTS OF OVEREXPOSURE (Signs and symptoms of exposure)

High vapor concentrations (greater than approximately 1000 ppm) are irritating to the eyes and the respiratory tract, may cause headaches and dizziness, are anesthetic, may cause unconsciousness, and may have other central nervous system effects including death.

Prolonged or repeated liquid contact with the skin will dry and defat the skin, leading to possible irritation and dermatitis.

#### NATURE OF HAZARD AND TOXICITY INFORMATION

Prolonged or repeated skin contact with this product tends to remove skin oils possibly leading to irritation and dermatitis; however, based on human experience and available toxicological data, this product is judged to be neither a "corrosive" nor an "irritant" by OSHA criteria.

Product contacting the eyes may cause eye irritation.

This product may contain up to a maximum of 4.9 weight percent benzene, CAS No. 71-43-2, as a natural constituent of various gasoline components. Benzene can cause anemia and other blood diseases, including leukemia, after prolonged or repeated exposures at high concentrations (e.g. 50-500 ppm). It has also caused fetal defects in tests on laboratory animals. Recommended DEL for benzene is 5 ppm for an 8 hour period, or 250 ppm-minutes over a 5 to 30 minutes period.

Contains light hydrocarbon components. Lifetime studies by the American Petroleum Institute have shown that kidney damage and kidney cancer can occur in male rats after prolonged inhalation exposures at elevated concentrations of total gasoline. Kidneys of mice and female rats were unaffected. The implication of these data for humans has not been determined, particularly since most human exposures are to light components, not to total gasoline. Certain components, such as normal hexane, may also affect the nervous system at high concentrations (e.g. 1000 - 1500 ppm).

Typically, n-hexane represents 1 to 3% of gasoline. May contain a combined concentration of toluene, CAS No. 108-88-3, and xylene, CAS No. 1330-20-7, ranging from approximately 5 to 50%.

Product has a low order of acute oral and dermal toxicity, but minute amounts aspirated into the lungs during ingestion or vomiting may cause mild to severe pulmonary injury and possibly death.

This product is judged to have an acute oral greater than 5 g/kg of body weight, and an acute dermal LD50 greater than 3.16 g/kg of body weight.

#### **PRE-EXISTING MEDICAL CONDITIONS WHICH MAY BE AGGRAVATED BY EXPOSURE**

**Benzene** - Individuals with liver disease may be more susceptible to toxic effects.

**Hexane** - Individuals with neurological disease should avoid exposure

**Petroleum solvents/Petroleum Hydrocarbons** - Skin contact may aggravate an existing dermatitis.

#### **PROTECTIVE GLOVES**

Use chemical-resistant gloves, if needed, to avoid prolonged or repeated skin contact.

#### **EYE PROTECTION**

Use splash goggles or face shield when eye contact may occur.

#### **OTHER PROTECTIVE EQUIPMENT**

Use chemical-resistant apron or other impervious clothing, if needed, to avoid contaminating regular clothing which could result in prolonged or repeated skin contact.

## **APPENDIX II**

### **CONFIRMATORY SOIL AND WATER SAMPLES**

- . One soil sample will also be collected beneath every 20 feet of UST related pipes removed.

Soil samples will be collected in 3- to 6-inch long brass liners using a drive-tube type sampler which will be driven into the ground using a rubber mallet. The sampler will be sufficiently driven into the soil profile so as to allow no headspace in the brass liner.

Following retrieval, both ends of the brass liner will be covered with Teflon, securely capped with polyethylene end caps, labeled, and placed in an ice chest containing Blue Ice and kept at 40C for transportation to the analytical laboratory for chemical analysis.

All samples collected will be labeled with the sample identifier, location, sampler's name, time and date of sample collection, and analyses requested using a black indelible marking pen. All samples collected will be recorded on a Sample Management/Chain-of-Custody form which will track the sample from time of collection to delivery at the analytical laboratory. All information recorded on the Sample Management/Chain-of-Custody form will be entered in ink.

Before and after each subsequent soil and/or groundwater sampling event, all sampling equipment will be cleaned. Cleaning will consist of removing solid material from the sampling equipment using clear water and plastic bristle brush, washing the sampling equipment in a mixture of clear water and Liquid-Nox or Alconox (the use of phosphate based detergents will not be allowed), rinsing the sampling equipment in clear water, rinsing with de ionized water, and allowed to air dry.



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**INJURY AND ILLNESS PREVENTION PROGRAM  
(IIPP)**

**for**

**ARMER/NORMAN & ASSOCIATES**

**prepared by**

**Armer/Norman & Associates  
1561 Third Avenue  
Walnut Creek, CA 94596  
(510) 937-8501**

## **ARMER/NORMAN & ASSOCIATES INJURY AND ILLNESS PREVENTION PROGRAM**

It is the policy of this Company to provide and maintain certain standards of safety, sanitation, and health in accordance with Federal, State and City laws and regulations. The Company also provides and maintains modern safety devices and equipment for all employees engaged in work, when such devices are deemed necessary.

William A. Armer has been given the responsibility and authority for full implementation of this program.

All persons in a supervisory capacity have the responsibility to provide the necessary training in safe operation of all equipment in each area, and in the safe conduct of each employee's work.

This program and pertinent additions to it will be included in new employee orientation by the Personnel Department and by the employee's department supervisor.

A safe office is one which is free of tripping hazards, tipping file cabinets and rolling step stools. It is an office with adequate aisles and lighting and an emergency evacuation plan known to all employees.

Safe working methods and procedures are normal operating methods which do not present a hazard to other workers, and maintain the safe work conditions provided within the office. File drawers are not left open paper clips and rubber bands are picked up when dropped and good housekeeping in all areas maintained.

Maintaining a car for business use in a safe condition is an obligation of the employee for his own safety, as well as for protection of the Company from liability to the public.

Safe driving is a work procedure which must be practiced by all employees, whether use of the car for Company business is continual or only occasional.

A safe work environment, with continual emphasis on safety will breed a safety consciousness in all employees, which will carry over to off-the-job activities, as an employee's welfare on and off the job is of concern to the Company.

Our employees, therefore, are required to observe the following safety rules in the interest of providing a safe, healthful place to work. Failure to observe these rules and support this program will be a consideration in annual performance review.

## SAFETY RULES

1. Each employee shall at all times observe safe working methods and procedures and assist in acquainting new employees with our concerns for safety, as established at the Company.
2. Office equipment shall be arranged to provide safe working conditions.
3. Unskilled persons shall not be permitted to operate or tamper with office machines.
4. Un-jamming and servicing photocopy machines presents electrical hazards and exposure to hot surfaces. Only specifically trained employees shall open or service the copy machines.
5. Office machines and their cords shall be guarded as needed and required by law or regulation. Telephone cords and electrical cords to typewriters or other equipment shall be maintained in such a manner as will present no tripping hazard. Frayed or badly worn cords shall be replaced. Cords should not be allowed to come in contact with heat producing equipment, such as portable heaters.
6. Machines shall never be cleaned or adjusted while in operation.
7. Equipment or machines in need of repair are to be removed from service immediately and not returned to use until properly repaired.
8. Installation, repair, or maintenance of any office equipment shall be done only by qualified persons.
9. Hand paper cutters shall have the blade in down position at all times when not in use.
10. Filing cabinets and bookcases shall be firmly based or attached to wall fittings to prevent tipping.
11. When not in actual physical use, all desk and file drawers shall be kept closed so as to avoid limiting safe use of aisles. Not more than one file drawer in one file cabinet shall be opened at one time. Opening additional drawers could over-balance the file, causing all of the drawers to roll out on the employee. Employees shall not stand on or in an open file drawer as a means of reaching higher objects.
12. Ladders or step stools of adequate design to support the employee's weight and the material to be obtained shall be provided and readily available as a means of reaching high files and upper locker and/or storeroom shelves. No employee shall stand on a swivel or folding chair for any such purpose.
13. All hazards, such as sharp file cabinet edges, or any other conditions likely to do bodily harm, damage clothing, or constitute a fire hazard shall be reported to the Administrative Manager. THIS SHALL BE DONE IN WRITING.
14. Waste baskets are provided as receptacles for waste paper only. Ash trays should never be emptied into waste baskets unless all ashes are cold.
15. Aisles shall be kept clear at all times of all obstructions.

16. Field Conditions and Job-Sites:

A site safety plan shall be drafted for all job-sites. It is the responsibility of the site safety officer to enforce compliance as well as all employees and subcontractors functioning on the project to attend safety meetings as specified in the SSP report. It is recommended that all non-employees and client representatives attend safety meetings that are involved in the project set forth.

17. Smoking will not be allowed in the area of which an employee's work functions exist or in enclosed building sites. Smoking will be allowed at designated areas for before work shifts, breaks, lunch and after shifts only.
18. Radios and such are not permitted on job-sites.
19. All employees and subcontractor employees shall police and keep clean/clear of physical hazards in his or her work area, during and at the end of each work day.
20. Sexual harassment causes mental stress and disruptions in daily work functions, which means distractions that could result in accidents. Any employee committing an act of sexual harassment towards another employee or client, client's employee, sub-contractor or their employees or general public during his or her working hours (start of shift to end of shift, on company time) shall be terminated or suspended without pay as determined by case to case.

Periodic Safety Inspections shall be made (weekly) to insure safe conditions and compliance with existing Safety and Health Laws.

Accidents and work related illnesses must be promptly reported to the Personnel Department. All cases will be investigated to determine cause and prevent recurrence.

This Injury and Illness Prevention Program may be supplemented by periodic bulletins and additions which will become part of the Program and compliance will be required.

**YOUR SUGGESTIONS ARE NEEDED.** Your familiarity with work conditions, whether they are related to your work station, fellow employees or work procedures, provide more insight into everyday conditions that may result in accidents than any inspection can ever provide. It is in your interest to point out situations or conditions that may prove unsafe. An investigation will be made of the conditions or suggestions submitted to Administration **IN WRITING.**

CONTRACTOR'S SAFETY DATA

1. List your firm's insurance interstate Experience Modification Rate (EMR) for the three most recent years. Use your intrastate EMR if not interstate rated.  
Note: include documentation from hour Insurance Carrier verifying EMR's.

YEAR	EMR
1992	.76
1993	.64
1994	.69
1995	.77

2. Using your last year's OSHA No. 200 log, provide the following information:  
(As an alternate, you may submit a copy of OSHA No. 200 log.)

- A. Number of lost workday cases (LWC) 3
- B. Number of restricted workday cases (RWC) 0
- C. Number of cases with medical treatment only 0
- D. Number of fatalities 0

3. Employee hours worked last year. 23,145

4. Do you hold site safety meetings for:


- A. Field Supervisors? Yes  No  Frequency \_\_\_\_\_
- B. Employees? Yes  No  Frequency \_\_\_\_\_
- C. New Hires? Yes  No  Frequency \_\_\_\_\_
- D. Subcontractors? Yes  No  Frequency \_\_\_\_\_

5. Do you conduct job safety inspections?

Yes  No  Frequency \_\_\_\_\_

6. Do you have a written safety program? Yes  No   
If yes, please furnish a copy.

If you answered "No" to any of the above questions, please provide a detailed explanation.

Signed (Company Official)  Title Secretary  
Contractor Name: ARMER/NORMAN & ASSOCIATES  
Address: 1561 Third Avenue, Walnut Creek, CA 94596  
Telephone: (510) 937-8501  
Date: \_\_\_\_\_

## EMPLOYEE SAFETY CHECKLIST

Employee to initial each box when instruction is completed and understood.

- ( ) Injury and Illness Prevention Program.
- ( ) Proper lifting procedures.
- ( ) Safety rules - general.
- ( ) Safety rules - specific to job.
- ( ) Safety rule enforcement procedure.
- ( ) Fire prevention, location of fire fighting equipment and location of exits.
- ( ) Proper personal attire and personal protective equipment required.
- ( ) How, when and where to report injuries.
- ( ) Housekeeping and cleaning up spills.
- ( ) Special hazards of the job.
- ( ) When and where to report unsafe conditions.
- ( ) Safe operation of powered equipment.

On \_\_\_\_\_, I reviewed the above checked items relating to the safety rules and safe work practices and procedures for

**ARMER/NORMAN & ASSOCIATES**

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## EMPLOYEE SAFETY CHECKLIST

Employee to initial each box when instruction is completed and understood.

- ( ) Injury and Illness Prevention Program.
- ( ) Proper lifting procedures.
- ( ) Safety rules - general.
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- ( ) How, when and where to report injuries.
- ( ) Housekeeping and cleaning up spills.
- ( ) Special hazards of the job.
- ( ) When and where to report unsafe conditions.
- ( ) Safe operation of powered equipment.

On \_\_\_\_\_, I reviewed the above checked items relating to the safety rules and safe work practices and procedures for

**ARMER/NORMAN & ASSOCIATES**

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## NEW EMPLOYEE ORIENTATION

A supervisor will go over the "New Employee Safety Checklist" with each new employee.

The "New Employee Safety Checklist" will be signed and dated on the first day of employment. The completed forms will be placed in the personal files.

At the time of employment, the new employee shall be told about the company and department safety policies.

A supervisor will discuss the following items with each new employee:

- The fact that management and employees are determined to prevent accidents, because accidents are bad for all concerned.
- Company and Department safety policies. To avoid getting hurt, each person must look out for his/her own safety as well as the safety of others.
- Job instruction includes safety instruction. No one is expected to do a job he does not understand. People are encouraged to ask questions about any part of their work they do not understand and supervisors will answer questions willingly.
- Instruction is not fault-finding, correction is not reprimanding. Both are for the purpose of preventing accidents.
- It is positively forbidden for any person to try to operate any mechanical equipment without instruction and specific authorization from his/her supervisor.
- Persons are urged to report anything about the work that appears to be unsafe.
- All injuries must be immediately reported to the supervisor.
- Methods of obtaining protective equipment, and rules and practices governing its use, will be explained.

## JOB INSTRUCTION TRAINING

A supervisor will give each new employee instruction in general safe work practices, as well as specific instruction with respect to hazards to each employee's job.

Written safe work procedures will be created, as needed, for inherently hazardous work.



## OFFICE EMPLOYEE TRAINING

Beyond training in the safe operation of machines and equipment incidental to an office workplace, at least these additional items are required:

### An Emergency Action Plan

You must provide a means of communicating to all employees in the event of an emergency (Public address system; bells; horns; etc.).

You must have a plan for possible emergencies, such as:

- |                        |   |
|------------------------|---|
| <u>Medical Problem</u> | (Call 911; assign personnel to direct paramedics to scene and to care for injured or afflicted person).   |
| <u>Fire</u>            | (Call 911; who makes decision to evacuate?; establish procedures to evacuate).  |
| <u>Earthquake</u>      | (Pre-planning is essential - evacuation may be ill advised).  |
| <u>Bomb Threat</u>     | (Pre-planning necessary; a coordinator is essential; appraisal of situation is critical).   |
| <u>Evacuation</u>      | (All employees should be trained and familiar with at least two means of exit; hold actual drills at least annually; have method of roll-call or occupancy check to assure all personnel have safely evacuated; if high-rise occupancy, coordinate with building management and other tenants.) |

### First Aid Equipment

Section 3400 of Title 8, California Code of Regulations states, in part, "There shall be adequate first-aid materials, approved by the consulting physician, readily available for workmen on every job. Such materials shall be kept in a sanitary and usable condition. A frequent inspection shall be made of all first-aid materials, which shall be replenished as necessary."

In the office environment, a supply of bandages, gauze and tape should be sufficient to stem bleeding until ambulance or paramedic personnel arrive.

Aspirin, internal medicines, salves, ointments and the like should not be provided unless authorized by a consulting physician.

Employees should be encouraged to voluntarily become trained in First Aid and CPR. In the event of Earthquake, it may be 72 hours before outside help can be expected. First Aid capability is a major part, but only a part, of suggested Earthquake Preparedness.

# **Armer/Norman & Associates**

## **DRUGS, ALCOHOL AND FIREARMS POLICY**

### **POLICY**

The policy of Armer/Norman & Associates regarding illegal drugs and controlled substances, alcoholic beverages, and firearms is as follows:

1. The use, possession, distribution, purchase or sale of any illegal drugs or other controlled substances by any person while on company premises, engaged in company business or while operating company equipment is prohibited.
2. The use of any illegal drug or other controlled substances or alcohol which causes or contributes to unacceptable job performance or unusual job behavior is prohibited.
3. The use, possession, transportation, or sale of alcoholic beverages by company employees, subcontractors or their employees while on company premises or jobsites or while operating company equipment is prohibited.
4. The use, possession, transportation, or sale of explosives, unauthorized flammable materials, firearms, or other weapons by company employees, subcontractors or their employees while on company premises, engaged in company business or while operating company equipment is prohibited.

Company employees and subcontractors' employees shall abide by this policy. Any person violating this policy shall be removed from company premises and may be denied future access to company premises. In appropriate cases, local law enforcement agencies may be advised of violations.

In support of this policy, Armer/Norman & Associates may conduct or require searches and require screens as set forth in the following:

## **SEARCH**

Without prior announcement, and at any time, unless prohibited by applicable law, Armer/Norman & Associates may carry out reasonable searches of individuals and their personal effects when entering company premises, while on company premises, and when leaving company premises.

Entry onto company premises constitutes consent to a search of the person and his/her personal effects, including, without limitation, packages, briefcases, purses, lunch boxes and vehicle, or any office, locker, closet or desk. Refusal to cooperate shall be cause for not allowing that individual on company premises.

## **SCREEN**

Unless prohibited by applicable law, Armer/Norman & Associates may require a controlled substance and/or alcohol screen on any of its employees or subcontractors' employees while on company premises, engaged in company business, or operating company equipment. Prior written consent shall be obtained from any person who is to be screened. A positive screen on an employee or subcontractor's employee or failure to give written consent for a screen shall be cause for removal from company premises and shall result in the employee or subcontractor's employee being restricted or disqualified from performing services for Armer/Norman & Associates.

## **DEFINITIONS**

As used herein, "controlled substance" specifically includes opiates, including heroin; hallucinogens, including marijuana, mescaline, and peyote; cocaine; PCP; and prescription drugs, including amphetamines and barbiturates, which are not obtained and used under a prescription lawfully issued to the person possessing them, and any other substance included in the Federal Controlled Substances Act or its regulations or unlawful under applicable law.

As used herein, controlled substance or alcohol "screen" means any test using blood, urine, breath or other samples to determine the presence of controlled substances or alcohol in the body.

As used herein, "company premises" is used in the broadest sense, and includes, but is not limited to, all land, property, buildings, structures, installations, job sites, vehicles, equipment, aircraft, and water craft owned, leased, or in any other manner being used by Armer/Norman & Associates for any purpose.

























