

AATR ENTERPRISES

Contract Geotechnical Testing & Consulting & Evacuation
Chemical • Microbiological • Asbestos • Tank Removal • Environmental

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GENERAL SAFETY POLICY AND CODE OF SAFE PRACTICES

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EMPLOYEE SAFETY POLICY

INTRODUCTION

This set of General Safety Rules and Safe Practices is for you to study and use in your daily work. These procedures were developed for your protection and health. When these safety rules and practices are followed, accidents will decrease in number and severity. If you are in doubt about the application of any safety rule, the safety of a particular work situation, or feel that you cannot accomplish your job without violating a safe practice, consult with your supervisor immediately.

Supervision will take corrective action for any infraction of these safety rules and procedures by an employee. The corrective action may be in the form of an oral or written reprimand, disciplinary time off or discharge.

PURPOSE

The purpose of this policy is to clarify the safety objectives and to set forth basic safety guidelines. It outlines the responsibilities of both management and the employee to a Safety Program. The policy also describes the responsibilities of each party in the maintenance of safe and healthful working conditions and sets for guidelines and provides operating instructions that will prevent injury and illness. Furthermore it reaffirms our commitment to obey all Federal, State and Company safety regulations, as well as to establish the relationship and responsibilities of the Project Manager, Safety Engineer, Superintendents, Supervisors and employees of our Company.

RESPONSIBILITY

A. The Contract Manager has assumed the responsibility to oversee the development of an effective program of accident prevention and to provide the leadership necessary to insure that the program remains effective and responsive to necessary improvements.

B. The Superintendents will be responsible for maintaining safe working conditions and practices in the areas under their jurisdiction.

C. The Supervisors will be responsible for the prevention of accidents among those they supervise.

1. The Supervisor will be directly responsible for maintaining safe working conditions and practices and for the safety of all personnel they supervise, including themselves.
2. Each supervisor is responsible for the proper training of the employees reporting to him. Job hazards and safe procedures should be fully explained to each employee before he begins work.

3. Supervisors are responsible for enforcing all general and Company safety rules and regulations.
4. Supervisors are responsible for ensuring that all accidents and injuries are properly reported.
5. Supervisors are responsible for ensuring that required personal protective equipment is used in accordance with safety rules and practices.
6. Supervisors should encourage employee safety suggestions and give them immediate consideration.
7. It is also a responsibility of each supervisor to attend and conduct safety meetings as scheduled.
8. Every supervisor will be expected to devote sufficient time and energy, when necessary, to assist in safety inspections, accident investigations, and the proper completion of required paperwork.

D. The Employee is responsible for the exercising of maximum care and good judgement in preventing accidents.

1. Each employee is expected to provide his wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all safety rules and regulations, and to continuously practice safety while performing his duties.
2. No job shall be considered efficiently completed unless the worker himself has followed every precaution and safety rule to protect himself and his fellow employees from injury throughout the operations.
3. Each employee shall report to his supervisor and seek first-aid for all injuries, however minor these may be.
4. Unsafe conditions, equipment, or practices shall be reported to the supervisor as soon as possible.
5. Each employee is to read and abide by Company Safety Rules and all general safety rules.
6. Each employee will be provided with whatever personal protective equipment is necessary, and the employee is expected to use it.
7. Each employee shall consider safety meetings as part of his regular job. Reasons to be excused must be just as important as those for missing any of his regular shift.

E. The Safety Representative has the responsibility to provide advice, guidance and technical support to the health and safety program by counseling management, supervisors, and employees; assisting in the solution of safety-related problems; conducting safety training sessions; and, in general, render any such assistance as may be necessary to prevent accidents.

1. Coordinate the joint efforts of management and labor, and direct these toward totally safe operations.
2. Keep abreast of the latest development in the field of accident prevention, personal protective equipment, and first-aid equipment and procedures, so that he will be an effective guide to everyone connected with the basic safety program.
3. Conduct, with the assistance of supervisors and employees, accident investigations and follow-up investigations.
4. Schedule and conduct, with representatives from various departments, periodic safety and health inspections.
5. Collect and maintain pertinent data on safety-related operational matters, including work injury causes and statistics.
6. Work in cooperation or conjunction with State and Federal safety organizations, and coordinate the total effort toward a safe and healthful workplace.
7. Provide information or assistance regarding all safety matters when requested by management.

CONSTRUCTION SAFETY ORDERS

CODE OF SAFE PRACTICES

GENERAL

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foreman shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substance which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
18. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
21. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the foreman and repaired before use.

USE OF TOOLS AND EQUIPMENT

22. All tools and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."

24. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
25. Only appropriate tools shall be used for the job.
26. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
27. Files shall be equipped with handles and not used to punch or pry.
28. A screwdriver shall not be used as a chisel.
29. Wheelbarrows shall not be pushed with handles in an upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
31. Electric cords shall not be exposed to damage from vehicles.
32. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

MACHINERY AND VEHICLES

33. Only authorized persons shall operate machinery or equipment.
34. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
35. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
36. Where appropriate, lock-out procedures shall be used.
37. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
38. Air hoses shall not be disconnected at compressors until hose line has been bled.
39. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.

40. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
41. Tractors, bulldozers, scrapers and carryalls shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
42. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

CRANES

1. Cranes should be visually inspected for defective components prior to the beginning of any work shift.
2. Electrically operated cranes should be effectively grounded.
3. A preventative maintenance program should be established for all cranes.
4. The load chart for the crane should be clearly visible.
5. Crane operating controls should be clearly identified.
6. A fire extinguisher must be provided at the operator's station.
7. The rated capacity must be visibly marked on each crane.
8. An audible warning device must be mounted on each crane.
9. Sufficient illumination must be provided for the operator to perform the work safely.
10. Cranes of such design, that the boom could fall over backward must be equipped with boomstops.
11. Each crane must have a certificate indicating that required testing and examinations have been performed.
12. Crane inspection and maintenance records should be maintained and available for inspection.

CODE OF SAFE PRACTICES

General Industry

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that observe safety rules and practices and take action as is necessary to obtain observance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.

6. In the event of fire, sound alarm and evacuate.
7. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all time.
13. Work areas should be maintained in a neat, orderly manner; trash and refuse are to be thrown in proper waste containers.

14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy; you must contact supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc..
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space about all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading and moving.
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.

30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.
42. When working with VDT, do all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
43. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time; particularly the top-two drawers on tall file cabinets.
45. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
46. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

CODE OF SAFE PRACTICES

General Office

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that observe safety rules and practices and take action as is necessary to obtain observance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
4. In the event of fire, sound alarm and evacuate.
5. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only trained workers may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours.
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
9. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
10. Aisles must be kept clear at all time.
11. Work areas should be maintained in a neat, orderly manner, trash and refuse are to be thrown in proper waste containers.
12. All spills shall wiped up promptly.
13. Storage of files and supplies should be in such a manner as to preclude damage to the supplies or injury to personnel when moving from storage. Heaviest items should be stored closest to the floor and lightweight items stored overhead.

14. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
15. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
16. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
18. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy; you must contact supervisor when help is needed to move a heavy object.
19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc..
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
22. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
24. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers etc.. Misuse can cause damage to the equipment and even injury to the user.
25. Cleaning supplies should be stored away from edible items on kitchen shelves.
26. Cleaning solvents and flammable liquids should be stored in appropriate containers.
27. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.

EMERGENCY

AMBULANCE _____

FIRE - RESCUE _____

HOSPITAL _____

PHYSICIAN _____

ALTERNATE _____

POLICE _____

CAL/OSHA _____

[POSTING IS REQUIRED BY TITLE 8 SECTION 1512(e)]



STATE OF CALIFORNIA
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