

November 3, 1997
961163NB

Mr. Dave Valeska
City of Alameda Planning Department
2263 Santa Clara Avenue, Room 120
Alameda, California 94501

Subject: Health and Safety Plan for On-Site Management of TPH-Impacted Soil
2020 Sherman Drive, Alameda, California

Dear Mr. Valeska:

Enclosed please find a Health and Safety Plan prepared specifically for the on-site management of soil impacted by Total Petroleum Hydrocarbons (TPH) as motor oil. This Health and Safety Plan meets the health and safety requirements specified in *the Risk Management Plan for Soil Impacted by TPH-motor oil at Alameda Belt Line Site and Encinal Real Estate Site, Alameda, California (July 1, 1997)*, which was also prepared by Woodward-Clyde. This Health and Safety Plan should be used in conjunction with the Risk Management Plan.

Please call me at (510) 874-3125 for questions and comments.

Sincerely,



Albert P. Ridley, C.E.G.
Senior Associate

cc: Ms. Madhulla Logan, Alameda County Department of Environmental Health
Mr. John Sanger, Sanger & Olson

enclosure.

HEALTH AND SAFETY PLAN
WIND RIVER SYSTEMS DEVELOPMENT SITE
(FORMERLY ENCINAL REAL ESTATE SITE AND
ALAMEDA BELTLINE SITE)
2020 Sherman Drive, Alameda, CA

Project No. 961163NB
October 1997


Site Safety Officer: David Poole and Giorgio Molinario

Approved Site Personnel: Naomi Walker, Al Ridley

Xinggang Tong, Wayne Dittman

Valid Dates: 11/1/97 - 4/30/98

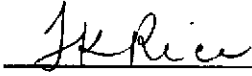
APPROVALS



Al Ridley or Marco Lobascio
Project Manager

11/3/97

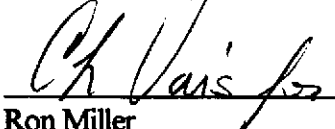
Date



Tanya Rice
Health and Safety Officer

11/3/97

Date



Ron Miller
Corporate Health and Safety

11/3/97

Date

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ADMINISTRATIVE INFORMATION

Project Name: Wind River Systems Development Site
(Formerly Encinal Terminals Real Estate Site and
Alameda Beltline Site)

Project Location: 2020 Sherman Drive (1521 Buena Vista, Alameda,
CA)

Woodward-Clyde Project Number: 961163NB

Business Unit: Oakland

Date of Issue: October 31, 1997

Effective Dates: November 1, 1997 to April 30, 1998

2.0 INTRODUCTION

This Site Specific Safety and Health Plan (SHSP) establishes guidelines and requirements for the health and safety of field personnel conducting activities at the Wind River Systems Development Site (Formerly Encinal Terminals Alameda Beltline Railroad Site) in Alameda, California. The health and safety guidelines and requirements presented are based on a review of available information and an evaluation of potential hazards. This plan outlines the health and safety procedures and equipment required for activities at this site to minimize the potential for exposures of field personnel. The specific activities addressed by this plan are defined in Section 5.0.

All Woodward-Clyde (W-C) on-site personnel and W-C subcontractors are required to read this plan and agree to abide by the provisions of this plan by signing the attached Compliance Agreement. This plan is for use in conjunction with the W-C Health and Safety Manual which contains the Illness and Injury Prevention Program (IIPP) provisions for Woodward-Clyde employees.

This plan may be not be modified or used beyond the effective dates shown on the authorization page without the written approval of the Operating Unit Health and Safety Officer (HSO) and the Corporate Health and Safety Officer (CHSO).

The following list includes the key responsible health and safety personnel for this project:

- W-C Project Manager - Al Ridley and Marco Lobascio
- W-C Corporate Health and Safety Officer (CHSO) - Ron Miller
- W-C Health and Safety Officer (HSO) - Tanya Rice
- W-C Site Safety Officer (SSO) - David Poole and Giogio Molinario

The responsibilities and authorities of each individual, relating to health and safety issues, are presented in the following sections:

CORPORATE HEALTH AND SAFETY ADMINISTRATOR (CHSA): Phil Jones

Responsibilities

- Track health and safety regulations and implement improvements to the W-C health and safety program.
- Maintain records pertaining to medical surveillance, training, fit testing, chemical exposure, and incidents.
- Update health and safety manual.
- Manage medical surveillance program.
- Develop and implement the Health and Safety Training program.
- Provide industrial hygiene/chemical safety guidance to CHSO and HSO.
- Audit key aspects of Health and Safety Program.

Authority

- Approve the health and safety qualifications of employees to work at hazardous waste sites.
- Approve or disapprove health and safety plans.
- Establish employee training and medical surveillance procedures.
- Suspend work on any project which jeopardizes the health and safety of personnel.

CORPORATE HEALTH AND SAFETY OFFICER (CHSO): Ron Miller

Responsibilities

- Direct the implementation of the Health and Safety Program of the operating group and provide recommendations for improvement of the program.
- Coordinate health and safety activities of the business unit offices in the operating group.
- Determine need for project Health and Safety Plans.
- Review and approve Health and Safety Plans.
- Monitor implementation of Health and Safety Plans.
- Investigate reports of incidents or accidents and report accidents or incidents to the CHSA.
- Assist CHSA with employee health and safety training in the operating group.

- Determine whether an accidental exposure or injury merits a change in the affected individual's work assignments and whether changes in work practices are required.
- Coordinate business units with regard to health and safety equipment needs.

Authority

- Approve or disapprove Health and Safety Plans.
- Direct business unit HSO to prepare project health and safety plans.
- Access project files.
- Direct changes in personnel work practices to improve health and safety of employees involved in hazardous waste management projects.
- Remove individuals from projects if their conduct jeopardizes their health and safety or that of co-workers.
- Suspend work on any project which jeopardizes the health and safety of personnel involved.

HEALTH AND SAFETY OFFICER (HSO): Tanya Rice

Responsibilities

- Interface with project managers in matters of health and safety.
- Report to CHSO on health and safety matters.
- Develop or review and approve project Health and Safety Plans prior to submittal to the CHSO for review.

- Conduct staff training and orientation on health and safety related activities.
- Appoint or approve site safety officers.
- Monitor compliance with Health and Safety Plans and conduct site audits.
- Assist project managers to obtain required health and safety equipment.
- Approve personnel to work on hazardous waste management projects with regard to medical examinations and health and safety training.

Authority

- Suspend work or otherwise limit exposures to personnel if a health and safety plan appears to be unsuitable or inadequate.
- Direct personnel to change work practices if existing practices are deemed to be hazardous to health and safety of personnel.
- Remove personnel from projects if their actions or condition endangers their health and safety or the health and safety of co-workers.

SITE SAFETY OFFICER (SSO): David Poole and Giogio Molinario

Responsibilities

- Direct health and safety activities on site.
- Report immediately all safety-related incidents or accidents to the HSO and PM.
- Assist project managers in all aspects of implementing Health and Safety Plans.

- Maintain health and safety equipment on site.
- Implement emergency procedures as required.

Authority

- Temporarily suspend field activities if health and safety of personnel are endangered, pending further consideration by the HSO and/or CHSO.
- Temporarily suspend an individual from field activities for infractions of the health and safety plan, pending further consideration by the HSO and/or CHSO.

PROJECT MANAGER (PM): Al Ridley and Marco Lobascio

Responsibilities

- Ensure that the project is performed in a manner consistent with the W-C Health and Safety Program.
- Ensure that the project health and safety plan is prepared, approved, and properly implemented.
- Provide the HSO with the information needed to develop Health and Safety Plans.
- Implement Health and Safety Plans.
- Ensure that adequate funds are allocated to fully implement project Health and Safety Plans.
- Assure compliance with Health and Safety Plans of contractor personnel.
- Coordinate with the HSO on health and safety matters.

Authority

- Assign HSO-approved SSO to project and, if necessary, assign a suitably qualified replacement.
- Suspend field activities if health and safety of personnel are endangered, pending an evaluation by the HSO and/or CHSO.
- Suspend an individual from field activities for infractions of the Health and Safety Plan, pending an evaluation by the HSO, CHSO, and/or CHSA.

4.0
SITE INFORMATION

The Wind River Systems development site (Formerly Encinal Terminals Alameda Beltline Railroad Site) is a former railroad terminal. Two remediation activities were conducted on site under the supervision of Alameda County Department of Environmental Health (ACDEH) in 1997. Soils having total lead concentrations at or above 1,000 mg/kg (ppm) were excavated and disposed off-site, and soils having 1,1-DCA detected above laboratory detection limits were excavated and aerated on-site. Both remediation activities have completed and closed by the ACDEH. The only chemical constituent remaining known to be of concern is the Total Petroleum Hydrocarbons (TPH) as motor oil. Risk Management Plan for soil impacted by TPH (July 1, 1997) and Addendum to the Risk Management Plan (September 11, 1997), both prepared by Woodward-Clyde, delineate the impact of shallow soil by the TPH motor oil.

5.0
SCOPE OF WORK

This Health and Safety Plan should be used in conjunction with the Risk Management Plan for soil impacted by TPH (July 1, 1997) and Addendum to the Risk Management Plan (September 11, 1997), both prepared by Woodward-Clyde. Site activities include soil excavation at two locations, stockpile characterization, on-site soil management, soil sampling, confirmation laboratory analysis, and site restoration.

6.1 CHEMICAL HAZARDS

The risk of chemical exposure during field work operations is low due to the fact that pure chemicals are not expected to be found and the volatility of the chemicals of concern is quite low. Based on information found during previous work at the subject properties, petroleum products may be detected at suspected designated locations. The use of personal protective clothing will prevent dermal exposures. Inhalation exposures will be minimized by utilizing air monitoring equipment and controlling dust levels during field activities and by using advised respiratory protection, when warranted as stated in Section 8.0. Proper decontamination (of equipment and personnel) will prevent accidental exposures to chemical contaminants once personal protective equipment has been removed.

Listed below are some descriptions of common chemicals and their toxicological characteristics. Be aware of the acute effects of the compounds that correspond with the site that is being worked at.

PETROLEUM HYDROCARBONS

Petroleum hydrocarbons are not expected to be acutely toxic, but can be irritating to the skin. In general, some fuel oils have flash points of 100 degrees Fahrenheit, with auto-ignition temperatures of 494 degrees Fahrenheit. They are considered to be a moderate fire hazard when exposed to heat, flame or oxidizers. Many petroleum products are proven skin carcinogens in animals and could lead to the development of similar lesions in humans if allowed to remain on the skin for an extended period of time. Obviously, prolonged skin contact should be avoided.

- 1) ALIPHATIC HYDROCARBONS - Many of the industrially important aliphatic saturated hydrocarbons are found in earth gas or crude oil. Some family members are used and others are formed during combustion of fuels, by catalytic cracking, or in other specialized petrochemical processes. Paraffin mixtures are used extensively as fuels, refrigerants, propellants, pesticides, lubricants, solvents for paints, protective coatings, plastics, degreasing operations, and in purified form as food additives. The

toxicity characteristics of the alkanes are minimal for the gases and solids, but are moderate for the liquid materials.

- 2) ALICYCLIC HYDROCARBONS - Cycloparaffins, also named cycloalkanes, belong to this chemical category. Cyclanes are extensively used to produce reformed aromatics. Some are utilized as inhalation anesthetics, and are synthesized in pure form by the reduction of dihalogenated propane precursors. The lower cycloparaffins are gases and have been used as anesthetics, especially cyclopropane. The higher members are liquids with narcotic properties. From C₆ on, the margin between narcosis and death is very narrow and symptomatically barely recognizable. The alicyclics, in general, are CNS depressants with low acute and chronic toxicities. This is due to their rapid excretion in unchanged form or prompt conversion into water-soluble metabolites. Inhalation by humans at high concentrations may cause excitement, loss of equilibrium, stupor, and coma. Cycloparaffins are dermal irritants; they defat the skin to cause morphological changes and hypothermia.

6.2 PHYSICAL HAZARDS

Powered Equipment

The hazards involved with the use of powered equipment are significant and include the hazards of pinch points, entrapment in machinery, impact from moving parts, fatigue, overhead wires or buried utilities and improper operations. Use of hand tools, and conducting required repairs can increase physical risks. Only employees trained in the use of powered equipment shall be allowed to operate the equipment.

Excavation Operations

Excavation through potentially contaminated soils will pose two primary hazards: 1) the possibility of the wall collapsing, and, 2) potential for chemical exposure. W-C personnel are not permitted to enter the excavation at any time, which minimizes both hazards. The excavation will be properly shored or sloped in accordance with Cal-OSHA and Fed-OSHA 29 CFR 1926. For the sides that are not shored, slopes will be maintained in a safe condition at all times during and after the excavation. No slopes will be steeper than one horizontal to one vertical for cohesive soil, and three to one for non-cohesive soil. A competent person (one that can classify soil, understand

hazards, and implement controls under the OSHA standard) will inspect the excavation at least once daily, documenting his/her inspection.

Noise Exposure

Work at this site conducted with motorized equipment may produce high noise levels. Regulations require that hearing protection be used when noise levels exceed 85 decibels (dBA) averaged over an 8-hour day. Ear plugs or muffs will be worn at levels exceeding 85 dBA (rule of thumb indicating 85 dBA is if one can not hear a normal voice within 2 feet distance).

Underground Utilities

Special precautions must be taken when operating machinery that may encounter underground utilities such as electrical, power, gas, petroleum, telephone, sewer, and water. All intrusive locations will be cleared with the property owner and utility companies before intrusive activities commence.

PPE

The PPE which may be required for some activities (coveralls and respirators) places a physical strain on the wearer. When PPE such as respirators, gloves, and protective clothing are worn, visibility, hearing, and manual dexterity are impaired. The risk of heat stress may increase depending on the level of PPE required.

Slips, Trips, and Falls

Site activities pose a variety of slip, trip, and fall hazards due to the equipment on site. Personnel should be cognizant at all times of their position and work activities in relation to other site activities. Equipment should be neatly stored in a convenient location away from the work areas and walkways.

Fire Hazard

The site contains a number of flammable and combustible compounds. By evaluating the current data, it seems unlikely that explosive levels of these compounds will be encountered during the drilling operations. However, pockets of these compounds may exist in the subsurface and therefore, there will not be any open flame within a radius of 25 feet of the intrusive activities.

GENERAL HEALTH AND SAFETY REQUIREMENTS

7.1 PERSONNEL CLEARANCE

All on-site employees who are required to work in the Exclusion Zone (see Section 8.0) must obtain health and safety clearances from the SSO before beginning work at this site. The SSO will verify the personnel clearance of all subcontractors' employees and visitors by inspecting training and medical surveillance documents that will be provided and maintained on site at all times. All on-site personnel assigned to field activities must:

- Participate in a medical surveillance program, in accordance with 29 CFR 1910.120 (f) with subsequent certification by an occupational physician of physical fitness and ability to perform assigned field work.
- Have successfully completed a 40-hour basic health and safety training course for field personnel that is in accordance with 29 CFR 1910.120(e)(1). Workers on site for a specific limited task (i.e., data management), and who are unlikely to be exposed to levels over the permissible exposure limits, can receive a minimum of 24-hours of instruction on OSHA requirements.

The site supervisor must have successfully completed a 8-hour supervisor's health and safety course (29 CFR §1910.120 (e)(4)), in addition to other clearance requirements.

The W-C SSO and must hold a valid certificate in first aid and cardiopulmonary resuscitation (CPR) training from the American Red Cross, or an equivalent agency.

Additional on-site training will be provided as needed.

7.2 VISITOR CLEARANCES

All visitors to the work site will be escorted by W-C or operating contractor personnel, if necessary. Any visitor to the work site will be given a site-specific safety orientation by the SSO as described in Section 7.3. Prior to entering a work site, visitors will provide the SSO with documentation of training required by Section 7.1. Any visitors who do not provide documentation will not be allowed into the exclusion zone or contamination reduction zone (see Section 8.0).

7.3 SAFETY BRIEFINGS

Site-specific briefings will be conducted by the W-C SSO prior to commencement of work on site.

All on-site employees will be required to attend the briefing. Employees who are new to the site after work has commenced will be given this briefing prior to entering the site. Each employee must be provided with a copy of this SHSP. At the end of the meeting, attendees will be informally quizzed to assess their understanding of the health and safety requirements, and will sign a safety compliance agreement form (Attached) stating that they have been briefed on, understand, and agree to comply with the provisions of the SHSP. Individuals refusing to sign the agreement will be prohibited from working at the site. This form is to be completed and maintained in W-C field records.

The briefing will include the following topics:

- Names of personnel and alternates responsible for site safety and health
- Medical surveillance and training requirements
- Site hazards
- Symptoms of overexposure to chemicals of concern
- Emergency response procedures
- Prevention, symptoms, and treatment for heat stress
- Personal protective equipment (PPE) (initial PPE levels, action levels)

7.4 DISTRIBUTION OF SITE SAFETY AND HEALTH PLAN

Before site work begins, a copy of this SHSP must be provided to personnel assigned to work at the site, as well as to an authorized representative of each firm contracted to perform work on site. The SSO is responsible for ensuring that a copy of the SHSP is available on site whenever work is in progress.

7.5 INCIDENT/ACCIDENT REPORTING

In the event of an incident or accident the W-C Health and Safety Officer and the W-C Project Manager will be notified. The following types of incidents or accidents are considered reportable:

- Physical injury (for minor injuries, the W-C SSO will maintain an entry log of first aid administered on site; however, a report form will not be required)
- Fire, explosions, and flashes resulting from activities performed by Woodward-Clyde and their subcontractors
- Infractions of safety rules and requirements
- Unexpected chemical exposures
- Near accidents
- Vehicular accidents
- Property damage accidents
- Injuries to public persons
- Damage to private property

Work will be suspended to correct the cause of the incident/accident and to modify this SHSP if necessary.

7.6 POSTING REQUIREMENTS

The following information shall be posted or readily available on site:

- OSHA poster

- Proposition 65 notification
- Emergency phone numbers
- Directions to the nearest hospital
- Woodward-Clyde health and safety manual (IIPP)

SITE-SPECIFIC HEALTH AND SAFETY REQUIREMENTS

8.1 SITE CONTROL

Site control is important to protect the safety and health of contractor and non-contractor personnel. While site control is primarily the responsibility of the site supervisor, it requires a combined effort from all personnel to control unauthorized access to the work site.

In accordance with the regulations, work on contaminated sites requires that, conceptually, three work zones be established: an Exclusion Zone, a Contamination Reduction Zone, and a Support Zone. An Exclusion Zone is an area where contamination could or does occur. The Contamination Reduction Zone is located immediately outside the Exclusion Zone. This zone is designed to limit the migration of contaminants from potentially contaminated areas to uncontaminated areas. Personnel and equipment decontamination facilities are located in this area.

The Support Zone is located outside the Contamination Reduction Zone. This zone is an uncontaminated area. Supporting equipment and facilities will be located in this area.

For the work activities outlined in Section 5.0, the area will be considered an exclusion zone if there is a potential for workers to be exposed to contaminated materials.

8.2 EXCAVATIONS AND SOIL SAMPLING

Excavation will be performed for the removal of petroleum hydrocarbon contaminated soils. Precautions shall be taken in accordance with Woodward-Clyde HS-204 Safety Procedures for trenching and other excavation operations. No excavation greater than 4 feet deep or confined space entry is permitted under this plan. W-C employees or contractors shall use remote sampling such as poles or backhoe buckets to avoid excavation entry. If the excavations greater than 4 feet deep must be entered, the hazards of trench collapse and accumulated vapors must be considered and this plan amended.

8.3 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) will be worn during field activities. The specifications for the levels of PPE that may be required are shown in Table 8-1. The initial level of PPE for the excavation and sampling activities are full dermal protection including coated tyvek, eye goggles, and gloves. This initial level may be changed by the SSO, in response to additional site information. Specifications for PPE upgrades are outlined in Table 8-2.

8.4 MONITORING REQUIREMENTS

8.4.1 Organic Vapor Monitoring

During the excavation of TPH soils, an OVA or equivalent will be used to test for organic vapors. Monitoring must be performed by individuals trained in the calibration, use and care of the required instruments. Monitoring shall be conducted as close to the worker's breathing zone (1 foot diameter sphere surrounding the worker's head) as possible. The alarm on this instrument should be set to sound at the action level. Decisions regarding respirator use should be based on breathing zone concentrations of personnel expected to have the greatest exposures.

8.4.2 Action Levels

Based on the exposure limits for gasoline and diesel, if OVA readings reach 10 ppm in the breathing zone of the personnel, personnel must wear a half-face or full-face respirator with organic vapor cartridges. If monitoring instrument readings approach 100 ppm, in the breathing zone, evacuate the area.

8.4.3 Dust Control

Airborne dust concentrations must be controlled during all activities. If airborne dust becomes visible, control measures such as wetting down the area where work is being performed must be used. If dust control measures are not effective, personnel may have to upgrade the PPE level and perform additional monitoring.

8.4.4 Monitoring and Calibration Documentation

The instruments will be response checked at least once each day it is in use and operated according to the manufacturer's guidelines. The calibrations must be recorded.

Daily instrument readouts will be maintained by the SSO. At a minimum, calibration records and records of exposure as measured by approved field personnel, is to be recorded and maintained in the project file.

8.5 DECONTAMINATION

8.5.1 Personnel Decontamination

Personnel exiting the exclusion zone will be decontaminated before leaving the contamination reduction zone. Primary decontamination will be done at the border of the exclusion and contamination reduction zones. All personnel shall at a minimum wash their hands and face prior to leaving the contamination reduction zone.

Decontamination for Level D PPE will include washing boots and removing coveralls or work clothes. Disposable coveralls, gloves or outer boot coverings, if worn, will be discarded in the appropriate drum. If cotton coveralls or work clothes are worn, they will be removed prior to leaving the site and street clothes will be donned. Personnel are advised to shower as soon as possible after leaving the site.

Decontamination for Modified Level D and Level C will be as follows:

- Wash boot covers and outer gloves with a long-handled brush in a wash tub containing detergent water.
- Rinse boot covers and outer gloves with water using a long-handled brush in a wash tub containing potable water or by using a sprayer if available.

- Remove tape used to seal the gloves and boots and place in the dedicated disposal drum for PPE.
- Remove Tyvek[®] and place in the PPE disposal drum.
- Remove boot covers and place in the PPE disposal drum.
- Remove outer gloves and place in the PPE disposal drum.
- Boots will be inspected and checked for further decontamination, as needed.
- Remove respirators or face masks (Level C) and place on the equipment table for decontamination
- Place inner gloves in the PPE disposal drum. If cold weather liners are used, place them in a dedicated receptacle for machine washing and subsequent reuse.
- Personnel will be transported to the shower and locker room or change out facility for personal washing with soap and water.

NOTE: The water repellency of non-coated Tyvek and similar garments is due to the surface tension of water and the resistance of the Tyvek fiber to wetting. The presence of surfactants (e.g. detergents) in the water completely defeats the water-repellent properties of Tyvek. Therefore, non-coated Tyvek and similar fabrics should never be exposed to detergent and water solutions during the decontamination process.

8.5.2 Equipment Decontamination

Equipment decontamination will, at a minimum, be performed on all equipment (e.g., drill rig, sampling equipment) prior to the equipment leaving the CRZ. Equipment decontamination procedures are presented in the Work Plan. Decontamination will be performed in such a manner that prevents the spread of contamination to the SZ and limits the exposure of workers to

contamination. Equipment will be decontaminated prior to personnel decontamination (i.e., personnel will remain in PPE until decontamination is complete). Equipment that cannot be decontaminated prior to leaving the CRZ will have contaminated parts wrapped in plastic or other material that will adequately contain the equipment.

8.6 WORK PRACTICES

Safe work practices are designed to limit worker exposure to hazards. The work practices in this section are to be followed at all times as they apply to the work described in Section 5.0.

8.6.1 Confined Space Entry

No confined space entry is authorized for this project. If it is determined during the course of field activities that a confined space entry is required, an addendum to this SHSP will be required.

8.6.2 Buddy System

The "buddy system" will be used during work requiring the use of Modified Level D PPE or greater. As part of the buddy system, personnel will not enter or leave an Exclusion Zone alone.

8.6.3 Communications

Radios or cellular phones for on-site communication and telephones for off-site official communication will be available.

8.6.4 Prohibited Activities

The following activities are prohibited:

- Eating, drinking, chewing gum or tobacco, smoking, or any practice that increases the probability of hand-to-mouth transfer and ingestion of material is prohibited

except in designated areas. Good personal hygiene should be practiced by field personnel to avoid ingestion of contaminants or spread of contaminated materials.

- Smoking, lighters, and matches will be prohibited on site except for designated smoking areas.
- No facial hair which interferes with a satisfactory fit of the mask-to face seal is allowed on personnel required to wear respirator or self-contained breathing apparatus.

**TABLE 8-1
PPE LEVELS**

USEPA PPE Level	Required PPE
D	<ul style="list-style-type: none"> - Disposable coveralls, cotton coveralls, or work clothes - Safety glasses with side shields - Steel-toed shoes - Hard hat (where overhead hazards exist) - Ear protection (in high noise areas)
Modified D	<ul style="list-style-type: none"> - Tyvek[®] (or equivalent) coveralls or coated Tyvek[®] (or equivalent) coveralls (where splash hazards exist) - Nitrile gloves - Safety glasses with side shields - Steel-toed shoes - Disposable shoe covers (or equivalent) - Hard hat (where overhead hazards exist) - Ear protection (in high noise areas)
C	<ul style="list-style-type: none"> - Tyvek[®] (or equivalent) coveralls or coated Tyvek[®] (or equivalent) coveralls (where splash hazards exist) - Inner Nitrile gloves - Outer Nitrile gloves - Steel-toed shoes - Disposable shoe covers (or equivalent) - Hard hat (where overhead hazards exist) - Full-face respirator with combination dust and organic vapor cartridges - Ear protection (in high noise areas)
B	<ul style="list-style-type: none"> - Saranex[®] (or equivalent) outer coveralls - Tyvek[®] (or equivalent) inner coveralls - Inner Nitrile gloves - Outer Nitrile gloves - Steel-toed shoes - Disposable shoe covers (or equivalent) - Hard hat (where overhead hazards exist) - Airline or self contained breathing apparatus

**TABLE 8-1
PPE LEVELS**

USEPA PPE Level	Required PPE
	- Ear protection (in high noise areas)

**TABLE 8-2
MINIMUM ACTION LEVELS**

MONITORING EQUIPMENT	SAMPLING RESULT	ACTION
OVA	10 ppm 100 ppm	<ul style="list-style-type: none"> • Wear minimum of half-face respirator or • Evacuate area until vapors dissipate • Evacuate area until vapors dissipate
Observation	Visible dust is detected in worker's breathing zone	<ul style="list-style-type: none"> • Implement dust control measures • Stop work and upgrade to Level C if dust control measures are ineffective
Observation	Unusual/unidentified odors are detected OR symptoms of possible exposure occur in any individual while on the job	<ul style="list-style-type: none"> • Stop work • Contact the HSO • Evaluate health and safety procedures

9.1 EMERGENCY PHONE NUMBERS

All Emergencies and ambulance: 911
Alameda Hospital (510) 522-3700
2070 Clinton Ave, Alameda

9.2 MEDICAL FACILITY

Alameda Hospital is available to provide medical service.

9.2.1 Directions to Alameda Hospital

From the Marina Village, turn left on Webster, left on Central, right on Encinal, right on Willow, hospital is on the right side on the corner of Clinton and Willow.

9.3 EMERGENCY RESPONSE PROCEDURES

The W-C SSO has the responsibility and authority for coordinating all emergency response activities until proper authorities arrive and assume control.

9.3.1 Emergency Medical Treatment

If an employee is physically injured, Red Cross first-aid procedures will be followed. Depending on the severity of the injury, emergency medical response may be sought. If the employee can be moved, they will be taken to the edge of the work area and emergency first aid will be administered, and then they will be transported to the medical center.

9.3.2 Emergency Medical Procedures

For severe injuries, illnesses, or overexposure:

- Remove the injured or exposed person(s) from immediate danger.
- If possible, at least partial decontamination should be completed. Wash, rinse, and/or cut off protective clothing and equipment, and redress the victim in clean coveralls.
- If decontamination cannot be conducted, wrap the victim in blankets or plastic sheeting to reduce contamination of other personnel.
- Render emergency first aid and call an ambulance for transport to the medical center immediately. Notify emergency personnel of contaminants on site.
- Evacuate other personnel on site to a safe place until the W-C SSO determines that it is safe to resume work.
- Report the accident to the W-C Project Manger, W-C Health and Safety Officer and COE representative immediately and complete the appropriate incident report form (see Section 7.5).

For minor injuries or illnesses:

- If needed, complete a full decontamination.
- Administer first aid. Minor injuries may be treated on site, but all injuries will be examined by trained medical personnel. Victims of serious bites or stings will be taken to a medical center.

- Notify the W-C Project Manger and W-C Health and Safety Officer as soon as possible (see Section 7.5).

9.3.3 First Aid - Chemical Injury

If the injury to the worker is chemical in nature (e.g., overexposure), the following first-aid procedures are to be implemented as soon as possible:

Eye Exposure If a contaminated solid or liquid gets into eyes, wash eyes immediately with sterile saline solution, lifting the lower and upper lids occasionally. Continue eye wash for 15 minutes. Cover the eye with a dry pad and obtain medical attention immediately.

Skin Exposure If a contaminated solid or liquid gets on the skin, promptly wash contaminated skin for 15 minutes using soap or mild detergent and water. If solids or liquids penetrate through the clothing, remove the clothing immediately and wash the skin using soap or mild detergent and water. Obtain medical attention immediately if symptoms warrant.

9.3.4 First Aid - Physical Injury

If a physical injury occurs, the following first-aid procedures will be followed:

Animal Bites Thoroughly wash the wound with soap and water. Flush the area with running water and apply a sterile dressing. Immobilize affected part until the victim has been attended by a physician. See that the animal is kept alive and in quarantine. If possible, obtain name and address of the owner of the animal.

Burns (minor)	Do not apply vaseline or grease of any kind. Apply cold water until pain subsides. Cover with a wet sterile gauze dressing. Do not break blisters or remove tissue. Seek medical attention.
Burns (severe)	Do not remove adhered particles of clothing. Do not apply ice or immerse in cold water. Do not apply ointment, grease, or vaseline. Cover burns with thick sterile dressings. Keep burned feet or legs elevated. Seek medical attention immediately.
Cramps	Treat as heat exhaustion.
Cuts	Apply pressure with sterile gauze dressing, and elevate the area until bleeding stops. Apply a bandage and seek medical attention.
Eyes (foreign objects)	Keep the victim from rubbing the eye. Flush the eye with water. If flushing fails to remove the object, apply a dry, protective dressing and consult a physician.
Fainting	Keep the victim lying down with feet elevated. Loosen tight clothing. If victim vomits, roll them onto their side or turn their head to the side. If necessary, wipe out their mouth. Maintain an open airway. Bathe their face gently with cool water. Seek medical attention.
Fracture	Deformity of an injured part usually means a fracture. If fracture is suspected, splint the part as it lies. Do not attempt to move the injured part of the person. Seek medical attention immediately.

Insect Bites	Remove "stinger" if present. Keep affected part down below the level of the heart. Apply ice bag. For minor bites and stings apply soothing lotions, such as calamine.
Puncture Wounds	If puncture wound is deeper than skin surface, seek medical attention. Serious infection can arise unless proper treatment is received.
Sprains	Elevate injured part and apply ice bag or cold packs. Do not soak in hot water. If pain and swelling persists, seek medical attention.
Unconsciousness	Never attempt to give anything by mouth. Keep victim flat, maintain an open airway. If victim is not breathing, provide artificial respiration by mouth-to-mouth breathing and call for an ambulance immediately.

9.4 EMERGENCY EQUIPMENT

Emergency equipment will be stored at appropriate on-site locations selected during site mobilization. Emergency response equipment may be moved from one location to another based on changing locations of construction activities. The following is a list of emergency equipment that will be needed on site:

- Fire Extinguisher (10 lb ABC)
- First-Aid Kit: At least one industrial first-aid kit will be provided and maintained fully stocked at the site
- Gatorade or equivalent

10.0
REFERENCES

29 CFR (Code of Federal Regulations) Part 1910 and 1926, § 1910.120, Hazardous Waste Operations and Emergency Response.

Genium Publishing Corporation, Material Safety Data Sheets Collection. 1988.

OPERATING PROCEDURE NO. HS-204

204.0 SAFETY PROCEDURES FOR TRENCH CONSTRUCTION AND OTHER EXCAVATING OPERATIONS

204.1 PURPOSE

This procedure contains an overview of the safety requirements for excavating and trenching operations. The requirements are consistent with standards established by the Occupational Safety and Health Administration (OSHA) and described in Title 29 Code of Federal Regulations (CFR) 1926.650. The detailed OSHA standard was effective in January 1990 and should be consulted before design of a shoring system, with questions regarding sloping options, or before working as a "competent person" on an excavation site.

204.2 RESPONSIBILITY

The responsibility and authority for excavating and trenching safety must be well defined prior to project start-up. In general, the contractor will assume responsibility for excavation safety and Woodward-Clyde (W-C) will maintain safety responsibility and authority only for W-C and W-C subcontractor employees. W-C employees will not serve in the OSHA defined role of "competent person" unless specifically defined in the project scope of work and approved by the Project Manager (PM) and Management Oversight Reviewer (MOR). The PM shall ensure that the W-C field staff clearly understands the limitation of their excavation safety responsibilities and authorities.

W-C employees are responsible for understanding the general excavation safety requirements and for not entering improper trenches or excavations.

204.3 APPLICABILITY

This procedure is applicable to all W-C projects in which trenching or other excavating operations, exclusive of borings, are entered by W-C personnel or personnel employed by firms under contract to

W-C. It is also applicable to W-C projects requiring W-C personnel or personnel of firms under contract to W-C to enter trenches and other types of excavations.

The best approach for avoiding the detailed trenching requirements is to perform sampling and other procedures without entry into excavations. Use of a backhoe to bring up samples, use of long-handled sampling devices, and similar techniques are recommended.

204.4 REQUIREMENTS

204.4.1 Preliminary Requirements

Certain government agencies (e.g. California) require a permit to perform excavation operations.

Before digging, determine or have the client determine if underground installations, such as sewer, water, fuel, or electrical lines are to be encountered, and if so, determine the exact locations of the lines. Information can be obtained by contacting Underground Service Alert (consult local telephone directory for toll-free number), local utility companies, and the owner of the property on which excavating operations are planned.

Trees, boulders, and other surface encumbrances, located so as to pose a potential hazard to employees must be removed or made safe before the operation begins.

204.4.2 Placement of Excavated Materials

Excavated materials must be placed at least two feet back from the edge of the excavation and precautions must be taken to prevent the materials from falling into the excavation.

204.4.3 Working in Excavations

Shoring and Sloping

Except for solid rock, trenches in which personnel are required to work must be shored or sloped if the depth of the excavation is five (5) feet or more. When a shoring system is used, it shall consist of hydraulic shores or the equivalent, with sheathing or sheet piling as needed. Trench boxes are also permitted. OSHA uses a soil classification system to determine the allowable slopes for trenches. The shoring system must be properly designed and installed to sustain all existing and expected loads. For details on shoring and sloping requirements, consult Title 29 CFR, Subpart P, Sections 1926.650 to 1926.653 (attached).

Access

When work is to be performed in any excavation, safe access to the excavation must be provided by means of ladders, stairs, or ramps. Trenches four or more feet deep must have ladders spaced no less than 25 feet apart, and the ladders must extend at least three feet above grade.

Hazardous Atmospheres

At sites where oxygen deficiency or hazardous concentrations of flammable or toxic vapors or gases may be encountered in excavations, the atmosphere in the excavations must be tested by the site safety officer or other qualified person before work in an excavation begins and at appropriate intervals afterward. Trenches may be classified as confined spaces and require an entry permit as covered in HS-205, Confined Space Entry.

204.4.4 Inspection of Excavation

Excavations must be observed daily by the "competent person". If evidence for potential cave-ins or slides is apparent, all work in the excavation must be suspended until necessary steps have been taken to safeguard employees.

204.4.5 Operations of Vehicles Near Excavations

When vehicles or heavy equipment must operate near an excavation, the sides of the excavation must be shored or braced as necessary to withstand forces exerted by the superimposed load and the earth pressure. Stop logs or other types of secure barriers must be installed at the edges of the excavations.

204.4.6 Bell-Bottom Pier Holes

Employees entering drilled pier holes must be protected by a casing proportioned to sustain the maximum stresses imposed by earth and water or slurry that extends the full depth of the shaft and to the bottom of the bell. A safety cage or a shoulder harness secured to a full-time tended lifeline shall be required for entry and exit. Air monitoring and related requirements of HS-205, Confined Space entry, shall be followed.

204.4.7 Bridges and Walkways

Walkways or bridges with standard guardrails must be provided where employees or equipment are required or permitted to cross over excavations. Pedestrian walkways shall be of sufficient strength to permit a vertical deflection of no more than 0.5 inch when a 250-pound weight is applied to the center of the walkway. All bridges intended for vehicular traffic must be constructed to withstand twice the load of the heaviest vehicle expected.

204.4.8 Barricades and Fences

Excavated areas must be completely guarded on all sides with barricades or fences, as appropriate. If barricades are used, they must be spaced no more than 20 feet apart and shall not be less than 35 inches high when erected. A yellow or yellow and black tape, at least 0.75 inches wide, shall be stretched between the barricades.

204.4.9 Backfilling

Excavated areas must be backfilled in accordance with the work plan as soon as practical after work is completed, and all associated equipment must be removed from the area.

204.5 EXCAVATIONS NEXT TO EXISTING STRUCTURES

A registered engineer will review all plans for excavations next to existing structures to avoid undermining the structures and possible collapse.

HEALTH AND SAFETY COMPLIANCE AGREEMENT

I, the undersigned, have received a copy of the health and safety plan for the project identified below. I have read the plan, understand it, and agree to comply with all of the health and safety requirements therein. I understand that I may be prohibited from continuing work on the project for failing to comply.

I have have not (check one) been briefed by a project safety authority on the health and safety requirements of the project.

Project No. _____

Project Title _____

Date of Plan _____

Print Name

Signature

Firm

Date

HEALTH AND SAFETY COMPLIANCE AGREEMENT

I, the undersigned, have received a copy of the health and safety plan for the project identified below. I have read the plan, understand it, and agree to comply with all of the health and safety requirements therein. I understand that I may be prohibited from continuing work on the project for failing to comply.

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I have have not (check one) been briefed by a project safety authority on the health and safety requirements of the project.

Project No. _____

Project Title _____

Date of Plan _____

Print Name

Signature

Firm

Date

HEALTH AND SAFETY EQUIPMENT CHECKLIST

Project Name: _____

Project Number: _____

The checked items shall be present on site:

- | | |
|--|--|
| <input type="checkbox"/> Eye Protection | <input type="checkbox"/> HNu |
| <input type="checkbox"/> Hard Hat | <input type="checkbox"/> OVA |
| <input type="checkbox"/> Safety Shoes/Boots | <input type="checkbox"/> Combustible Gas Meter |
| <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Sensidyne or Draeger Tubes and Pump |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Specify: _____ |
| <input type="checkbox"/> Eye Wash | <input type="checkbox"/> Barricades/Pylons |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Barricade Tape |
| <input type="checkbox"/> Splash Shield | <input type="checkbox"/> "Authorized Personnel Only" signs |
| <input type="checkbox"/> Splash Apron | <input type="checkbox"/> Latex Gloves |
| <input type="checkbox"/> Dust Mask | <input type="checkbox"/> Nitrile Gloves |
| <input type="checkbox"/> Respirator (Half-face APR) | <input type="checkbox"/> Neoprene Gloves |
| <input type="checkbox"/> Respirator (Full-face APR) | <input type="checkbox"/> Leather Gloves |
| <input type="checkbox"/> Airline System | <input type="checkbox"/> Uncoated Tyvek |
| <input type="checkbox"/> SCBA | <input type="checkbox"/> Poly laminated Tyvek |
| <input type="checkbox"/> Cartridges | <input type="checkbox"/> Saranex coated Tyvek |
| <input type="checkbox"/> Organic Vapor (color coded black) | <input type="checkbox"/> Boot Covers |
| <input type="checkbox"/> Acid Gases and Organic Vapor (color coded yellow) | <input type="checkbox"/> Duct Tape |
| <input type="checkbox"/> Dust and Mists (filter pad with cover) | |
| <input type="checkbox"/> HEPA (color coded purple) | |
| <input type="checkbox"/> Combination- Acid gas, organic vapor and HEPA (color coded yellow/purple) | |
| <input type="checkbox"/> Other Specify: _____ | |
| <input type="checkbox"/> Decontamination Equipment (See Operating Procedure HS-512) | |
| <input type="checkbox"/> Buckets | <input type="checkbox"/> Plastic Sheeting |
| <input type="checkbox"/> Scrub Brushes | <input type="checkbox"/> Paper Towels |
| <input type="checkbox"/> Detergent (Alconox) | <input type="checkbox"/> Hand Soap |

**FORM HS-502
WC HEALTH AND SAFETY INCIDENT REPORT**

Project Name: _____

TYPE OF INCIDENT (Check all applicable items)

Project Number: _____

Illness

Fire, explosion, flash

Date of Incident: _____

Injury

Unexpected exposure

Time of Incident: _____

Property Damage

Vehicular Accident

Location: _____

Health & Safety Infraction

Other (describe) _____

PROJECT NAME: _____

LOCATION: _____

DESCRIPTION OF INCIDENT (describe what happened and possible cause. Identify individuals involved, witnesses, and their affiliations; and describe emergency or corrective action taken.)

Reporter: _____
Print Name

Signature

Date

Reporter must deliver this report to the Operating Unit Health & Safety Officer within 24 hours of the reported incident for medical treatment cases and within five days for other incidents.

Reviewed by: _____
Operating Unit Health & Safety Officer

_____ Date

Distribution:

- Corporate Health and Safety Administrator
- Corporate Health and Safety Officer
- Project Manager
- Personnel Office (medical treatment cases only)

AIR MONITORING DATA SHEET

Site or Project Name _____ Project No. _____ Date: _____

Person(s) Collecting Data _____

General Operation and Location at Site _____

Instrument Type, Make, Model _____

Instrument Serial or ID No. _____ Battery Check Results _____

Date of Last Calibration or Check _____ Date of Last Service _____

Contaminant(s) Suspected _____

	Specific Location	Specific Operation or Work Phase	Employee Name If Breathing Zone Monitored	Time	Reading	Comments (e.g., duration, causation of reading)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

General Comments: _____

SAFETY AND HEALTH PROTECTION ON THE JOB



The California Occupational Safety and Health Act of 1973 provides job safety and health protection for workers. The Department of Industrial Relations has primary responsibility for administering the Cal/OSHA program. Job safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Employers and employees are required to comply with these standards. Enforcement is carried out by the Division of Occupational Safety and Health within the Department of Industrial Relations.

EMPLOYERS AND EMPLOYEES

California law requires every employer to provide employment and a place of employment which are safe and healthful for the employees therein. Employers and employees are required to comply with the occupational safety and health standards contained in Title 8 of the California Code of Regulations and all rules, regulations and orders pursuant to Division 5 of the California Labor Code which are applicable to their employment and actions on the job.

COMPLIANCE WITH JOB SAFETY AND HEALTH REQUIREMENTS

To ensure compliance with State job safety and health requirements, the Division of Occupational Safety and Health conducts periodic jobsite inspections. The inspections are made by trained safety engineers and industrial hygienists.

The law provides that an authorized representative of the employer and a representative of the employees be given an opportunity to accompany the safety engineer/industrial hygienist for the purpose of aiding the inspection. Where there is no authorized employee representative, the safety engineer/industrial hygienist talks with a reasonable number of employees about the safety and health conditions in the workplace.

Every employee has the right to bring unsafe or unhealthful conditions to the attention of the safety engineer/industrial hygienist making the inspection. In addition, any employee who believes unsafe or unhealthful conditions exist at the worksite has the right to notify the Division of Occupational Safety and Health. The Division upon request will withhold the names of employees who submit or make statements during an inspection or investigation.

If the Division of Occupational Safety and Health believes that an employer has violated a safety and health standard or order, it issues a citation to the employer. Each citation specifies a date by which the alleged violation must be corrected. The law provides for mandatory penalties against employers of up to \$2,000 for each serious violation and for optional penalties of up to \$1,000 for each general violation. Penalties of up to \$2,000 per day may be proposed for failure to correct serious violations and up to \$1,000 per day may be proposed for failure to correct general violations by the abatement date. Also any employer who willfully or repeatedly violates any occupational safety and health standard or order may be assessed civil penalties of not more than \$20,000 for serious violations and \$10,000 for general violations.

A willful violation that causes death or permanent impairment of the body of any employee results, upon conviction, in a fine of not more than \$10,000 or imprisonment of not more than six months, or both. A second conviction, after a first conviction, doubles these maximum penalties.

While governmental entities may be cited on the same basis as other employers, and abatement dates set, civil penalties will not be assessed.

An employer who receives a citation, Order to Take Special Action or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation.

COMPLAINTS

Employees or their representatives who believe unsafe or unhealthful conditions exist in their workplace have the right to file a complaint with any office of the Division of Occupational Safety and Health and thereby to request an inspection. The Division keeps confidential the names of complainants unless they request otherwise.

An employee may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions or using any other right given to employees by the Cal/OSHA law. An employee of a private employer who believes that he/she has been fired or punished for exercising such rights may file a complaint about this discrimination with the nearest office of the Department of Industrial Relations - Division of Labor Standards Enforcement (State Labor Commissioner) or with the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. Employees of state or local government agencies may file discrimination complaints only with the State Labor Commissioner. Consult your local telephone directory for the office nearest you.

OTHER EMPLOYEE RIGHTS

Any employee has the right to refuse to perform work which would violate the Cal/OSHA Act or any occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

Employers who use any substance listed as a hazardous substance in Section 339 of Title 8 of the California Code of Regulations or subject to the Federal Hazard Communication Standard (29 CFR 1910.1200) must provide employees with information on the contents of material safety data sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely.

Employers shall make available on a timely and reasonable basis a material safety data sheet on each hazardous substance in the workplace upon request of an employee collective bargaining representative, or an employee's physician.

Employees have the right to see and copy their medical records and accurate records of employee exposure to potentially toxic materials or harmful physical agents.

Any employee has the right to observe monitoring or measuring of employee exposure to hazards conducted pursuant to Cal/OSHA standards. Employers must tell their employees when they are being, or have been, exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards, and the corrective action being taken.

For information and assistance, contact the nearest office of the Division of Occupational Safety and Health. See addresses below.

The law requires each employer in California to post this poster conspicuously in each workplace.

CONSULTATION SERVICE

In order to encourage voluntary compliance, Cal/OSHA provides free, upon request, a full range of occupational safety and health consulting services. The Cal/OSHA Consultation Service is separate from Cal/OSHA enforcement activities.

OFFICES OF THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

HEADQUARTERS: 395 Oyster Point Blvd. So. San Francisco 94080

Regional Offices

Anaheim	2100 E. Katella Ave., Room 125, 92806	(714) 939-8611
Los Angeles*	6150 Van Nuys Blvd., Ste. 310, Van Nuys, 91401	(818) 901-5421
Sacramento*	2422 Arden Way, Suite B-53, 95825	(916) 920-6127
San Francisco	455 Golden Gate Ave., Room 1171, 94102	(415) 557-8640

Van Nuys	6150 Van Nuys Blvd., Suite 405, 91401	(818) 901-5403
Ventura	1855 Mesa Verde, 93003	(805) 654-4581
Vernon*	11980 Telegraph Rd., Ste. 102, Santa Fe Spgs. 90670	(213) 944-7676

District Offices

Anaheim	2100 E. Katella Ave., Room 140, 92806	(714) 939-0145
Bakersfield	4800 Stockdale Highway, Suite 212, 93309	(805) 395-2718
Concord	1465 Enea Circle, Bldg. E, Suite 900, 94520	(415) 676-5333
Covina	1123 So. Parkview, Suite 100, 91724	(818) 966-1166
Fresno	2550 Mariposa St., Room 4000, 93721	(209) 445-5302
Long Beach	401 E. Ocean Blvd., Room, 400, 90802	(213) 590-5035
Los Angeles	3550 West Sixth St., Room 431, 90020	(213) 736-3041
Modesto	1209 Woodrow Ave., Suite C-4, 95350	(209) 576-6260
Oakland	7700 Edgewater Dr., Suite 125, 94621	(415) 568-8602
Redding	381 Hamsted Drive, 96002	(916) 224-4743
Sacramento*	2422 Arden Way, Suite B-55, 95825	(916) 920-6123
San Bernardino	303 West Third St., Room 640, 92401	(714) 383-4321
San Diego	7807 Conroy Court, Suite 140, 92111	(619) 237-7325
San Francisco	455 Golden Gate Ave., Room 1160, 94102	(415) 557-1677
San Jose*	100 Paseo De San Antonio, Suite 101, 95113	(408) 277-1260
San Mateo	1900 So. Norfolk St., Suite 215, 94403	(415) 573-3812
Santa Fe Spgs.*	11980 Telegraph Rd., Suite 102, 90670	(213) 944-7676
Santa Rosa	50 "D" St., Suite 430, 95404	(707) 576-2388

Field Offices

Chico	555 Rio Lindo, Suite A, 95926	(916) 895-4761
Eureka	619 Second St., Room 109, 95501	(707) 445-6611
Salinas	1164 Monroe St., Suite 1, 93906	(408) 443-3050
Stockton	31 E. Channel St., Room 418, 95202	(209) 948-7762
Ukiah	620 Kings Court, Suite 5, 95482	(707) 463-4783

* Denotes temporary location.

CAL/OSHA CONSULTATION SERVICE

Headquarters: 395 Oyster Pt. Blvd., 3rd Fl., So. San Francisco, 94080 (415) 737-2843

Area Offices

Downey	8535 E. Florence Ave., Suite 200, 90240	(213) 861-9993
Fresno	1901 N. Gateway, Suite 102, 93727	(209) 454-1295
Sacramento*	2424 Arden Way, Suite D-90, 95825	(916) 920-6131
San Diego	7807 Conroy Court, Suite 140, 92111	(619) 279-3771
San Mateo	3 Waters Park Drive, Suite 230, 94403	(415) 557-1715

Persons wishing to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor (Tel. 415/744-8670). OSHA monitors the operation of State plans to assure that continued approval is obtained.

TO ALL EMPLOYERS OF CALIFORNIA EMPLOYEES Section 6408(a) of the California Labor Code requires that information shall be posted regarding protections and obligations of employees under the occupational safety and health laws. This poster meets that requirement and must be prominently posted in all places of employment in the state of California. Section 6401 of the California Labor Code provides that any employer who violates any of the posting requirements of Section 6408 of the California Labor Code shall be assessed a civil penalty of up to one thousand dollars (\$1,000) for each violation.

JOB SAFETY & HEALTH PROTECTION

The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions throughout the Nation. Requirements of the Act include the following:

Employers

All employers must furnish to employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees. Employers must comply with occupational safety and health standards issued under the Act.

Employees

Employees must comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on the job.

The Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor has the primary responsibility for administering the Act. OSHA issues occupational safety and health standards, and its Compliance Safety and Health Officers conduct jobsite inspections to help ensure compliance with the Act.

Inspection

The Act requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the OSHA inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the OSHA Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Complaint

Employees or their representatives have the right to file a complaint with the nearest OSHA office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. OSHA will withhold, on request, names of employees complaining.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or for otherwise exercising their rights under the Act.

Employees who believe they have been discriminated against may file a complaint with their nearest OSHA office within 30 days of the alleged discrimination.

Citation

If upon inspection OSHA believes an employer has violated the Act, a citation alleging such violations will be issued to the employer. Each

citation will specify a time period within which the alleged violation must be corrected.

The OSHA citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

Proposed Penalty

The Act provides for mandatory penalties against employers of up to \$1,000 for each serious violation and for optional penalties of up to \$1,000 for each nonserious violation. Penalties of up to \$1,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$10,000 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more than \$10,000, or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

Voluntary Activity

While providing penalties for violations, the Act also encourages efforts by labor and management, before an OSHA inspection, to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. OSHA's Voluntary Protection Programs recognize outstanding efforts of this nature.

Such voluntary action should initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested. Also, your local OSHA office can provide considerable help and advice on solving safety and health problems or can refer you to other sources for help such as training.

Consultation

Free consultative assistance, without citation or penalty, is available to employers, on request, through OSHA supported programs in most State departments of labor or health.

More Information

Additional information and copies of the Act, specific OSHA safety and health standards, and other applicable regulations may be obtained from your employer or from the nearest OSHA Regional Office in the following locations:

Atlanta, Georgia
Boston, Massachusetts
Chicago, Illinois
Dallas, Texas
Denver, Colorado
Kansas City, Missouri
New York, New York
Philadelphia, Pennsylvania
San Francisco, California
Seattle, Washington

Telephone numbers for these offices, and additional area office locations, are listed in the telephone directory under the United States Department of Labor in the United States Government listing.

Washington, D.C.
1985
OSHA 2203



William E. Brock
William E. Brock, Secretary of Labor

U.S. Department of Labor
Occupational Safety and Health Administration

Under provisions of Title 29, Code of Federal Regulations, Part 1903.2(a)(1) employers must post this notice (or a facsimile) in a conspicuous place where notices to employees are customarily posted.

WARNING

THE CALIFORNIA STATE SAFE DRINKING WATER AND TOXIC ENFORCEMENT ACT (PROPOSITION 65) REQUIRES PUBLIC NOTIFICATION OF THE PRESENCE OF CHEMICALS KNOWN BY THE STATE OF CALIFORNIA TO CAUSE CANCER OR REPRODUCTIVE TOXICITY. COMPOUNDS LISTED BY THE GOVERNOR MAY BE PRESENT DURING THIS OPERATION.