Armer/Norman & Associates

General and Engineering Contractors

State Contractors License No. 256896

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HEALTH & SAFETY PLAN

for

CHEVRON, U.S.A.

4500 PARK BLVD.

OAKLAND, CALIF.

MAY 9, 1994

prepared by

ARMER/NORMAN & ASSOCIATES
1561 Third Avenue
Walnut Creek, CA 94596

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 one underground storage tank located at a Chevron service station, at 4500 Park Blvd., Oakland, Calif. The project will consist of the removal of one 550 gallon single walled steel waste oil storage tank, & the installation of one new double walled fiberglass tank; as well as the removal and replacement of the vent,product and vapor recovery piping on the existing fueling system.

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

TABLE 1
GENERAL INFORMATION
HEALTH AND SAFETY PLAN
*

Site/Hazard Overview

Apparent Hazard:	Low
Type of Facility:	Chevron Service Station
Status of Facility:	Closed for remodeling
Waste Types:	Liquid & Sludge
Waste Characteristics:	Volative
Hazard Type:	Vapors - Contact

CHARACTERIZATION OF WASTE PRODUCTS

The compound of concern onsite 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 :

1. The removal of one 550 gallon used engine oil storage tank.
2. The collection of soil samples
3. General site cleanup.
4. Backfill and compaction of the excavation.
5. Pave over existing excavated area.
6. Excavate, & install one new fiberglass used oil storage tank.
7. Plumb & install electronic monitoring equipment
8. Backfill & cover with concrete.
9. Uncover, remove & sample soil underneath existing petroleum piping.
10. Install new fiberglass petroleum piping per CUSA plans & Specifications.

The Site Safety Officer 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.

Onsite 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 and the Site Safety Officer will be responsible for planning and coordinating all activities onsite 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 be each employee onsite and that the Health and Safety Plan is reviewed before work begins by all site operations personnel.

The Site Safety Officer 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 onsite, enforcing the use of hearing protection where required, establishing the exclusion zone, and determining actions to be taken in case of an emergency onsite. The Site Safety Officer will bring all real or potential health and safety problems to the attention of the Project Manager .

The Project Manager, in consultation with the Site Safety Officer, 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 sigh-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 onsite without the prior knowledge and consent of the Site Safety Officer.

- There will be no activities conducted onsite 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 onsite 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 eyewear
- 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 PVD 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 Liqui-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 (page 9).

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 washdown 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 onsite 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 onsite 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 SERVICE STATION

4500 PARK BLVD.

OAKLAND, CALIFORNIA

Ambulance:	911
Hospital Emergency Room:	HIGHLAND GENERAL HOSPITAL 1411 EAST 31st STREET OAKLAND, CALIF. PHONE: 534-8055
The route to the hospital is:	Proceed West on Park Blvd to 31st. Turn Left on 31st & cross over 580; 4 blocks past 580 the hospital will be on your right.
Local Police:	911
Local Fire Department:	911

Armer/Norman & Associates 24-Hour Emergency 510/930-1034

TABLE 3

SAFETY EQUIPMENT CHECKLIST

HEALTH AND SAFETY PLAN

PERSONAL PROTECTION	MONITORING AND SURVEILLANCE
Full face respirator	MicroTip
Half-face respirator	
High efficiency combination cartridges for toxic particulates, 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	

MISCELLANEOUS	PERSONAL DECONTAMINATION EQUIP
First aid kit	Clear water
Drinking water	5--gallon plastic buckets
Eye wash kit	Liqui-Nox
Fire extinguisher	Hand soap
Ear plugs or earmuffs	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 msay vary from person to person. As a pecaution, 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 liquin contact with the skin will dry and defat the skin, leading to possable 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 maximun 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 lekemia, after prolonged or repeated exposures at high concentrations(e.g. 50-500 ppm). It has also caused fetal defects in tests on laboratory animals. Recomended DEL for benzine is 5ppm for an 8 hour period, or 250 ppm-minutes over a 5 to 30 minutes period.
Contains light hydroarbon 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 cioncentrations (e.g. 1000 - 1500ppm).

Typically, n-hexane representds 1 to 3% of gasoline. May contain a combined concentration of tolluene, CAS No. 108-88-3, and xylene, CAS No. 1330-20-7, ranging from approximately 5 to50%.
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 possubly death.
This product is judged to have an acute oral LD50 greater than 5 g/kg of body weight, and an acute dermal LD50 greater thn 3.16 g/kg of body weight.

PRE-EXISTING MEDICAL CONDITIONS WHICH MAY BE AGREVATED BY EXPOSURE
Benzene - Individuals with liver disease may be more susceptible to toxic effects.
Hexane - Individuuuals 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 gogglrs 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

The type and number of samples to be collected will depend on whether or not water is present in the excavation, and whether obviously contaminated areas are detected in locations other than those proposed.

If water is not present in the tank excavation, only soil samples will be collected. Samples will be collected from beneath the base of the excavation a maximum of 3 feet into the underlying soil, and every 20 feet under existing product piping.

If water is present in the tank excavation, both soil and water samples will be collected as described previously, except that they will be collected from the excavation wall at the soil/groundwater interface at each end of the tank. A single water sample will be collected from the excavation. Before sampling, the presence of floating product will be determined. The

excavation will be carefully purged of all standing water by pumping and allowed to refill before sample collection. All purged water will be stored separately onsite pending the receipt of analytical results which will indicate final disposition: either transport and disposal as a hazardous waste, or disposal into the storm drain system. If the purge water is determined to be a hazardous waste, it will be transported by a State of California licensed hazardous waste hauler under hazardous waste manifest to a TSD facility for disposal.

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 4°C for transportation to the analytical laboratory for chemical analysis.

APPENDIX III
SOIL SAMPLE PROCEDURES

If soil samples cannot be safely collected from the excavation, soil samples will be collected using the backhoe. Immediately upon removal of the tank, a backhoe bucket of native soil from each sample location will be taken. After filling the backhoe shovel from the desired location in the bottom of the excavation, a large solid chunk of soil will be chosen for sample collection. Using a hand trowel, approximately 6 inches of soil will be rapidly scraped away from the surface of the soil. Soil samples will then be collected as previously described.

Water samples will be collected using a disposable bottom-entry polyethylene bailer. The collected sample will be transferred into a 40-milliliter VOA vial with as little aeration as possible, and allowing no headspace in the vial. A Teflon septum inside the vial's cap will be used to seal the vial. The collected sample will be labelled and placed in an ice chest maintained at 4°C for transport to the analytical laboratory for chemical analyses.

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 Liqui-Nox or Alconox (the use of phosphate based detergents will not be allowed), rinsing the sampling equipment in clear water, rinsing with deionized water, and allowed to air dry.

SITE SAFETY (TAILGATE) MEETING ATTENDANCE SHEET

CONTAMINATION ASSESSMENT

CHEVRON SERVICE STATION

4500 PARK BLVD.

OAKLAND, CALIFORNIA

DATE: _____

TIME OF BRIEFING: _____

BRIEFING GIVEN BY: _____

COMPANY: ARMER/NORMAN & ASSOCIATES _____

TITLE: _____

SIGNATURE: _____

ATTENDEES

COMPANY OR AGENCY	NAME	FUNCTION	SIGNATURE

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 e 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
1990	90
1991	84
1992	76

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)	0
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. 10250

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_____

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:_____

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:

Medical Problem	(Call 911; assign personnel to direct paramedics to scene and to care for injured or afflicted person).
Fire	(Call 911; who makes decision to evacuate?; establish procedures to evacuate).
Earthquake	(Pre-planning is essential - evacuation may be ill advised).
Bomb Threat	(Pre-planning necessary; a coordinator is essential; appraisal of situation is critical).
Evacuation	(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.

TRAINING RECORD

SUBJECT_____

_____

DATE PERFORMED_____TIME_____TO_____

TRAINER_____

MATERIALS (PAMPHLETS, , GUIDE, ETC.) USED, IF ANY

_____

_____

ATTENDEES

_____

_____

_____

_____

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_____

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