SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
ADP Package 1 – Terminal & Roadways VALIDATION PHASE

HEALTH, SAFETY AND ENVIRONMENTAL (HSE) SITE SPECIFIC PLAN, IIPP, AND ATTACHMENTS

Prepared By:

Kristine Wunder – Turner Environmental Health and Safety (EH&S) Manager
Steve Shingary – Flatiron District HSE Manager

With the assistance of
Arrive Alliance Project Management Team

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

San Diego Aviation Alliance
15378 Avenue of
Science Suite 100
San Diego, CA 92128
Telephone (858) 217-0700

Date: 12/10/2021

VALIDATION PHASE HSE SITE SPECIFIC PLAN REQUIREMENTS

ACKNOWLEDGMENT

DEPARTMENT: HEALTH, SAFETY AND ENVIRONMENT

Prepared by: Kristine Wunder, Environmental Health & Safety Manager (Turner) Date:____________________

Prepared by: Steve Shingary, District HSE Manager (Flatiron) Date:____________________

Reviewed By

TITLE	NAME	REVIEW DATE	TITLE	NAME	REVIEW DATE
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL
		INITIAL			INITIAL

SAFETY STATEMENT
(COMMITMENT TO ZERO)

As leaders in the construction industry, the Arrive Alliance (hereafter referred to as Contractor), is committed to providing the safest possible conditions for all workers. We expect and require that same level of commitment from everyone that works on the project. Together, we can help ensure that everyone goes home at the end of the day to spouses, families and friends in the same condition they came to work.

Project Managers, Superintendents, Assistant/Area Superintendents, Safety Representatives and Foreman are some of the key individuals responsible for setting the tone and maintaining an effective safety program. It is the responsibility of each of these individuals to ensure workers maintain a safe environment and practice safe work habits at all times. The commitment to zero injuries doesn't stop there of course. It is the primary responsibility of each worker to follow every precaution and safety rule to protect both themselves and their fellow workers. We all need to be outspoken advocates for safety.

All Trade Contractors are required to know and follow the requirements of the ADP –Terminal and Roadways program and must train and educate their workers and visitors as to its contents. The program encompasses many of the major standards that we must follow including the San Diego Regional Airport Authority, Construction Safety Manual, Federal Occupational Safety and Health Administration (OSHA) standards, California Department of Industrial Relations Division requirements, and the American National Standards Institute. It is not an all-encompassing list however. Each Trade Contractor is solely responsible for the safety of their employees and visitors as defined by ALL applicable requirements and standards, including common sense and those listed above.

In the event a situation arises whereby a site practice is not covered in this program, the most applicable and stringent safety standard shall apply using OSHA Standards, San Diego Regional Airport Authority, Construction Safety Manual and the appropriate Insurance Program Safety Manual Standards as a minimum. Please contact one of our Contractor Safety Managers immediately if your company has any doubt as to how to proceed safely in a situation, and do not continue until you are sure you are able to perform the work safely.

The Contractor has developed and approved this policy. *Now it's up to all of us to make sure it's effective*.

Dan McGuckin
Project Director

Date: 9-29-2020

TABLE OF CONTENTS **PAGE**

1.0 FORWARD

The purpose of this section is to define the ADP – Terminal & Roadways Contractor project vision and requirements for all workers, Subcontractor, partners, and those associated with T1 Validation Phase to comply with this project HSE Site Specific Plan, local laws and regulations, and SDCRAA requirements.

1.1 Introduction

In order to prevent incidents and injuries that may result from the activities of independent Subcontractors, Contractor has set forth safety requirements and goals for which the project will maintain to achieve a zero incident safety culture.

Contractor has long acknowledged the importance of maintaining a safe and healthy work environment for all workers and the stewardship required to maintain an effective and successful program.

This Health, Safety and Environmental (HSE) Site Specific Plan applies to all on-site workers (including Subcontractors) and addresses the safe work practices and procedures, as well as environmental practices, which will govern the work to be performed on this project.

Full compliance with this HSE Site Specific Plan, safety and environmental laws and regulations are the minimum acceptable standards on this project.

Where there is conflict between this plan and any regulatory requirement, the more stringent will apply.

Contractor expects that all workers will work together, every day, to maintain an injury and incident free environment.

This HSE Site Specific Plan has been developed to assist Contractor project management in meeting the requirements of the California Code of Regulations, Title 8, and Section 3203.

This plan shall be amended at any time by Contractor, as may be appropriate.

1.2 The purpose of the HSE Site Specific Plan is to:

- Assist project workers in the planning, organizing, control, monitoring and implementation of corrective measures which are necessary to prevent exposures which could cause injury, illness or negative environmental consequence.
- Enhance and maintain safety and environmental awareness of all project workers.
- Minimize hazards to public and employee health.
- Use best practices and local legislations to keep our employees safe.

2.0 POLICIES/LEADERSHIP/ADMINISTRATION AND COMPLIANCE

The purpose of this section is to define the functional responsibilities and compliance of all those associated with the ADP – Terminal & Roadways Validation Phase.

HSE Filing System – Procore shall have a Safety Section for all Safety Submittals and Documents.

2.1 Weapons Policy

- Weapons are not permitted on Contractor project site or in employee vehicles. I.e. guns, large knives, etc.

2.2 Media Relations Spokesperson Policy

- Only the designated spokesperson(s) is approved to speak on company matters. Designated Spokesperson will be Contractor Project Director, Dan McGuckin.
- The spokesperson(s) may delegate their responsibility to others in specific circumstances.

2.3 Senior Project Management

- Responsible for the overall project HSE program
- Receive regular safety reports from Project Safety Manager
- Implement HSE standards and procedures as stated in the HSE Site Specific Plan
- Exercise authority to comply with regulatory and company requirements
- Conduct Job Hazard Analysis (JHA/Daily Pre Task Plan (PTP)
- Participate in Building LIFE Programs and Lean activities

2.4 Project Manager

- Assist and develop regular reports regarding:
  - The effectiveness of project HSE programs and operations
  - The occurrence of any significant HSE incident
- Implementation of corrective or remedial actions arising out of significant incidents
- Implement HSE standards and procedures as stated in this plan
- Conduct Job Hazard Analysis (JHA)/Daily Pre Task Plan (PTP)
- Verify the Safety Net (PREDICTIVE SOLUTIONS) is being utilized and updated on an on- going basis
- Participate in Building LIFE Programs and Lean activities

2.5 Project Superintendent

- Assist and develop regular reports regarding:
  - The effectiveness of project HSE programs and operations
  - The occurrence of any significant HSE incident
- Implementation of corrective actions arising out of significant incidents
- Report to the operations manager/construction manager/manager of special projects/general manager/district manager/ district HSE manager regarding
- Implement HSE standards and procedures as stated in this plan
- Conduct JHA/Daily PTP reviews
- Assist supervisors with the on-site JHA/Daily PTP program
- Assist with the development of Safe Work Practices (SWP's) and Job Hazard Analyses (JHA's)
- Verify that PREDICTIVE SOLUTIONS is being utilized and updated on an on-going basis
- Comply with regulatory requirements and building codes, as to construction means and methods project specifications
- Participate in Building LIFE Programs and Lean activities

2.6 Project and Field Engineers

- Assist with the development of safe work practices (SWP's) and job hazard analyses (JHA's)
- Assist project workers in the assembly of detail drawings and inspection procedures
- Perform one formal work site inspection per month, at a minimum
- Assist the superintendent in obtaining the necessary approvals prior to commencing construction activities such as heavy lifts or crane/man lifts, erection, etc.
- Provide necessary technical specifications requiring approval
- Assist superintendent in assembling detail drawings requiring a professional engineer's seal
- Conduct JHA/Daily PTP reviews
- Familiarize themselves and comply with the HSE Site Specific Plan
- Take action to correct unsatisfactory HSE performance
- Participate in Building LIFE Programs and Lean activities

2.7 Project Safety Manager/Supervisor/Coordinator

- Develop regular reports and make recommendations for all workers
- The effectiveness of project HSE programs and operations
- The occurrence of any significant HSE incident on the project
- Implementation of corrective or remedial actions arising out of significant incidents
- The appropriateness and adequacy of resources for HSE programs
- Report /advise project management on current legislation and issues regarding HSE
- Assist project management in evaluating HSE performance and exercising authority to maintain compliance with regulatory and company requirements
- Research legislation and information applicable to operations
- Assist project management on HSE related issues
- Conduct JHA/Daily PTP
- Monitor, assess and document the performance of subordinate project HSE staff as defined in the Project Specific HSE Plan
- Issue and circulate HSE literature to enhance and maintain awareness
- Review investigation reports of incidents including HSE, medical, first aid cases, and damage to property or equipment and verify that corrective action has been completed
- Notify government agencies of project starts and reportable incidents in accordance with local and federal regulations as directed by project safety manager
- Assist with development of education and training programs for the project
- Participate in Building LIFE Programs and Lean activities

2.8 Foreman/Supervisor/ Lead Hand

- Report to project superintendent promptly (within 1 hour) on occurrence of any significant HSE incident
- Perform informal daily inspections of assigned work areas
- Conduct task specific HSE orientations for new workers prior to assignment of duties, including hazardous material and JHA's instruction
- Implement/monitor the Project Specific HSE Plan requirements
- Assist with the SWPs and JHAs development
- Provide JHA/Daily PTPs to employees at the beginning of each shift and when new tasks are assigned or modified
- Issue appropriate PPE to employees as required
- Develop and maintain good housekeeping standards
- Monitor the job site through personal observation for environmental non-compliance or unsafe

conditions/hazards and communicate these (with remedial action as required) to appropriate line supervisors or employees
- Conduct a preliminary investigation upon the occurrence of an incident
- Report results of the incident investigations to the project superintendent
- Hold HSE Field Meetings with employees
- Verify that operators complete equipment inspection checklists
- Check operators are qualified, fit, and authorized to operate equipment or vehicles safely
- Conduct JHA/Daily PTP
- Enforce HSE rules and issue appropriate discipline
- Take immediate action to correct unsatisfactory HSE performance
- Participate in Building LIFE Programs and Lean activities

2.9 Complete the Daily Construction Report (DCR) and Daily PTP for all activities and upload into Procore Daily.Employees/Workers
- All workers are responsible for safeguarding their own health and safety, and the safety of fellow workers.
- Throughout this plan the term worker shall refer to Contractor employees, Subcontractors, supervisors, vendors and owners.
- Report to project supervision promptly on occurrence of any significant HSE incident
- Familiarize and comply with safe work practices, job hazard analyses and other HSE rules
- Familiarize and comply with the Project Specific/ permanent facility HSE Plan
- Participate in required HSE meetings and other related meetings
- Maintain good housekeeping in their work area(s)
- Report unsafe acts and conditions to project supervision
- Report personal injuries, no matter how minor, and obtain medical attention as required
- Cooperate with, or participate in, HSE incident investigations as required
- Comply with personal protective equipment policies
- Attend on-site HSE orientation meetings
- Participate in the Job Hazards Assessment Program (JHA/Daily PTP)
- Participate in Building LIFE Programs and Lean activities

2.10 Subcontractors
- Subcontractors on the project are responsible for safeguarding their own health and safety, as well as the safety of their fellow workers.
- Account to the project management
- Investigate and report to project superintendent promptly on any HSE incident
- Perform one formal HSE work site inspection per month at a minimum
- Attend an on-site worker HSE orientation meeting
- Provide THA/PTPs to workers whenever new tasks are assigned or when job conditions change
- Before commencing work, contact the project superintendent for instructions regarding HSE hazards
- Advise workers of the Project Specific HSE Plan and verify compliance through personal observation
- Provide education and training, and enforce the use of applicable PPE
- Provide specific hazard analysis that is commensurate with their scope of work (this may include SWPs and JHAs) to the project superintendent
- Coordinate with the project superintendent concerning emergency procedures
- Immediately correct any unsafe conditions and acts observed in their jurisdiction
- Immediately report to Contractor project management any unsafe acts and conditions

observed outside of their jurisdiction
- Cooperate with all HSE Contractor project management representatives having jurisdiction at jobsite
- Contact Contractor project management project superintendent if they have any doubt regarding the meaning or interpretation of the HSE Site Specific Plan
- Conduct HSE meetings with their workers, document the meetings, and submit a copy of the minutes to Contractor project management project superintendent
- Conduct JHA/Daily PTP audits
- Participate in the JHA/Daily PTP program
- Maintain good housekeeping practices in their work areas
- Designate a qualified person to coordinate their project HSE program
- Understand and fully comply with the Project Specific HSE Plan, client HSE
- Requirements, and legislative jurisdictional requirements
- Comply with requirements related to Subcontractors in the HSE Site Specific Plan
- Communicate the above items to all contractor supervisors and workers
- Participate in Building LIFE Programs and Lean activities

2.11 Visitors, Suppliers, and Consultants
- Report to the project office before entry to the project site
- Report to Contractor project management on any significant HSE incident
- Participate and comply with HSE directives received from Contractor project management
- Comply with the Project Specific HSE Plan
- Wear appropriate PPE
- Report any unsafe acts and/or unsafe conditions to Contractor project management that could have any negative HSE consequence
- Report any injury sustained on the jobsite
- Contractor project support staff
- Account to project management
- Assist with necessary technical specifications;
- Assist the superintendent in assembling detail drawings and HSE hazard assessments
- Conduct JHA/Daily PTP
- Familiarize themselves and comply with the Project Specific HSE Plan

2.12 Safety Recognition
- Jobsites are encouraged to hold 30, 60 or 90 day safety milestones to celebrate the success of Contractor project management and Subcontractors workers when safety milestones and positive behaviors affecting overall safety performance can be observed and achieved on this project.
- Celebrations can be done by several means and will be determined by project management
- Celebrations shall be communicated in advance to job site workers through weekly or project HSE meetings
- Use SOAR cards to recognize trades and contractors

2.13 Compliance with the Project Specific Health, Safety and Environmental Plan
- Compliance with company and legislated HSE standards is necessary to maintain a safe and healthy work environment.
- Compliance with the Project Specific HSE Plan is mandatory.
- To this end, Contractor has developed a system of discipline to deal with infractions to the

policies outlined within this plan.

2.14 The disciplinary action may follow the list of guidelines below:

- First offense - worker will be given a documented verbal warning.
- Second offense - worker will be issued a written warning.
- Third offense – worker may be suspended, terminated or removed from site.

2.15 Contractor RESERVES THE RIGHT TO TERMINATE ANY WORKER ON A SINGLE HSE INFRACTION, WITH OR WITHOUT PRIOR NOTICE.

2.16 Zero Tolerance List

- The following are consider Zero Tolerance and which have been directed by the Project Executive to enforce. Violation of any of the below will result in stoppage of work, re-training, dismissal, suspension and/or termination as deemed appropriate by the Project Director
- Please note this list is not all inclusive and other infractions not identified may lead to dismissal suspension or termination.
  - Violation of Contractor Lifesaving Absolutes, as referenced in Section 5.7
  - Any criminal or illegal activities on the worksite
  - Possession of firearms, unless allowed by the jurisdictional authority
  - Any physical fighting or other acts of workplace violence, harassment or bias acts
  - Theft or attempted theft of property of any value
  - Vandalism
  - Sleeping or resting with eyes closed during the scheduled work shift;
  - Smoking/Vaping or the use of tobacco product in non-designated areas
  - Bomb threats
  - Unauthorized access/modification to a red flagged area or red tagged scaffold
  - Entry into a confined space without a valid permit/training
  - Willful violation of any project or operations work permit
  - Failure to follow fall prevention rules or comply with manufacturer recommendations on use and maintenance of equipment
  - Violation of the Lock Out/Tag Out procedure(s) and /or legislation
  - Tampering with fire prevention equipment or client plant equipment
  - Operating equipment without proper authority or qualifications
  - Failure to utilize proper sanitary facilities
  - Disregard of or failure to follow equipment safe operating procedures
  - Alcohol/marijuana or drug possession on the job site and/or substance abuse
  - Refusal to submit an alcohol and drug specimen when requested
  - Non-compliant with the use (or misuse) of PPE
  - Failure to report incidents in a timely manner
  - Disregard for COVID-19 Protocol and Procedures
  - Violation of any OSHA Focus four categories
    - Fall Protection
    - Excavation and Trenching
    - Struck By
    - Electrical

3.0 HSE ORIENTATION AND TRAINING

The purpose of this section is to define the requirement to attend job site specific safety orientation prior to commencing any work activity on-site and safety training requirements for workers.

3.1 Orientations will be conducted by Contractor Staff

3.2 Orientations will take place every Mon, Wed and Fri at 7:00 AM or as needed and coordinated with Arrive staff

3.3 HSE Orientation Blue Print

- Provide proof of pre-employment drug screen within 30 days prior to start date by Field Control Analytics (FCA) or be tested by Field Control Analytics (FCA) during orientation.
- All workers must receive a site-specific HSE orientation by a Contractor employee prior to accessing the job site to conduct work activities.
- Orientation will take approximately 3.0-4 hours in length.

3.4 HSE Orientation Video/online orientation

- All workers are required to view the HSE Orientation video/online orientation which contains an overview of general construction practices and procedures.

3.5 Site Specific Orientation

- All workers shall complete the HSE Orientation Checklist and Quiz
- All workers shall review and sign the SDCRAA Orientation form.
- Orientation facilitator will review the completed quiz with workers to provide/review correct responses as well as discuss the intent and application of quiz information.
- All workers shall be trained, as part of Contractor Project Management orientation, on what to do when a security violation is noted, whether air or land side of the project.

3.6 Orientation Checklist and Quiz

- Orientation checklist and quiz shall be completed
- Issue the following to Contractor and subcontractor workers:
  - Orientation QR Decal
  - Emergency Phone Number QR Decal
  - Hardhat (Contractor employees)
  - Forklift, Boom lift, Scissor Lift, Hilti Trained uploaded and listed on QR Decal (if applicable)
  - First Aid / CPR Trained uploaded and listed on QR Decal (if applicable)
  - OSHA 10/30 Trained uploaded and listed on QR Decal (OSHA 10 required within 90 days for all workers)
  - Vest Class 3 (Contractor employees)
  - Gloves- 100% (Contractor employees)
  - Eye Protection (Contractor employees)
  - Hearing Protection (Contractor employees)

3.7 Visitor and Short Duration Work Orientation

- Short duration work refers to:
  - Work conducted on a Contractor work site for a period of less than 2 business days.
  - Not repetitive or anticipated to be repeated through the duration of the project.

- A visitor is an individual (i.e. employee, worker or other) who is not assigned to the job site, office or permanent facility.

3.8 Visitors and workers on-site for short duration:
- Shall be authorized by Contractor Project Management prior to accessing the jobsite
- Shall be orientated by Contractor Project Management

3.9 Orientation will follow:
- Short Duration Orientation Checklist
- Visitor Orientation
- Sign in and out at the job site office

3.10 Visitor and Short Duration log shall be maintained on the jobsite.

3.11 Minimum Requirement for site access
- Sign In to the visitor log sheet
- Use and wear proper personal protective equipment
- Complete a visitor or short duration orientation
- Comply with all project requirements
- Review site JHA/Daily PTP prior to accessing site.

3.12 Escorting Procedures
- Contractor Project Management will assign a Contractor employee or designate who has completed full orientation to escort visitors and short duration workers on site.

3.13 Escorting Procedures for Subcontractor
- Seek approval from Contractor Project Management
- Provide designate who has completed full orientation to escort visitors and short duration workers.

3.14 Escort Responsibilities
- Ensure visitors and short duration workers have the required PPE.
- If work in progress poses risk to visitors, restrict access to that area.
- Ensure visitors or short duration workers have signed in at Contractor jobsite office.
- Ensure visitors or short duration workers have completed an orientation.
- Confirm all visitors or short duration workers sign out at the project office.

3.15 Project Delivery
- Delivery drivers delivering material shall stay in the vehicle at all times.
- Deliveries, Suppliers and Vendors who are required to enter and walk the site
- Shall complete a truck driver visitor orientation prior to entering the project.
- If drivers required to exit to assist with unloading or loading they shall
- Wear proper personal protective equipment
- Stay near the truck at all times
- Maintain communication and eye contact with the responsible company

3.16 Worker Specific Training Requirements to Site Hazards
- All workers are to receive formal technical training to effectively deal with hazards associated with their work.
- The identification of this training is to be developed from the analysis of the job hazard

assessment (JHA) and training needs shall be a function of Contractor project management.

3.17 Identified Training
- Subcontractor shall identify and list all training objectives.
- Shall be listed on the job site specific training log.

3.18 Training Certifications
- Workers are to provide copies of all training certifications and upload into Procore system or provide to facilitator during project orientation for upload into system. If a certification is not uploaded into the system the individual is not authorized to conduct that work.

3.19 Site Participation
- All workers working on-site shall assist with training objectives as required.
- Training objectives shall be communicated to workers in the field.
- Participation in all Building LIFE programs
- Participation in Safety Week
- Participation in Craft 4 LIFE Committees

3.20 Craft Safety Workshop
- Subcontractors worker are to fully comply with the workshop when conducted on the project.
- The purpose of the course is to:
  - To increase day-to-day awareness for safety
  - Understand the importance of a personal value for safety
  - Discuss the behaviors needed to prevent incidents from happening
  - Identify what behaviors cause injuries to happen
  - Identify communication gaps
  - Increase safe behaviors all the time, every day
  - Reinforce the importance
  - Identify Lean opportunities and 5S
  - Reinforce the Building LIFE Program
  - 5 Worker Lunches
  - Craft 4 LIFE Committee
  - Rapid Improvement Events

3.21 Jobsite Tours
- All visitors will report to Contractor jobsite office and will be escorted at all times while on site
- Requests for tours will be screened prior to authorization
- Tour frequency will be limited
- Tour attendees will be limited in number of people
- Tours will be conducted during off hours, when possible
- All tours will be approved by Contractor
- Tour routes will be clear of tripping hazards
- Members of the tour will sign the visitors sign in and release
- ALL visitors are required to comply with all site PPE and clothing requirements
- No photos are to be taken on tours unless authorized by Project Management.

3.22 Worker Safety Training
- Workers will be trained on all applicable federal and / or state requirements
- Subcontractors are responsible to ensure training is complete and up to date

- Copies of training records will be submitted to Contractor
- Workers are required to complete OSHA 10 within 30 days and have certification uploaded into Procore

ONE TEAM

ONE VISION

4.0 HSE COMMUNICATION SYSTEMS

The purpose of this section is to define the communication systems that will be used on this project. The intent is to provide all workers with up-to-date information regarding health, safety and environmental requirements.

4.1 Project HSE Committee Meetings and Craft 4 LIFE Committee (Craft lead safety committee)

- The purpose of these two separate meetings is to develop and promote environmental and safe work practices as well as make recommendations to Contractor project management that will improve the safety program.
  - Conducted on a monthly basis or as needed for additional HSE coordination/emergency sessions
  - Chaired by the Project superintendent
  - Co-chaired by the Project manager
  - Meeting minutes shall be provided in paper format:
  - Posted on-site
  - Reviewed in HSE Field meetings
- Hazard Identification, Inspection and other related material will be used to identify trends.
- As a committee, Action Plans will be developed to address the trends
- Committee shall conduct a site HSE inspection/walk during each quarterly meeting.
- Agenda and minutes will be maintained in Procore

4.2 Committee members shall:

- Contractor project management to determine the size and number of members to attend.
- Members shall be limited and rotated to allow more workers to participate
- Consist of the project teams Subcontractors supervisors and workers
- Rotate on a monthly basis to allow more workers to benefit from the committee
- Be expected to distribute information to their managers, supervisors, and workers

4.3 Members shall be prepared to discuss the following:

- Report unsafe acts, conditions and procedures observed.
- Report incidents and property/environmental damage.
- Assist in the investigation of incidents. (when necessary)
- Assist in HSE inspections. (when necessary)
- Contribute ideas and suggestions for improvements.
- Submit great job recognition of individual trade workers for exceptional safety/quality.
- Influence others to work safely.

4.4 Daily Operations Meetings

- Involve workers and provide a good opportunity to for workers to discuss operational issues, deliveries and update workers to site activities.
- Arrive staff will review and accept Daily PTP's and sign with any relevant comments.
- Workers may bring up safety suggestions and concerns
- All workers are to attend and/or be addressed before starting work
- Pre-shift hazard recognition training meeting is required for each crew working in the following conditions:
  - Scaffold erection and dismantling
  - Crane and all material hoisting operations
  - Confined Space Entry
  - Non-routine work operations

- Hazardous Materials Abatement

4.5 Project All Hands Meetings (Minimum Monthly and will increase to weekly as risk and volume increases))

- The purpose of the HSE All Hands meetings is to provide timely information on environmental and/or safety issues which relate to the project activities.

- Guidelines for HSE All Hands Meetings (Tool Box Talk) shall be:
  - HSE field meetings are conducted by supervisors and/or lead hands.
  - Supervisors briefly discuss any safety or coordination work the jobsite needs to be informed of.
  - All workers are required to attend.
  - Workers who miss meeting shall be informed about meetings discussed by CPT for trade and submit a written sign in sheet via Procore
  - Conducted every Monday at the beginning of shift.
  - Workers shall print and sign their names on the form – see Attachment #2
  - Meeting Minutes shall be provided to any worker upon request.
  - Topics for discussion should pertain to health, safety and environment matters only:
  - New Procedures/Practices
  - Hazardous Procedures Associated
  - Project HSEC Meeting Minutes
  - Training Topics
  - Near Misses or Incident/Injury Reports
  - Upcoming activities and hazards
  - Alerts and Bulletins
  - Safety Statistics
  - Audit walk through inspection reports
  - Stretch and Flex

4.6 Subcontractor participation with HSE All Hands Meetings

- Superintendent can assign two subcontractors a month to assist with 2 out of the 4 HSEFM for the site.
- Topic shall be specific to hazards on-site.
- All supervision and workers shall attend job site WHSEM.

4.7 Subcontractor requirement to conduct HSE Field Meetings

- Shall conduct a HSEFM to their trades and submit minutes to Contractor project management.
- Subcontractor may use Contractor meeting form to document meeting.

4.8 Recordkeeping

- Minutes to be filed in Procore

4.9 Project Monthly Trend Analysis and Action Plans

- Project Monthly Trend Analysis and Action Plan is to consolidate monthly HSE statistical information from projects leading and lagging indicators and provide an action plan to address those indicators identified.

4.10 Monthly Man Hour and Incident Report (MIR):

- Completed on a monthly basis.
- Clearly stated
- Use Procore to develop and/or seek input from site workers for Action Plan.
- Communicated to workers at the next HSE Field Meeting

4.11 Contractor Project management to submit Project Trend/Action Plan Report

- Print the following Safety Management Center reports:
  - Project MIR Safety Report Monthly Trend Analysis Report Monthly Safe Action Plan Report *(Monthly)*
  - Subcontractor Safety Summary Report *(Monthly)*
  - Incident Summary Report *(Monthly)*

4.12 Complete SDCRAA Monthly Safety Metrics Report and Project Incident Rate Summary

- Contractor will submit the contract required Monthly Safety Matric Report to SDCRAA indicating the monthly leading and lagging indicator safety date for the project.
- Contractor will submit the Project Incident Rate Summary Monthly.

4.13 Safety Hotline

- The purpose of the Safety Hotline is to provide a means, method and alternative for workers to report hazards, misbehavior or other concerns to Contractor project management.

4.14 Laminated Cards

- Contractor site supervision post 8 ½" by 14" laminated yellow sheets with the Project Safety Managers and Competent Person Trained (CPT) names and cell phone numbers.

4.15 Notifications

- If Contractor Management is notified by a worker of an issue, the issue shall be documented and reported immediately to the project team to proceed with investigating the matter.

4.16 Corrective Actions

- In all cases a safety hotline report shall be completed and sent to the District HSE Manager
- When warranted, the issue shall be addressed and corrected immediately

4.17 HSE Alerts and Bulletins

- HSE alerts must be reviewed at the HSE All Hands Meetings and posted on site.

5.0 HAZARD IDENTIFICATION AND CONTROL

The purpose of this section is to define the hazard identification and control methods for the prevention of incidents in the work place. Health hazards, occupational factors or illnesses arising in and from the workplace which may cause impaired health and well-being, sickness or significant discomfort and inefficiency must be identified, monitored, and controlled.

5.1 Hazard Reporting Procedures

- Workers are to immediately report identified hazards to Contractor project management.
- Supervision shall instruct workers to correct hazards without jeopardizing themselves.
- Workers shall not be retaliated against by any worker for reporting hazards.
- Identified hazards can be entered into Predictive Solutions.

5.2 Hazard Assessment Process

- *Identify the hazards* - Workers should address known hazards that could reasonably be expected to result in significant harm in their area of work. *Determine who could be affected* - Consider all workers and people who are outside the construction zone, such as the public.
- *Evaluate the risks* from the hazards and decide whether they are adequately controlled.

5.3 Hazard Identification and Control

- *General* site hazards and controls have been identified and documented on the Construction Hazard Assessment at the start of the project.
    - Ongoing hazard(s) and control(s) will be addressed by, but not limited to:
        - Job Hazard Analysis
        - Daily PTP)/Pre Task Plan (PTP)/Pre Task Plan (PTP)
        - Purchasing Controls
        - Safe Work Practices

5.4 Hazard Evaluation

- An evaluation of the site conditions shall be done to identify hazards and controls.
- The evaluation process will include the following:
    1. Risk potential for worker(s)
    2. Magnitude of potential risk
    3. Hazards involved
    4. Control measures already in place
    5. Effectiveness of control measures
    6. Items included in the evaluation process
    7. Documentation of evaluation results
    8. Communication to all site workers

5.5 Employee Information and Training

- Through the use of Hazard Identification, JHA and PTP employees and workers shall have a thorough understanding of task, hazards and controls associated with their work.
- Workers shall be trained using processes identified throughout this section.

5.6 Types of Hazard Controls

- Engineering Controls - Engineering controls help reduce risk to potential hazards either by isolating the hazard or removing it from the work environment.

- Elimination/ Substitution - Elimination is the process of removing a hazard from the worksite and using and alternative means to reach the same goal.
- Administrative Controls - Administrative controls are documented procedures that direct people and include policies, procedures and training.
- Personal Protective Equipment (PPE) - PPE is the final line of defense against hazards in the workplace. It is implemented only after other reasonably practicable means of eliminating a hazard have been attempted.

5.7 Lifesaving Absolutes

- Consist of 9 high hazard activities or tasks Contractor refers to as our Lifesaving Absolutes
- Lifesaving Absolutes
  - Fall protection
  - Cranes, rigging, and lifting
  - Lockout Tagout (LOTO)/Electrical
  - Vehicle safety (driving)
  - Heavy equipment and vehicle operation
  - Excavations Barricades and confined spaces
  - Bracing of formwork and rebar
  - Falsework
- Lifesaving Absolutes will be addressed in the Job Hazard Analysis (JHA) from each trade

5.8 Safety Management Center (Predictive Solutions and Procore)

- Predictive Solutions will be used to run safety reports and keep project safety statistics
- Procore will be used to enter the Daily Construction Reports (DCR's) which will include:
  - Project man hours
  - Safety inspections/violations
  - Near miss reports
  - Incident reports
  - Daily PTP's
  - Inspections
  - Deliveries
  - Description of what was completed and % complete
  - Notes

5.9 Job Hazard Assessment (JHA)

- Contractor project management is to:
  - Review the JHA form
  - Identify additional hazards
  - All hazards identified must be prioritized
  - Communicated to Subcontractors
  - Identify means to mitigate hazards

5.10 Risk Assessment Process

- Risk Assessments shall be referred to the Job Hazard Analysis (JHA) and must be completed and present on site with all work crews prior to commencement of work.
- Document your risk assessment on a JHA (see Attachment forthcoming).
- JHA helps assist supervision and workers to identify hazards and risks associated with a specific task and to ensure appropriate controls are in place prior to execution of the task.

5.11 Job Hazard Analysis (JHA)

- Each scope of work at a minimum must have a separate JHA.
- Scopes of work to be broken down into more manageable parts with separate JHA's.
- The JHA must be updated as changes to the scope occur.
-
- JHA's are required with all specific tasks, scope of work and high riskactivities.
- Shall be submitted to Contractor project management 14 days prior to the execution of a specific scope of work or task for review and feedback.
- JHA differs from the Daily PTP in that it is a step- by-step plan of the entire scope of work and how the work will be completed with proper safety controls in place.
- JHA is developed and completed when the project team lays out the work.
  - Developed by supervision performing the operation.
  - Reviewed by Contractor project management for accuracy prior to implementation.
  - Communicated and signed by all workers involved with the task (prior to start).
  - Posted near the work area to be reviewed and updated.
- Subcontractor to use Contractor JHA form.

5.12 JHA review consists of:

- Contractor project management to review documentations in the field for accuracy
- Identify tasks being performed in field not listed on JHA
- Validate field crew understanding of mitigation factors and overall JHA understanding
- Add JHA to Tracking Log, Assign a Number and accept the JHA with Signature (EHS Arrive Staff)

5.13 Daily PTP)/Pre Task Plan (PTP) Program

- Designed to enhance communication and to assist supervisors and workers to assist with hazard identification and control of where work activities are being conducted.

- PTP's are to be completed at a minimum:
  - Start of any shift
  - Beginning of a new task
  - When conditions change

- PTP is specific to the moment of when that particular task is being done. PTP identifies:
  - Specific task activities
  - Issues and concerns
  - Control measures to be implemented
  - Environment
  - Training and Capability

- PTP Steps
  - Assemble all workers involved in the work.
  - Identify and document the scope of work being performed.
  - Identify and document hazards and appropriate controls for each hazard.
  - Workers involved shall sign PTP and initial after breaks.
  - Communicate and review the PTP with the entire work group.
  - Review with workers after breaks.

- PTP Audit Requirements
  - 10% (minimum) of all PTP's completed in the field will be audited.

- Participation shall be tracked and reported to Contractor project management.
- All Arrive audits of the JHA are to be entered into the Predictive Solutions.
- Rapid Improvement Events consist of contractor project management and Arrive Project Staff to observe work being conducted and JHA/PTP to review and coach proper completion of the JHA and Daily PTP.

- The PTP audit consists of:
  - Review of documentation
  - Observation in the field
  - Interviews with workers at the task location

- Documentation of Field PTP Review by:
  - Arrive Staff Signature and Comments

5.14 Safety Data Sheet (SDS)

- All controlled products are required to have a current SDS readily available to workers using the product. **Only provide SDS for those products that will be used on this project.**
- All workers who receive material are to ensure a copy of the SDS is provided to Contractor project management for record keeping and uploaded into Project Document Control (PDC).
- SDS sheets shall be submitted va Procore in the Safety Section. All SDS will:
  - Be located in Procore in Safety Section and have a current inventory list of all chemicals.
  - Be current to the chemicals on site.
  - Reviewed with PTP and JHA's.

- All workers are to be notified of SDS locations:
  - During new hire orientation.
  - In Health, Safety and Environmental Field Meetings.
  - In SDS sheets online

5.15 SDS On-line (website)

- SDS Online (click this link for access)
- In the "Locations" tab select your location and click "Search".

5.16 California Proposition 65:

- A list of known chemicals to cause cancer or reproductive toxicity shall be posted on site.

5.17 Occupational Hygiene, Health and Ergonomics

- The primary objective of occupational hygiene is to prevent or reduce worker risk to occupational health hazards PTP can lead to occupational disease and/or injury.
- When evaluating your work activities, consider ways to prevent or reduce worker risk.
- This can be accomplished through the evaluation and development of JHA's and PTP.

6.0 AUDITS AND INSPECTIONS

The purpose of this section is to define the T1 Validation Phase project audit requirements and needs to evaluate the project's safety program through safety inspection process.

In addition, the section defines two types of inspections which are used to identify conditions and hazards in the workplace PTP can lead to an incident and identify positive conditions, behaviors and observations.

6.1 Hazard Classification Rating

- Class A
  - Permanent disability
  - Loss of life or body part
  - Extensive loss of structure, equipment or material

- Class B
  - Serious injury or illness
  - Resulting in temporary disability
  - Property damage PTP is disruptive but not extensive

- Class C
  - Minor injury or illness
  - Non-disruptive property damage

- Inspection Types and Requirements:
  - Informal Inspections Definition
    - Daily visual inspections of the workplace conditions
    - Conducted by all workers as a part of their regular work task
    - All associated with the site are to conduct daily informal inspections of work area.

  - Formal Inspections Definition
    - Formal documented visual tours of the workplace
    - Used to identify hazards and hazardous conditions
    - Actions assigned and follow-up inspections planned
    - Noted deficiencies are to be signed off by the appropriate supervision
    - Entered into Safety Management Center (PREDICTIVE SOLUTIONS)

  - Project Formal Inspection Requirements
    - Shall take place on a weekly basis
    - Contractor Project Management is responsible to verify PTP corrective actions are completed
    - Contractor Project Management to receive notification of all class 'A' hazards through Predictive Solutions
    - Shall review previous inspection prior to initiating new formal inspection
    - Reviewed at HSE Field Meetings

6.2 Responsibilities

- Project Safety Manager:
  - Will conduct one Predictive Solutions inspection daily

- Will conduct one training inspection monthly
    - Will be accompanied by a member of Contractor project management

- All members of Contractor project management:
    - Will conduct at least one formal weekly inspection in predictive solutions.
    - All inspections require a Subcontractor to participate with inspection.

- Subcontractor:
    - Required to complete daily inspection and submit into Procore.

- Workers (Subcontractor):
    - Are encouraged to participate with job site inspections on a routine basis.

6.3 Regulatory Agencies Inspections

- Inspectors from regulatory agencies will be permitted to inspect company facilities and projects, without obstruction, provided they have the appropriate authorization and identification.
    - Project superintendent shall notify the Project Director and District HSE manager immediately.
    - An opening conference must be held prior to the start of the inspection.
    - The opening conference will clarify and confirm the purpose of the inspection.

- Inspectors from regulatory agencies must:
    - Wear the appropriate PPE for the project.
    - Be accompanied by Contractor project management.
    - Provide a close out conference once the inspection has been completed.

- Copies of all regulatory inspections must be:
    - Forwarded to the site office by end of business day of the inspection.
    - Retained in the project files (Procore) for reference and posted where required.

- Contractor project management is responsible for:
    - All corrective actions that need to be carried out.
    - Posting any regulatory orders as required.

- Inspection Documentation
    - Entered into the Predictive Solutions.

- Inspections and HSE Inspection:
    - Reviewed and signed off by Contractor project management and project superintendent

7.0 PERSONAL PROTECTIVE EQUIPMENT

The purpose of this section is to define the personal protective equipment (PPE) requirements and additional potential PPE required on-site.

7.1 Mandatory Basic/ Project Specific PPE Requirements

- Subcontractor shall be required for providing the use of required personal protective equipment for all workers.
- Hard Hats
- Eye Protection
- Gloves
- Hard soled boots. Rubber boots are required for concrete placement.
- Class 3 vest/shirt that meets the ANSI 107-2010 Class 3.

7.2 Hard Hats

- Hard Hats must have ANSI Z89.1 stamped or labeled in the inside the hardhat
    - On July 1, 2022, all employees and subcontractors onsite will be required to don Type 1 Class E hard hats with the 4 point chin strap; ANSI Z89.1
- Will be worn at all times
- Workers shall wear hard hats with the company logo
- Workers proper name shall be affixed to the front of the hard hat.
- Cowboy and other novelty hats are not permitted.
- Only head apparel designed to be worn under a hard hat will be allowed.
- Workers are to place emergency sticker inside their hard hat identifying:
    - Name
    - Emergency contact number
    - Point of contact
    - Medical issues

7.3 Eye/Face Protection

- Eye protection is to be worn at all times.
- Eye protection must have ANSI Z87 stamped on the frame.
- Prescription glasses are to be rated for construction use.
- Side shields shall be utilized with ANSI Z87 approved prescription glasses.
- Face shield must be worn in addition to eye protection when flying debris is present.
    - Burning or cutting with torches
    - Using abrasive wheels, portable grinders or files
    - Chipping concrete, stone or metal
    - Working with any material subject to chipping, scaling or flaking
    - Using Powder Actuated Tools
    - Using Pneumatic Tools
    - Working with compressed air or other gases
- Goggles or welding hoods shall be used for welding or cutting operations.
- Mono goggles shall be worn when conducting monocoating activities.

7.4 Hand Protection

- Contractor project has adopted a 100% glove policy while on this project.
- Gloves must be a minimum cut level 4.

- Appropriate protective gloves shall be worn when workers may be exposed to abrasions, hazardous substances, burns, cuts, punctures, live electricity, or other hazards. Workers shall receive effective training to ensure that the appropriate type of glove is used for protection of the applicable hazard.
- Gloves must be able to protect workers from hazards associated with their work.

7.5 Footwear

- Boots must be made of leather or similarly substantial synthetic material
- Boots must comply with ASTM F2413-11
- Boots must have at least a 6" upper
- Business, tennis, running and light canvas shoes are not acceptable.
- Rubber boots are required for concrete placement.

7.6 Hearing Protection

- A selection of hearing protection must be readily available for workers' use.
- Earplugs or Earmuffs will be required if the noise level exceeds 85 db.
- Cotton plugs are not authorized on this site.
- The Airport Operations Area is considered a high noise, mandatory hearing protection area during operating hours (6:30am-11:30pm).

7.7 Clothing

- Sleeveless shirts and shorts are not acceptable. (4" sleeve minimum)
- Do not wear loose clothing or jewelry where they may create a hazard.
- Fire retardant clothing must be used where there is a significant risk of fire.
- Full length pants shall be required at all times.
- Long hair shall be contained under a hard hat or net if the individual is working where hair may become entangled.

7.8 Vest

- Reflective garments meeting ANSI 107-2010, Class 3 or better must be worn at all times while on the construction site.

7.9 Respiratory Protection

- A written Respiratory Protection Plan (RPP) with specific work site procedures meeting OSHA 29 CFR 1926.134 and Cal OSHA Title 8, General Industry Orders Article 5194 shall be in place and approved by Contractor project management prior to on-site worker use of respirators.
- Written RPP not required for the voluntary use of filtering face pieces.
- Shall be worn in accordance with regulatory requirements.
- Respirators are to be NIOSH-certified.
- Shall be provided when ventilation does not reduce air contaminants to safe levels.
- Respirators must be cleaned after each day's use and properly stored.
- All workers required to wear a respirator must complete:
  - Medical questionnaire and exam
  - Receive respirator training prior to on-site use
  - Note: Disposable particulate respirators are considered respirators

7.10 Fall Protection

- 100% fall protection shall be utilized at heights of 6 ft. or more.
- Personal fall protection will be employed after engineering, design techniques and fall restraints have

been ruled out of use.

- A fall protection plan task plan sheet shall be completed and reviewed by a member of Contractor Project Management prior to use of personal fall arrest equipment.
- Personal fall arrest: anchor point, harness, shock absorbing lanyards, life lines, connectors all capable of withstanding 5,000lbs per person.
- If the anchorage point is manufactured by the contractor, the contractor shall submit engineered stamped drawings of the device to the Contractor and SDCRAA prior to use.

7.11 PPE Service and Maintenance Logs

- Service and maintenance of PPE will be consistent with manufacturer'srecommendations.
- Results are to be logged on the individual equipment inspection tags.

7.12 Employee owned PPE

- Approved by project management prior to use on a project site.
- Meet Contractor Project PPE standards and pre-use inspection requirements.

7.13 Defective and Damaged PPE

- PPE found to damaged or defective is to be communicated to Contractor project management and taken out of service immediately.
- Workers shall inspect shall inspect their PPE prior to use.
- PPE shall not be altered in any way.
- Metal hard hats and PPE that is damaged and/or altered are not authorized on this projects.

7.14 PPE Inspection Program

- PPE is to be visually inspected before each use.
- Fall arrest equipment is to be inspected by the user on a daily basis and by a competent person (other than the user) on a quarterly and annual basis.

7.15 Color Coding

- Table verifies quarterly inspection of fall protection equipment has occurred.
- Appropriate colored tape or nylon ties may be affixed for verification of inspection.

QUARTER	MONTH			COLOR CODE
1ST	January	February	March	Green
2ND	April	May	June	Orange
3RD	July	August	September	Red
4TH	October	November	December	Yellow
Out of Service	Red Tag			

7.16 Enforcement

- Workers found to be non-compliant with the use (or misuse) of PPE willbe:
  - Retrained to ensure worker(s) understand PPE requirements.
  - Disciplined as needed to include termination from this project.

7.17 Areas where PPE is NOT Required

- Job site offices and/or trailers
- Established lunch areas.
- Temporary washrooms/portable toilets
- Changing rooms

- During final cleaning by janitorial service, unless construction activities are taking place

7.18 PPE Training

- Workers are to be trained to the PPE they use.
  - PPE requirements are to be reviewed with workers during orientation, JHA and PTPs

8.0 EMERGENCY RESPONSE PLAN

The purpose of this section is to define outlines the project's Emergency Response Plan (ERP), responsibilities for project supervision and workers and specific steps to be taken in the event of an emergency or crisis situation.

- See Index List of Attachments, section 20.20 Arrive Emergency Response Plan.

8.1 Roles and Responsibilities

- Project Safety Manager
  - Responsible for the development of this plan and monthly revisions
    - Include fire alarm control room locations
  - Assess emergency response plan on a regular basis through audits and inspections
  - Determine and make the appropriate notifications to regulatory agencies

- Contractor Project Management Team
  - Review and understand the procedures outlined in this plan
  - Assist as needed with roles and responsibilities outlined
  - Train all workers to the Emergency Response Plan
  - Notify District HSE manager of all emergency events
  - Assign duties and responsibilities to all Contractor project management staff
  - Assume the role of Incident Commander and control of any emergency situations
  - Ensure the availability of first aid equipment to workers on the project

- Site Supervision (Subcontractor Supervision/Foremen)
  - Designate the appropriate personnel to render first aid and CPR
  - Have at least one of those designated person(s) available at all times on the job site while work is being conducted to render first-aid and CPR.
    - A minimum ratio of one such qualified person for every ten (10) employees shall be maintained while on site.
    - All designated Competent Persons (CPT) are required to have a valid CPR/First Aid credential as well as OSHA 30.
  - Trades are to provide emergency contact information
  - Ensure workers are trained to this plan prior to starting work on-site
  - Assist and participate with site emergency & evacuations drills
  - Immediately notify Contractor project management of any emergency event
  - To complete the following in the event of an emergency:
  - Report to Contractor Project Management
  - Direct workers to the emergency assembly area
  - Taking a head count of all direct reports

- Workers
  - Respond immediately to instructions from the emergency response team
  - If workers witness an incident, they are to do the following:
  - Immediately call for Contractor project management

- Muster at the emergency assembly area(s)
- Advise supervision if they were witness to the event
- Assist in control of worker safety and site security
- Emergency/Evacuation Drills
- Conducted annually to evaluate the effectiveness of the Emergency Response Plan.
- Documented using Emergency and Evacuation Annual Drill Log Sheet for record keeping.
- Supervision and Workers are to participate and follow emergency response procedures.

- Incident Commander
  - Project superintendent assumes the role of the Incident Commander:
  - Assess the situation and respond accordingly.
  - Direct the First Aid/Emergency Response Team.
  - Maintain communications with emergency workers.

- Emergency Response Team Responsibilities
  - Carry a current and valid certification from ARC, AHA or any equivalent training program PTP can be verified.
  - Trained in:
    - Site Emergency Response and Responsibilities
    - First Aid
    - CPR Certified
    - AED

8.2 Emergency Response Team Procedures

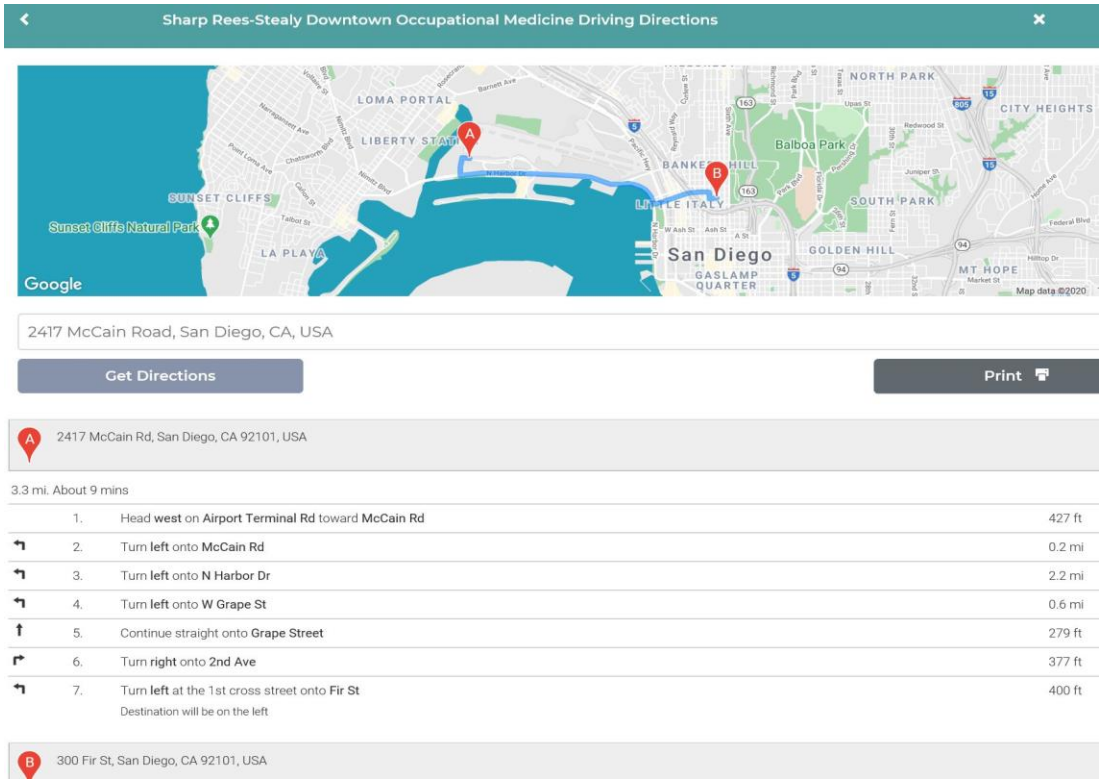
- Follow all commands given by the Incident Commander.
- Respond and manage the event.
- Control access in and out of the site.
- Direct emergency response units.
- Establish control at scene of incident.
- Control potential secondary incidents.
- Evaluate the scene before entering.
- Identify and preserve evidence.
- Emergency Notification Procedures
  - Primary means of evacuation will be by word of mouth and air horn.
  - Notify all appropriate Contractor project management.
  - If emergency services are required notify SDCRAA Emergency: (619) 686-8000

- When making notification, state the following:
  - The nature of the emergency (fire, injury, spill)
  - Evaluation of the extent of the emergency
  - Other comments pertinent to the emergency
  - Location of area where the incident occur.

- CPR and First Aid Workers for this project are:
  - Kristine Wunder
  - Scott MacDonald

8.3 Nearest Medical Facilities

FIRST AID ROOM	*MAN BASKET*
SITE TRAILER, Suite B	SITE TRAILER, Suite B
FIRST AID KIT	*DEFIBRILLATOR*
SITE TRAILER, Suite B	SITE TRAILER, Suite B
CLINIC	*HOSPITAL*
SHARP Occupational Medicine 300 Fir Street San Diego, CA 92101 (619) 446-1524	SHARP Memorial Hospital 7901 Frost Street San Diego, CA 92123 (858) 939-3400
Directions	Directions
• Turn Left on McCain Rd • Use the Left 2 lanes to turn Left onto N Harbor Dr. • Use the Left 2 lanes to turn Left onto W. Laurel St. • In 1.0 Miles turn Right onto Fourth Ave. • Turner Right onto Fir St. • SHARP is on the Right	• Turn Left on McCain Rd. • Turn Right onto N Harbor Dr. • Turner Right onto Laning Rd. • Turner Right onto Rosecrans St. • Continue onto Camino Del Rio W. • Continue on I-8 East. • Take CA -163 North • Take Exit 6 from CA -163 N. • Use the Right lane to turn Right onto Mesa College Dr. • Make a Sharp Right onto Health Center Dr. • Turn Left onto Frost St. • Turn Right and the Hospital is on your Right.



8.4 Emergency Evacuation Plan

- Contractor project management is to:
  - Assess the nature of the emergency.
  - Determine if equipment and energy sources need be shut down.
  - Establish site security to keep non-essential workers from the area.
  - Supervision/Foreman is to take a head count.

- Workers are to:
  - Cease all work.
  - Lower all loads.
  - Shut down all equipment.
  - Proceed and gather at the emergency assembly area.
  - When given the command, exit the site property.

- Site Plot Plan
  - The site plan is to be addressed with emergency response agencies
  - The following will be identified on the site plot plan: See Attachment.
    - Muster/meeting area
    - Media assembly area

- Entrance
  - Access to this site is located off of Spruance/McCain Rd

- Phones
  - Telephones will be located at the job site trailer.
  - Supervisor in most cases will have a cell phone on person.

- Emergency Response Contact List (Post on-site).

- Fire Extinguisher/Fire Fighting Equipment
  - Class A Fire Extinguishers will be on-site.
  - Fire Extinguishers will be placed every 75 feet of travel.
  - Refer to site plot plan for locations.
  - Note: All fire extinguishers may not be identified.

- First-Aid Kits
  - Shall be identified on the evacuation plan, be easily accessible to all workers, and protected from the weather.
  - Kits shall be Type II or Type III and at a minimum, meet the requirements for a 16-unit container.
  - Locations shall be clearly marked and distributed throughout the site(s).
  - Subcontractors are required to have a first aid kit for their workers.

- Emergency Assembly Area
  - Primary emergency assembly area is located immediately outside Contractor field office.
    - Terminal 2 Parkng Lot on corner of Spruance and McCain Rd
  - Secondary emergency assembly area is shown on the project logistics plan.
    - Parcel 3 (Future PMC)
  - Refer to site plot plan for both locations.

- Media Assembly Area
  - The designated media assembly area is located adjacent to Trailer B (Spruance and McCain) (PMO)

AA & Arrive Field Office
Location and Parking

8.5 Emergency Services

- Contractor project management shall coordinate site plan with emergency services.
- Area shall be cleared for emergency services.
- Workers are to be used to flag services to the scene of the incident.
- In the event a helicopter has to be landed the selection of the landing zone will be determined by emergency services.

8.6 After Hour Emergency Services

- Contractor project management shall coordinate site plan with emergency services.

8.7 Crisis Communication Plan

- A Crisis is a significant disruption of one or more company's normal activities that may stimulate media coverage and/or public scrutiny.
  - Report any significant event where an incident has occurred, creating a disturbance to the site, surrounding areas or which can or has impacted the community.
  - Contractor Project Management shall communicate all critical information regarding the crisis to the appropriate personnel.
  - Contractor project management shall complete the incident form as soon as reasonably possible to assist Turner and Flatiron executive team with fact gathering.

- Project Executive, Dan McGuckin, will determine if the incident is a crisis and implement the crisis communication plan as needed.

- The following shall be done in the event the Crisis Communication Plan is implemented:
  - Project Executive will notify appropriate personnel.
  - Project Safety Manager will notify the appropriate safety managers and begin the 0-60 report/notifications.
  - Project Executive will prepare a Key Message/Statement in consultation with Contractor executive team.
  - When possible, worker communication will precede media communication.
  - Project Executive, using the same key message statement, will communicate the facts of the crisis to workers including updates as soon as reasonably possible.

- Media Relations
  - In all cases, the Project Executive, Daniel McGuckin is designated as the media spokesman.
  - If not available, he will appoint a designate to speak on his behalf

- Contractor project management will ensure the following:
  - All workers understand that they shall not address or speak to the media.
  - Communicate to workers that the Project Executive will address media once all the facts have been gathered and the timing is appropriate.
  - In the event media approaches workers on-site, the following shall be done:
  - Direct media to the media staging area.
  - At no time shall media enter the site.
  - Be courteous and explain that company procedure is to provide information in a timely and accurate fashion.

- Direct inquires to the Project Executive

8.8 Procedures for Emergency Events

- Damage to Active Utility
  - Ensure you and your personnel are safe
  - O Call Harbor Police at: (619) 686-8000
  - Contact Contractor Supervisor
  - Contractor Supervision to mobilize to Point of Incident and inform additional parties
  - Subcontractor, Contractor, SDCRAA PM/Safety Personnel to discuss course of action and begin the 0-60 notification/reporting.
  - Contractor to contact appropriate emergency contractor: Electrical, Plumbing, Hazardous Material, Fuel SDCRAA Rep, Operations, Subcontractor to agree on immediate corrective action & implement. Agree on monitoring and follow up.
  - Document using the investigation process as outlined in Section 13.0

- Severe Lightning Storms
  - Open bodies of water are to be avoided.
  - Workers are to be removed from the tops of any buildings.
  - All Crain and Hoist operations are ceased.
  - Remove workers from the vicinity of high power lines, equipment (especially cranes) and metal objects continuous in nature (i.e. fences, pipelines).

- Earthquakes
  - Everyone should keep the following in mind immediately after an earthquake:
  - Get to an area of safety as soon as possible and until the earthquake is over.
  - Indoors:
    - Drop, cover and hold on
    - Avoid windows and other hazards
    - Do not use elevators
    - Do not be surprised if sprinkler systems or fire alarms activate
  - Outdoors:
    - Avoid power lines, trees, signs, buildings, vehicles and other hazards
    - Keep your hard hat on during the earthquake
    - If there is a structural collapse or the threat of collapse, the following shall apply:
      - The area of the earthquake should be secured
      - People should be kept out of the area except for those rendering emergency aid
      - Area utilities should be turned off quickly as possible providing it is safe to do so
    - When the earthquake is over, move to the muster area.
    - On the way to the muster area, if you find an injured person report them immediately.
    - If you are hurt and are unable to move, remain calm and wait for help

- Fire
  - Notify Project Management.
  - Evaluate a fire with regards to controlling it.
  - Attempt to extinguish or control the fire.
  - Remove any combustibles.
  - Prepare to take the necessary evacuation steps.
  - Leave lights on (if applicable).

- High Winds
  - Lower all equipment with booms and close the cabs of all equipment.
  - Secure loose materials and portable equipment.
  - Secure/store flammable liquids and materials.
  - Disconnect electrical equipment.
  - Secure doors, windows and gates with shutters, tape or braces.
  - If possible, photograph site and equipment.
  - All Crain and Hoist operations are ceased.

- Flooding/Water event
  - Remove workers from areas of depression.
  - Prepare workers to evacuate on short notice. Vehicles are not to transverse water courses.
  - In the event of an evacuation, shut down all equipment.
  - Do not attempt to shut down any electrical equipment located in wet areas.

- Hazardous Substance Spill/Release
  - Implement the spill plan as identified in the Environmental Action Plan.
  - Refer to the Safety Data Sheet (SDS) for detailed procedures.
  - Secure the area.
  - If the spill/release is an airborne vapor spill or a large uncontrolled spill of liquid, contact the local emergency services.

- Bomb Threats
  - Attempt to obtain the following information:
  - When is the bomb going to explode
  - Where is the bomb located
  - What kind of bomb is it
  - What does the bomb look like
  - Why was the bomb placed
  - Note/record the following information:
    - Phone display for caller identification (if applicable)
    - Time
    - Exact words of the person making the threat
    - Make determination of age of person (child/adult)
    - Sex of caller
    - Speech or accent patterns
    - Background noises
  - If a suspected bomb is received by mail:
    - Do not handle the envelope or package
    - Notify the Superintendent
    - Immediately evacuate all workers from the site
    - Contact law enforcement officials
  - Notify Superintendent and initiate evacuation procedures.
  - Warn surrounding occupants (homeowners, site workers).

- Biological Emergencies
  - A biological emergency involves the release of a toxic substance, usually a bacteria or virus which is absorbed through skin, eaten or inhaled.
  - It may be spread through an accidental spill, the mail, an explosive device, the ventilation

system, food, the water supply or aerosol release.

- Some characteristics of suspicious packages and letters include the following:
  - Excessive, inadequate, or missing postage
  - Inappropriate Air Mail and Special Delivery stickers
  - Have no return addresses, or have one that can't be verified as legitimate.
  - Foreign mail from politically unstable or hostile countries
  - Postmark is different from the return address location
  - Have strange odors, discoloration, oily stains, or crystallizations on them.
  - Are of unusual weight, given their size, or oddly shaped
  - Protruding wires or tinfoil
  - Excessive securing material such as tape, string, etc. Marked with a threatening message

- Active Shooter
  - Run:
    - Have an escape route and plan in mind
    - Leave your belongings behind
    - Evacuate regardless of whether others agree to follow
    - Help others escape, if possible
    - Do not attempt to move the wounded
    - Prevent others from entering an area where the active shooter may be
    - Keep your hands visible
    - Call SDCRAA Emergency at (619) 686-8000 when you are safe
    - DO NOT HANG UP UNLESS TOLD TO DO SO BY THE EMERGENCY OPERATOR
  - Information to provide to SDCRAA Emergency operations:
    - Location of the active shooter
    - Number of shooters
    - Physical description of shooters
    - Number and type of weapons shooter has
    - Number of potential victims at location
  - Hide:
    - Hide in an area out of the shooters view
    - Lock door or block entry to your hiding place
    - Silence your cell phone (including vibrate mode)
    - Remain quiet
  - Fight
    - Fight as a last resort and only when your life is imminent danger
    - Attempt to incapacitate the shooter
    - Act with as much physical aggression as possible
    - Improvise weapons or throw items at the active shooter
    - Commit to you actions… Your life depends on it
  - When law enforcement arrives:
    - Remain calm and follow instructions
    - Drop items in your hands (e.g., bags, jackets)
    - Raise hands and spread fingers
    - Keep hands visible at all times
    - Avoid quick movements toward officers, such as holding on to them for safety

- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating
- The first officers to arrive on scene will not stop to help the injured
- Expect rescue teams to follow initial officers
- These rescue teams will treat and remove injured

- Once you have reached a safe location:
  - You will likely be held in that area by law enforcement until the situation is clear
  - All witnesses have been identified and questioned
  - Do not leave the area until law enforcement authorities have instructed you to do so

EMERGENCY RESPONSE
TEAM ROLES AND
RESPONSIBILITIES

PROJECT NAME	PROJECT LOCATION	CROSS STREETS
San Diego Airport ADP-Terminal & Roadways	San Diego Airport Terminal 1(SAN)	McCain Rd and Spruance Rd.
PRIMARY ASSEMBLY AREA	**SECONDARY ASSEMBLY AREA**	**MEDIA ASSEMBLY AREA**
Trailer B (Spruance & McCain)	PMC (Liberator Way and Harbor Drive)	Trailer B (Spruance & McCain)

EMERGENCY RESPONSE PLAN		
Abbreviations	**FL** – Flashlight Issued **AH** – Air Horn **M -** Medical Incident **E -** Evacuation	
TITLE	**PERSON RESPONSIBLE**	**RESPONSIBILITY**
Incident Commander	Dan McGuckin Steven Fry	- **M/E -** Located at the scene of the emergency directing operations - Determine if the crisis communication plan is required - Determine what type of emergency services is required - Determine and mandate evacuation of the trailer - Assume Communication responsibilities if Communication Monitor is out of office.
Site Coordinator / Trailer Warden	TBD	- **M -** Provide a clear path from door to area of specificevent - **M -** Wait at door and escort to specific area of event - **E -** Position at exits, advising and assisting staff with evacuating down stairwells to evacuation point. - **E -** Proceed to emergency assembly area once trailer is clear. - **E -** Impaired persons are to stay inside trailer if unable to evacuate. - **E -** Trailer Warden to say with person until they can be properly evacuated.
Street Coordinator Trailer Monitors	TBD	- **M -** Wait at entrance and flag down emergency vehicles - **M -** Direct to entrance of trailer - **E -** Stand near trailer and direct staff to nearest stairwell - **E -** Proceed to emergency assembly area once trailer is clear.

Communication Monitor	TBD	- Coordinate between Incident Commander and Emergency Services - **M/E -** Contact Project Executive - Advise if shelter in place is activated - Notify Police if there is bomb or suspicious package threat

Please refer to Index 20.1 List of Attachments, section 20.20 Arrive Emergency Response Plan

Emergency Response Documents

- An emergency must be documented.
- An initial notification sent to the airport J.8.1 immediately.
- An Incident Investigation form must be completed.
- A FCA (Field Control Analytics) drug test.
- All witness are to complete a witness statement.

Office Coordinator	Darla Wilson	- **M/E –** As directed will notify emergency services - **E -** If required, blast air horn to notify staff - **E -** Advise Incident Commander of who is out of the office - Prior to exiting grab the visitor log sheet and provide to the assembly coordinator. - Notify Sr. Management of any bomb or suspicious package threat.
Emergency Assembly Coordinator	TBD	- **E -** Wear yellow vest to be visible - **E -** Assemble staff at the emergency assembly area - **E -** Conduct a roll call and accountability of all staff and visitors - **E -** Advise Incident Commander of staff status
Roamer/ Room Monitors	TBD	- **E -** Wear designated vest when advising staff to leave - **E -** Walk area of responsibility to ensure all staff have been notified to evacuate office - **E –** Verify all employees have evacuated the trailers. - **E -** Assist with directing staff to evacuation point and emergency assembly area
First Aid Attendant	TBD	- **M/E -** Provide first aid as required - **M/E -** Stay with injured person to help arrives - **M/E -** If fire occurs attempt to extinguish, if safe to do so
Office: Staff, Visitors, Guest		- All visiting staff, visitors and guest are to sign in at the front desk. - Take direction from emergency response team. - Exit through the loading dock - Walk to the identified emergency assembly area - Meet with the emergency assembly area coordinator
INCIDENT INVESTIGATION		
Project Management	Safety Manager to investigate all incidents related to the office and communicates any corrective action plans required.	
	⎦ Control the scene ⎦ Control potential repeat occurrences ⎦ Photograph the scene ⎦ Sketch the scene ⎦ Preserve evidence	⎦ Identify and interview witnesses ⎦ Establish root cause ⎦ Complete Incident Report ⎦ Complete Notification Report ⎦ Complete Lessons Learned

SITE PLOT PLAN

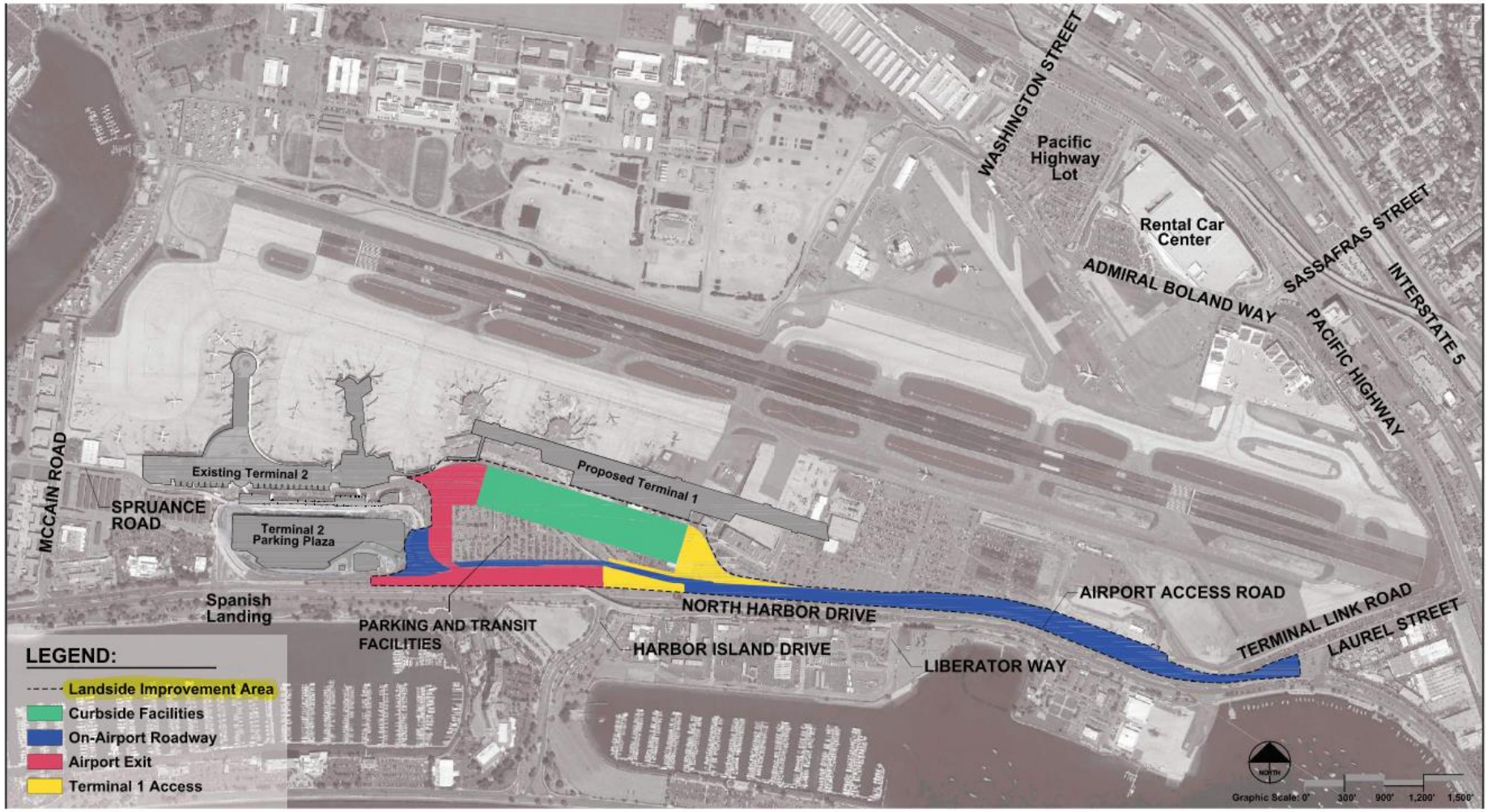
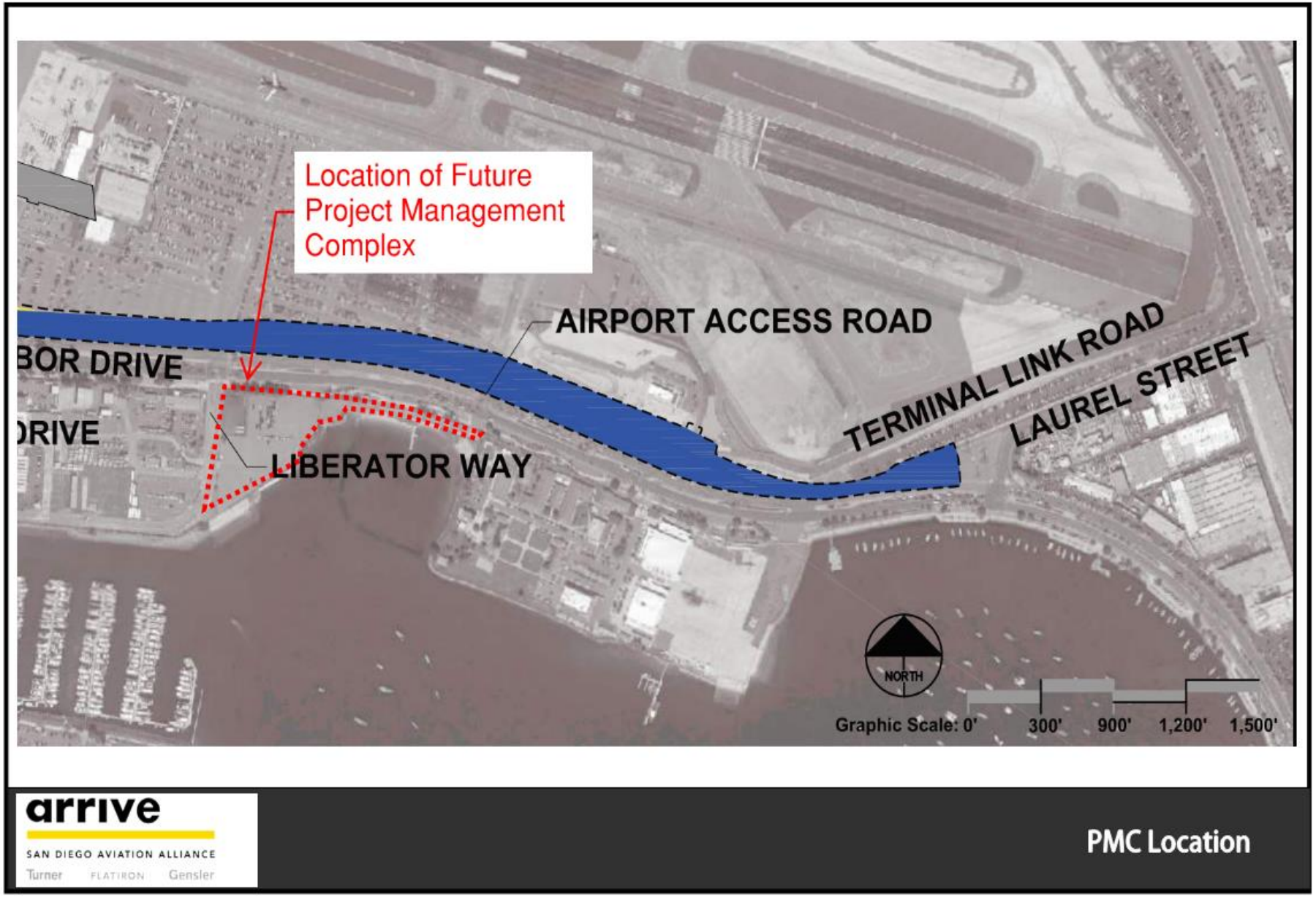


Fig. I.2 Landside Surface Transportation


Location of Future Project Management Complex
AIRPORT ACCESS ROAD
BOR DRIVE
DRIVE
LIBERATOR WAY
TERMINAL LINK ROAD
LAUREL STREET
NORTH
Graphic Scale: 0' 300' 900' 1,200' 1,500'
arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler
PMC Location

EMERGENCY CONTACTS

EXTERNAL			
DEPARTMENT	**LOCAL REPRESENTATIVE**	**TELEPHONE NUMBER**	**LOCATION**
Harbor Police	SDCRAA	(619) 686-8000	3380 N Harbor Dr. San Diego, CA
Fire	SDCRAA	(619) 533-4300	3698 Pacific Hwy
Ambulance	EMS	(619) 686-8000	N/A
Clinic	SHARP Occupational Medicine	(619) 446-1524	300 Fir St San Diego, Ca 92101
Hospital	SHARP Hospital	(858) 939-3400	7901 Frost St. San Diego, CA 92123
OSHA (Consultation)	Cal/OSHA	(619) 767-2060	7575 Metropolitan Dr #204 San Diego, CA
Poison Control Center	Poison Control	1-800-222-1222	200 West Arbor Dr. San Diego, CA
Weather	(NOAA) National Oceanic Atmospheric Administration	1-877-633-6772	http://www.noaa.gov/wx.html
Spill Clean-up/Disposal	HARBRO	(800) 266-5677	455 54th St. #101 San Diego, CA
Underground Utilities	Dig Alert	811	N/A
Gas /Electrical /Water	SDCRAA	(619)686-8000	N/A

EMERGENCY CONTACTS

INTERNAL			
POSITION	**LOCAL REPRESENTATIVE**	**TELEPHONE NUMBER**	**LOCATION**
Project Director	Daniel McGuckin	619-247-8134	
Civil Manager	Steven Fry	760-916-9007	
Safety Director	Danny Brown	702-379-6530	
Security Manager	Johnathon Howard Alex Leon	585-860-4323 602-721-4717	2417 McCain Rd, Suite B San Diego, CA 92101
Safety Manger	Kristin Wunder	858-337-9498	
Civil Preconstruction Coordinator	Josh Gilbreth	619-318-2884	
General Superintendent	Tom Carnahan	916-275-1976	
Senior Superintendent	Catherine Osbourne	510-913-3255	
Civil Superintendent	Doug Bixel	760-497-7078	
Civil Project Manager	Tanner Peyton	817-470-9464	
Executive Assistant	Darla Wilson	858-337-5707	
Safety Engineer	Shelby Eller	661-808-7377	

EMERGENCY

AMBULANCE: (619) 686-8000

FIRE - RESCUE: (619) 533-4300

HOSPITAL: (858) 939-3400

PHYSICIAN: (760) 471-2033

ALTERNATE: (858) 637-6616

POLICE: (619) 686-8000

CAL/OSHA: (619) 767-2280

Posting is required by Title 8 Section 1512 (e), California Code of Regulations

State of California CAL OSHA Department of Industrial Relations

State of
California Department of
Industrial Relations
Cal/OSHA Publications
P.O. Box
420603 San Francisco,
CA 94142-0603

9.0 SECURITY

The purpose of this section is to prevent and reduce the possibility of loss, protect public from workplace injuries, and to establish a procedure for hours of operations and deliveries.

9.1 Security Requirements

- All security violations shall be challenged by workers who observe a security breach
- Workers who violate security procedures may be removed from the site.
- Contractor management, Subcontractor shall comply with all requirements of the Airport Security Plan (ASP) and with the security requirements specified herein.

9.2 Public Access / Site Security Evaluation

- Contractor project management will review the overall security to identify:
  - Possible security breeches
  - Site Access
  - Fencing
  - Signage
  - Visitor Control
  - Gates
  - All site personnel are to report any suspicious behavior or presence of unauthorized individuals on site.

9.3 Fencing and/or Physical Barriers

- All fencing shall be secured to not pose a threat to workers and/or the public.
- Fencing with screen will be established around the site job site
- The work site, office/conex and material storage area will be fenced and strategically placed to reduce the chance of theft.
- Subcontractor shall not open gates or remove fencing without approval of SDCRAA.
- Adequate precautions shall be taken to prevent entrance of unauthorized persons to Airport-restricted areas or inadvertent entry of dogs or large animals into the AOA.
- Prior to securing work each evening, workers shall ensure that all access gates which have been opened are closed and locked, and that perimeter fencing is restored to a condition PTP will maintain present security standards.
- No Subcontractor will be permitted to store materials, park equipment or erect permanent or semi- permanent structures within ten (10) feet of either side of the AOA perimeter security fence.
- Contractor and Subcontractor shall schedule with SDCRAA a minimum of 24 hours prior to requiring any access through any AOA gates.
- Prior to removing or making any holes in any Airport perimeter fencing, permission and written approval from SDCRAA, and take adequate precautions to prevent entry of unauthorized personnel or animals.

9.4 Arson/ Fire Protection

- Combustible material shall be stowed away to prevent any arson risk from occurring.
- An assessment has been done for this project and there appears to be minimal risk associated with the project from an arson stand point.

- Open/ Flame Heaters

- Use of open and flame heaters shall be coordinated with Contractor projectmanagement
- During or after hours activity may be required to be supervised by a designated firewatch.

9.5 Theft and Vandalism Protection

- Local law enforcement will be notified of the location of the job site.
- Products of importance will be stored in a secured area by eachSubcontractors.
- The use of "dummy" surveillance cameras or actual working recording surveillance cameras, lights or beacons may be used on thisproject.
- Theft and vandalism
- Report to local police immediately
- Report to District HSE manager as soon as reasonablypossible

9.6 Patrols

- The project site will be secured and patrolled by Harbor Police.

9.7 Visitor Control

- All visitors must report to the site office prior to going on-site
- Attend a visitor orientation
- Escorted

9.8 Signage

- Post signage at the entrance, directing visitors to the project office.
- Required, but not limited to PPE Requirements
- No Trespassing
- Hazard Warning signs
- Entry Identification signs
- Emergency Contact Information
- Visitors are to report to siteoffice
- Restricted area
- Authorized personnel only
- Hard hat area
- No Trespassing
- Top 5 Trends
- Days Since Last Recordable Injury

9.9 Gates

- Gates are to be locked when not in use and opened only when required for specific deliveries or other authorized entries.

9.10 Employee, Vehicle, and Parking Access

- Parking is determined by management for specific operations during the validation phase.
- Subcontractors will coordinate employee parking with the contractor prior to performing work on site

9.11 Foot Access

- Foot access will be operation specific during the Validation Phase. Contractor to coordinate prior to beginning operation.

9.12 Vehicle Access

- Contractor project management shall control vehicleentry.
- Only construction vehicles will be authorized in construction zones.
- All vehicles entering and exiting designated parking area are subject tosearch.

9.13 Parking

- Parking for workers will be located on and off site as directed by Contractor.

9.14 Random Site Inspections

- All workers, visitors, vendors, personnel and vehicles are subject to random inspections when entering and exiting the site.
- Inspections will be coordinated and conducted by Contractor project management:
- Identified management and designated appointees will carry out all inspections.
- All random inspections are to be supervised by Contractor project management.
- Any findings which reveal the recovery of any goods, tools, items or other issues should be addressed immediately.
- Contractor project management shall notify the site 4 hours in advance of any random inspection.
- No person is to be physically touched or asked to remove any physical garments.
- All vehicles, lunch boxes or where items can be concealed will be subject to search.
- All workers are to comply with random inspections requests.
- Failure to comply may result in suspension and or termination from working on-site.

9.15 Site Hours/After Hour Activities

- In general, Site hours will be conducted in three shifts:
  - Shift 1 – 7:00am-3:30pm (Monday – Friday)
  - Shift 2 – 3:00pm – 11:30pm (Monday – Friday)
  - Shift 3 – 10:00pm – 6:30am (Sunday Night – Thursday Morning)

Specific operations may necessitate unique shifts.

- Saturday hours are to be designated by Contractor project management – Approval Required.
- All project workers and Subcontractors that return to the project for shift 2 and 3 or on the weekends must be authorized to do so by Contractor project management.
- Any weekend of Shift 2 and 3 work will require a 24 hour notice and approval by Contractor project management.

9.16 Control of Tools and Equipment

- Tools and equipment used for cutting (with the exception of cylinders) will be stored inside a secured location for shift 2 & 3 and on weekends.
- Tools and Equipment shall be stored in a secured location.

9.17 Delivery of Tools and Equipment

- Deliveries will be accepted by the appropriate personnel.
- Subcontractor are to coordinate deliveries with Contractor project management.

9.18 Inventory of Tools and Equipment

- Will be conducted as required.
- Are to be conducted by designated person
- Deficiencies are to be brought to the attention of the Project superintendent
- Tools and equipment are to be clearly marked and identified

9.19 Workers' Tool Responsibilities

- Trained on proper tool usage
- Inspect tools prior to use
- Report and remove defected and damage tools

9.20 Equipment Operator Responsibilities

- Authorized to operate equipment
- To provide certification and/or license
- Visually inspect and document inspection prior to use.
- Disciplinary action is to be brought against unauthorized operators found operating equipment

9.21 Parking Mobile Equipment

- Parking shall be arranged so that the equipment cannot be tampered with.
- When parking equipment, take into consideration fueling operations.
- Ignition keys must not be left with the equipment after hours or when a vehicle is parked in a public location.

9.22 Shipping, Receiving and Material Control

- Deliveries to the site will be coordinated, approved and accepted by Contractor superintendent or their designated appointee.
- Shipments and material are to be examined for defects or damage prior to being accepted.
- Subcontractors who are expecting deliveries and vendor visits to the site shall advise and coordinate deliveries with Contractor project management.

9.23 All Deliveries and Vendors

- Will be stopped at the entrance
- Asked to provide a point of contact on-site
- If entering the site logged into the project
- If entering the airside must complete a visitor orientation and be badged or escorted

9.24 Subcontractor supervision will be required to:

- Provide a written delivery report for all material deliveries upon request.
- Meet deliveries and vendors at the entrance.
- Escort deliveries to the material lay down area or designated location.
- Be responsible to receive their equipment and material deliveries, unload and transport their material to a storage location.
- Deliveries that are unable to identify point of contact will not be authorized on-site.

9.25 Key Control

- An inventory and signature system will be set up to control all site keys.
- Key control will be coordinate through TBD or his designated appointee.
- All lock out/tag out keys issued to supervisor workers will be issued only after approval from the Project superintendent.
- No copies of any keys will be authorized.

9.26 Keys shall be

- Only Issued to supervisory workers as needed.
- Turned into Contractor project management once the use of keys has been completed.
- Failure to do so can result in disciplinary action.
- Secured and/ or locked up in a lock box, this shall include all spare keys.

9.27 Secure Lock Box

- A secure lock box shall be on site to secure all keys.
- A key inventory of all keys shall be kept current in the lock box. See Attachment 1.

9.28 Locks

- All exterior gates to the site have been secured with a key or combination lock.
- Only Contractor Project Management shall have knowledge of the combination / access to the keys.
- At no times shall any chain or lock be cut, damaged or altered to gain access to the site.

9.29 Lighting

- Walkway areas and "common" areas:
- Each Subcontractors shall provide their own task lighting for work areas
- Maintained during early morning and night operations
- Shall be adequate to perform task safely and quality standards

9.30 Protection of the Public and Property

- For the purpose of this section, "public" shall be construed as all non- construction personnel.
- It is the every workers responsibility to control potentially dangerous areas that exist within and around the construction project.
- Appropriate warnings, signs and instructional safety signs shall be conspicuously posted where necessary.
- Subcontractor designated qualified signal person shall control the moving of motorized equipment in areas where the public might be endangered.
- Work areas must be contained and kept free of debris on a daily basis. Construction supplies should be secured to minimize the potential of materials blowing off open areas.
- Only proper securing methods should be used. Use of brick, concrete block, wood or other unsecured material is prohibited.
- Protective devices shall be designed to protect the public and others on or adjacent to the Site from potential exposures created by the work.
- Protective devices shall be maintained in a clean and smooth condition so as not to cause cuts, nicks, splinters, or snag clothing.
- Protective devices shall be designed to withstand the reasonably anticipated forces in or around the work area, including but not limited to, wind, vibration, runoff, and other natural or man-made conditions.
- Subcontractor shall remove each protective device when the device is no longer required.
- Separate and protect work areas from occupied areas with cones, barriers, or other temporary barricades if workers must leave a work area momentarily.
- Maintain doors or gates closed/secured when these open directly into occupied areas.
- Tour all work areas regularly, especially if the type of work being done is deemed to create problems and exposures to accidents.
- Make sure that unsafe conditions are corrected before leaving scene of work.
- Dust and noise shall be controlled properly to allow the airport to maintain its regular operations without interruptions.
- Every subcontractor is required to provide a Public Protection Plan JHA prior to the commencement of work. This is due by the pre-construction conference and shall consider and include at a minimum the following items as they apply to the project:

  - Noise
  - Dust, Fumes, Mist, Smoke, Vapors
  - Traffic Hazards
  - Pedestrian Hazards
  - Components
  - Radiation (including lasers, x-ray, and welding rays)

- Machinery and vehicles
- Falling objects
- Wind-Borne objects
- Security
- Utilities
- Hazardous Materials and hazardous substances (including use and storage)
- Response to incidents involving the public
- Public demonstrations on project

- The Public Protection Plan shall at a minimum include the following components:
  - Policy Statement
  - Assignment of Responsibilities
  - Identification of existing and predictable public concerns
  - Provisions to monitor and inspect the implementation of the provisions of the Public Protection Plan
  - Hazard abatement procedures

10.0 ENVIRONMENTAL ACTION PLAN

This section defines the Environmental Action Plan (EAP) for this project. The plan outlines steps to be taken to ensure all identified conditions are controlled through Best Management Practices (BMP) and that compliance with all applicable environmental regulatory requirements and Storm Water Pollution Prevention Program (SWPPP) requirements are met.

10.1 Responsibilities

- Project Environmental Manager
  - Review the Environmental Action Plan prior to distribution.
  - Report serious environmental incidents
  - Ensure project compliance with federal, state, and local regulatory requirements
  - Maintaining liaison among owner, environmental, engineering, construction, and support personnel
  - Assisting in identifying and resolving environmental project issues, including identifying resource needs.
  - Stopping work upon notification of nonconformance.
  - Maintaining health and safety and environmental compliance within the work area
  - Maintaining accurate records of environmental compliance

- Contractor Project Management
  - Develop and approve the site-specific Environmental Action Plan.
  - Revise this plan as project conditions change.
  - Conduct monthly inspections of the work site conditions.
  - Review, implement and maintain the standards in the Environmental Action Plan.

- Subcontractor
  - Comply with SWPPP requirements and federal, state, and local regulatory requirements.
  - Report damaged BMPs to Contractor project management.
  - Conduct corrective actions and BMP repairs as needed.

- Workers
  - Correct BMP's as needed.
- Comply with SWPPP and federal, state, and local regulatory requirements. Project Qualified SWPPP Practitioner (QSP)
  - Conduct QSP responsibilities as outlined in the SWPPP
  - Maintaining accurate records of SWPPP and SDIA SWMP compliance and issues including photos, weather reports, and updates to the BMP map.
  - Overseeing, coordinating, and reporting implementation of corrective actions, as appropriate.
  - Implement a weather-triggered action plan (WTAP) as necessary.
  - Participate in administration of weekly water pollution control BMP trainings

10.2 Environmental Training

- Environmental action plan shall be reviewed all workers through site orientation
- Environmental designate shall complete Contractor Environmental Management course

10.3 Consultant Reports

- Consultant report can be found in the field office.

10.4 Permits and Licenses

- Construction General Permit
- Industrial General Permit
- Local, federal, and state permits
- Air Quality Permit
- Concrete crushing plant
- Concrete batch plant
- Permanent generators

10.5 Environmental Designate responsibilities:

- Completion of the project checklist
- Monthly Job Site Environmental Inspections
- Implementation of modifications to the Environmental Action Plan as defined by changes in regulations or conditions
- Implementation of other environmental requirements that may become necessary throughout the course of this project

10.6 Thorough understanding of the following:

- SWPPP and SDIA SWMP
- Environmental Checklist for Bidding, Contract and Field Operations
- Environmental Scope of Work
- Environmental Action Plan
- Environmental Project Checklist

10.7 Spill Prevention and Response Plan

- Communications
  - Report all spills to Contractor project management and/or Project Environmental Manager.
  - Notify emergency response agencies as needed (Police, Hazmat, Fire).
  - Notify, Clients, and/or Owners as required
- Provide the following information when reporting a spill:
  - Location
  - Name of substance
  - Volume spilled
  - Total quantity involved
  - Chance of other release
  - Source of the spill or leak
  - Hazards involved
  - Size of the area affected by the spill
  - Workers requiring medical attention or rescue

10.8 Evaluation of Hazards

- Evaluate the hazards of the spill upwind from the contaminated area(s).
- Identify the following:
  - Potential health risks
  - Physical risks
  - Environmental hazards
  - Hazardous vapors
  - Presence of energy sources which could act as ignition sources shall be identified

10.9 Control of Contaminated Area

- If safe to do, the Emergency Response Team shall:
  - Contain the contaminated area
  - Extinguish or remove sources of ignition
  - Stopping leak or spill at source
  - Place dams of absorption materials to prevent further spread
  - Photograph contaminated area

10.10 Clean-up Operations

- Always refer to SDS for clean-up instructions.
- Loose spill control materials should be distributed over the entire spill area.
- Work from the outside, circling to the inside
- This reduces the chance of splash or spread of the spilled chemical
- When spilled materials have been absorbed:
  - Use brush and scoop to place materials into appropriate container
  - Extract/transfer spilled material into tanks or barrels
  - Extract/transfer contaminated soil, material or water into tanks and drums
  - Place damaged drums or containers into over packs
  - Transfer used absorbents into drums
  - Complete and place a hazardous waste sticker/ label(s) on drums or container.
  - Properly store material or substances until disposal can be made.

10.11 Reports/Records

- Contractor project management's Environmental Spill report shall be completed.
- If available, a copy of the following should be retained on-site:
  - Any waste manifests
  - Chain-of-custodies
  - Transporter and disposal license
  - Environmental Spill Report and lab analysis
- Kept on the job site for the duration of the project

10.12 Decontamination

- Remove residual equipment used during containment and clean up.
- Decontamination may require isolation areas and/or shower facilities.
- Properly dispose of contaminated clothing, wash water, etc.

10.13 Restoration of Contaminated Area

- Contaminated areas are to be restored back to pre-spill conditions.
- Conditions shall be acceptable to legislated standards or owner's satisfaction.

10.14 Chemical Products Information

- A chemicals inventory list is to be maintained and kept current.
- A copy of all Safety Data Sheets (SDS's) shall be inserted into the site's SDS binder and uploaded to Project Document Control (PDC).
  - Only submit the SDS for those items that will be used on the project.
- Subcontractors are to provide a current binder of all SDS sheets and upload to Project Document Control (PDC).
- SDS Binder will be located in the jobsite office

- SDS will be available to all workers.

10.15 Ordering Chemicals

- SDS for products on-site is to be provided to Contractor project management and will be added to the site SDS list, Project Document Control (PDC) and binder.

10.16 Designated Substances

- All Material used on site shall be used as identified per manufacturer and as outlined in specifications.

10.17 Spill Response Kit is located site trailer.

- Spill Containment Kit should have the following items:
  - Personal Protective Equipment
  - Absorption - socks, pillows, sheets, booms, sand, liter
  - Over pack barrel
  - Other items that may be needed:
  - Shovels
  - Pails
  - Plastic bags

10.18 Restock

- The Spill Containment Kit is to be restocked with all items used during the spill response.

10.19 Waste Management Requirements

- All construction trash will be comingled and separated off site.
- Waste reduction shall be considered on all Contractor project management Projects.
- All Subcontractors shall comply and participate with waste and recycle management.
- Hazardous Material shall be properly stored and/or disposed.

- Non – Hazardous Waste Management
  - Waste management shall contain effective methods to mitigate waste.
  - Principles of Reduction, Reuse, Recycling and Recovery (4Rs) are to be applied.
  - Solid wastes shall be placed in containers which are emptied regularly.

- Reduction
  - Purchase materials and products in bulk to reduce container waste.
  - Purchase smaller amounts to avoid having to dispose of expired materials.
  - Improve material receiving, storage, movement and handling practices to reduce loss.

- Reuse
  - Re-Use Used thinner can be reused as a wash thinner to clean equipment.
  - Filtered backwash water may be reused without further treatment in operations requiring a lower quality of water (dust control).

- Recycling
  - Encourage the use of recycled material.

- Recovery
  - Waste generated contains "recoverable substances" that could be recovered, recycled or reused.

10.20 Project Recycling Requirements

- Divert at least 75% of their debris by recycling, reusing or donating usable materials
- All Subcontractors are to participate with fulfilling requirement

10.21 Leadership in Energy and Environmental Design (LEED) Requirements

- Fulfill LEED Requirements specific to scope of work and subcontractor.
- This project will evaluate potential for LEED Silver.

10.22 Hazardous Waste Management

- Review SDS to determine if product could become or is considered to be hazardous waste.
- Product substitution shall be considered if the product is identified as hazardous.
- Consider storing material if product could become or is hazardous waste.

10.23 Hazardous Waste Characteristics

- Solid waste that exhibits any of the following characteristics shall be considered hazardous:

- Ignitability
  - Liquid waste with a flash point below 140 degrees (60 degrees C). Examples: include waste oils.

- Corrosives
  - A liquid waste that has a pH of 2.0 or less or 12.5 and above. Examples: include battery acid.

- Reactivity
  - Reactive wastes are unstable and cause explosions, toxic fumes, gases or vapors when heated, compressed or mixed with water.

- Toxicity
  - Toxic wastes are harmful or fatal when ingested or absorbed (e.g., containing mercury, lead, etc.). Requires a lab test procedure to determine.

10.24 Storage/Handling of Hazardous Waste

- Storage is holding of waste for a temporary period prior to being treated or disposed.

10.25 Posting of Signs

- Signs visible from at least 25 ft. are to be posted.
- Signs are to be in English and Spanish, if needed.
- Other signs may be necessary depending on local codes.

10.26 Containers

- Any portable device, in which a hazardous waste is stored, transported, treated, disposed, or otherwise handled.

10.27 Container Management and Labeling:

- The container must be labeled properly when first used
- Packaging/labeling prior to transport
- When ready, transport wastes to a disposal facility
- A company equipped to handle such waste shall be used
- Ensure the contractor is properly licensed, bonded and equipped

- Waste must be compatible with the container:
  - Waste placed in any container must be chemically compatible with:
  - All other waste in the same container
  - Any residuals remaining in an unwashed/un-rinsed container

- Containers are to be in good condition:
  - No severe rust
  - No sharp-edged creases or dents
  - No bulging heads caused by over pressuring containers
  - No severe structural defects

- Containers itself:
  - Must be kept closed at all times except while adding or removing wastes
  - Funnels left in the container opening are considered a violation
  - Ignitable or reactive waste must be at least 50 ft. from the property line

- Containers must be managed to reduce the possibility of ruptures or leaks
  - Do not stack containers
  - Do not store containers where they could be damaged by vehicles
  - Do not overfill
  - Ground containers which contain flammables or combustibles
  - Handle containers with equipment designed for that purpose

10.28 Tanks

- Devices constructed of non-earthed materials used to store treat hazardous waste.
- Can be open-topped or completely enclosed and are constructed of variety of materials.

10.29 Containment Buildings

- Are completely enclosed, self-supporting structures (i.e., they have four walls, a roof and a floor) used to store or treat non-containerized hazardous waste.

10.30 Waste Piles

- An open, uncontained pile used for treating or storing waste
- Hazardous waste piles must be placed on top of a double liner system to ensure leakage from the waste does not contaminate surface or ground water supplies.

10.31 Surface Impoundments

- A natural topographical depression, man-made excavation or dike such as a holding pond, storage pit or settling lagoon.
- Formed primarily of earthen materials and are lined with synthetic plastic liners to prevent liquids from escaping.

10.32 Vehicle / Refueling / Oil Changes

- Place appropriate barriers and protection to prevent fuel and other related chemicals from contaminating project surfaces.

10.33 Hazardous Waste Disposal/Removal

- Disposal/Removal Requirements
  - Samples of the waste are to be analyzed:
  - The analysis is needed for transportation and disposal purposes

- This is to be done by a certifiedlab
- Obtain waste disposal permit if required
- Transfer by a licensed hauler to an approved waste site

- Hazardous Waste Manifest
  - Carefully check manifest for accuracy and completeness
  - All chain-of-custodies
  - Lab analysis and permits retained
  - A copy shall be retainedon-site
  - Copy sent to the Districtoffice

- Hazardous Waste Storage Areas
  - Items listed below shall be stored in a secondary containment facility.
    - Diesel fuel and gasoline
    - Form oils
    - Lubricating oils
    - Hydraulic fluids

- Items listed below shall be stored and secured to prevent falling or tipover.
  - Propane cylinders
  - Oxygen cylinders
  - Acetylene cylinders

10.34 Hazard Assessment - Decontamination Facilities/Areas – Requirement

- An assessment has been done and there appears to be no areas of concern or decontamination required facilities.

10.35 Communications System

- Workers are to be aware of the Environmental Action Plan using the following forums:
- Orientation
- Job Specific Assignment
- HSE Field Meetings
- Project HSE Committee Meetings

10.36 Environmental Emergency Response Plan

- Incident Commander - Project superintendent will assume therole
- Environmental Emergency Response Team
  - Team to be trained on the Environmental Action Plan
  - Are to respond to the area of the environmental incident
  - Take direction from the Incident Commander
  - Will communicate between field and emergency response agencies
  - Evaluate the situation and hazard(s) before proceeding
  - Is evacuation required?
  - Can the area be contained, secured or cordonedoff?
  - Are emergency services required?
  - Prepare to direct emergency vehicles to the contaminated area
  - Identify weather conditions which could affect the contaminated area
  - Review the SDS to identify:
    - Spill response recommendations
    - Personal Protective Equipment to beused

- Control Measures
- Hazards

10.37 Emergency Evacuation Routes

- Incident Commander to determine if site is to be evacuated
- Shall be through the main gate, upwind from hazardous chemical spills

10.38 Notifications shall be made as soon as reasonably possible to:

- Contractor project management
- Local authorities as required
- Project Safety Manager

10.39 Environmental Incident Reporting

- Environmental incident reporting is extremely important for the following reasons:
  - To maintain regulatory compliance
  - Share information within the company to prevent a recurrence
  - To provide educational resource information
  - To promote and maintain awareness
  - To provide documentation for corrective measures as due diligence, evidence, future review and analysis for continuous improvement

10.40 Environmental Incident Investigations

- Incidents are to be investigated.
- Investigation shall be documented and submitted within 48 hours.

10.41 Environmental Audits/Inspections

- Are to be conducted as outlined in the SWPPP.
- At a minimum an environmental inspection shall occur on a monthly basis.
- Conducted By a member the Environmental Designate or appointee.
- Documentation
  - Environmental Inspection is to be documented, using an Environmental Inspection
  - Report to record environmental inspection. Environmental inspections will be entered into Project Document Control (PDC) and predictive solutions for this project.
  - Environmental Inspection is to be:
    - Reviewed and signed off by Contractor project management
    - Original sent to the Project Safety Manager

- Audits/Inspections by Environmental Protection Agency (EPA)
  - Notify Project Safety Manager upon EPA arrival.
  - When EPA workers are on-site to conduct business:
    - Shall be directed to the Superintendent
    - Orientated prior to entering onto the site
    - Escorted by the Project superintendent

- Best Management Practices (BMP's)
  - Contractor project management shall strictly enforce the SWPPP policy with all on-site workers.
  - The following BMP's may be used on-site to control storm water erosion and sedimentation:
    - Silt Fences
    - Fiber rolls

- Inlet protection BMPs
- Check dams
- Dikes
- Retention Basins
- Sand Bags/Gravel Bags
- Or Other Equivalent Sediment Controls

- Public Roadways
  - Track out from vehicles leaving on-site shall be prevented.
  - Responsible parties for track out will be required to clean affected roadways.
  - Broom or street sweepers shall be used to clean roadways.

- Storm Water Drainage and Site Dewatering
  - There will only be discharge of site water to any sanitary sewer or storm drain without the required regulatory permits.
  - Discharge water must be discharged to a temporary or permanent sedimentation basin within the project site.
  - Construction runoff will be prevented from exiting the site.

- Concrete Waste
  - Concrete trucks are to wash out in designated areas only.
  - Washouts will be cleaned or replaced when the washout is 75 percent full or when there is damage (e.g., torn liner or evidence of leaks).
  - Concrete waste is not to be buried on site.
  - Designated area shall be at least 100 feet from Storm drains, Open ditches, Streets, Streams

- Air Pollution Control Plan
  - Dust shall be suppressed at all times, to include during nonworking periods.
  - Contractor project management is to ensure air quality is maintained on-site at all times.
  - Subcontractors are to be responsible for work activities which create dust and to ensure measures are in place to ensure air quality is maintained.

- Work Activities
  - Dust particulates from the following shall be controlled at all times:
    - Excavation activities
    - Processing or prepping of material
    - Stockpiles
    - Roadways
    - All other work areas within or the project boundaries so that air quality is maintained

- Dust Suppression
  - Particulate control shall be performed as needed while the work proceeds or whenever a particulate nuisance or hazard occurs.
  - Care will be taken to minimize dust produced on the jobsite by:
    - Through the use of water at regular intervals
    - Using dust suppressants

10.42 Excavated Material

- Soil has been tested and there is potential for known contaminants

- Soil will be isolated and once verified hauled to a registered site.

- Soil has been tested and there appears to be no known containments.
  - Soil Description
  - Soil will be hauled off site by 3rd party trucking company.
  - Material will be stored on site and covered with liner, water suppressant
- Water will be used to suppressed all excavated material
- Contractor project management is to ensure air quality is maintained on-site at all times.

11.1 SUBCONTRACTOR SAFETY PROGRAM

The purpose of the section outlines Contractor expectation and requirements for Subcontractors to adhere and *actively* participate in the Health, Safety, and Environmental programs during the Validation Phase.

- Failure to comply with the HSE policies could be grounds for termination of the contract.
- Subcontractors shall comply with this Project Specific HSE Plan and understand that it is a living document which may be updated to protect workers and activities associated with this project.
- Subcontractor shall comply with all policy updates and site changes.

11.2 Throughout this section and Project Specific HSE Plan, the term worker refers to Contractor employees, Subcontractors, Supervisors, Vendors and Owners.

11.3 Subcontractors are required to:

- Comply with applicable government standards and regulations.
- Comply and adopt the content of the Project Specific HSE Plan.
- Comply with Owner/Client requirements and programs that may be specified.

11.4 Subcontractors shall submit via Procore

- Copy of their Project Specific HSE Plan and/or Injury Illness Prevention Plan (IIPP).
- Submit copy of their Hazardous Communication Binder (SDS).
- Submit applicable Job Hazards Analysis (JHA) 14 days prior to executing site work using the Contractor form.
- Cal/OSHA Activity Notification Permit as required.
- Competent / qualified person list
- Fall protection task plans
- Worker / Operators, License, Certifications
- Site HSE Plan Acknowledgement form
- List of First Aid and CPR trained supervisors and personnel at a 1:10 ratio.
- Submit proof of OSHA 10 for all employees.
- Submit proof of OSHA 30 for all Supervisors and CPT.
- Designate a Safety Representative (Full time with no other responsibilities) upon crew size 24 or less and 25 or more employees (including tier subs). This person is required to be onsite whenever work is being conducted.
- Submit a copy of any project specific preventative plans as required. See examples below:
  - Fall Protection Plan
  - Respiratory Plan
    - To include Air Monitoring Sampling from within the year
  - Heat Illness Plan (HIIPP)
  - Hoisting Plan

11.5 Subcontractor shall designate the following:

- Representative to enforce their HSE Program
- Qualified and/or Competent person.
- Safety Professional Definitions and Credentials:
  - Prior to working on site, all safety professionals to include: Site Safety Representative (SSR) and Site Safety Manager (SSM); must be approved by the SDCRAA Safety Manager. Resumes that are credentialed and certified compliant with the requirements of contract for SSRs and SSMS will be interviewed by JVs Safety Managers. Any deviation from the required minimum qualifications must

be approved by the SDCRAA Safety Manager responsible for the project. The following criteria are required for the Site Safety Manager and Site Safety Representative positions:

- Site Safety Manager (SSM): SSM required when 25 or more workers are present. When 50 workers are onsite, 2 SSM are required. When more than 100 worker are onsite, a minimum of 3 SSM are required onsite. SSM are required:
  - Current OSHA 500.
  - Minimum of 10 years of construction experience.
  - Additionally, minimum of 5 years of full-time construction safety management experience.
  - Current CPR/First Aid, AED, and Blood-Borne Pathogen certifications.
  - The SSM must be onsite at all times when work is being performed. No other duties may be assigned to the SSMs.
- Site Safety Representative (SSR): SSR required when 24 or less personnel are on-site (including tier subs). SSR are required:
  - Have a current (within 3 years) OSHA 30
  - Minimum of 5 years construction experience.
  - Minimum of 3 years of safety experience (over 50% of time in safety).
  - Current CPR/First Aid, AED, and Blood-Borne Pathogen certifications
  - The SSM must be onsite at all times when work is being performed. No other duties may be assigned to the SSRs.
- SSMs and SSRs to attend and participate in the 2 hour Building LIFE (Behavioral analysis) training.

11.6 Contractor Requirements:

- At a minimum, the Design/Builder (Contractor) will provide SM/SC(s) as shown in the Phase 2 GMP Staffing Plan for site personnel.
- The Design/Builder (Contractor) will also require each trade subcontractor have one (1) Safety Superintendent on site at all times and additionally one (1) SC on site when the subcontractor total personnel exceed 25.
- Contractor will submit a log on a monthly basis, current and project (2 months) documenting approved safety staffing for the project.
- When counting the personnel include all trade workers, second and third tier subcontractors and field office personnel during work hours.

11.7 Leadership/Administration

- Provide Safe Work Practices and Job Hazard Analysis as well as HSE Operating Procedures
- Contact Project Management regarding HSE hazards on-site
- Shall be responsible for their health and safety, as well as their fellow workers.
- Report to Project Management promptly on occurrence of any significant HSE incident.
- Cooperate with all Contractor representatives having jurisdiction at the jobsite.
- Ensure workers are competent and trained to perform specific work activities.
- See Section 2.0 of this plan for detailed information regarding responsibilities.
- Attend and Participate in the mandatory 2 hour Building LIFE (Behavioral Analysis Training).

11.8 HSE Orientation and Training

- Field Supervision shall be have completed OSHA 30 within the last 3 years
- Field Workers shall have completed OSHA 10 hour.

- All workers shall attend an on-site HSE orientation meeting:
  - Orientated by Contractor Project Management prior to commencing work on this project
  - Sign and submit orientation checklist
  - Trained on the hazards of the project
- Assist Project Management with the development of training needs
- Complete Drug screening (prior to attending orientation)
  - JV self-perform partner may have employees drug test during orientation.
- Submit applicable training rosters including but not limited to:
  - Fall protection training
  - Confined space training
  - LOTO training
  - Forklift training
  - Aerial (scissor / boom) lift training
  - Qualified rigger training
  - Qualified signalperson training
  - Respiratory protection training
  - CPR/First Aid training
  - OSHA 10
  - OSHA 30
  - STSC

11.9 HSE Meeting Communication Systems

- Project HSE Meetings (PHSEM)
  - Attend PHSEM as required on a monthlybasis rotation of attendees shall consist of supervisors and workers
- HSE Field Meetings (HSEFM)
  - Attend Contractor Job Site HSE Field Meeting (HSEFM)
  - Shall assist with conducting HSEFM to address hazards associated with expertise
  - Participate with reviewing topics as requested by Project Management
  - Conduct HSE Field Meeting/Tailgate with your crews and submit copy of your weekly HSE Field Meeting/Tailgate meeting to Contractor.
  - See Section 4.0 of this plan for detailedinformation

11.10 Hazard Identification

- Job Hazard Analysis (JHA)
  - Shall complete all JHAs outlined by Contractor project management
  - JHA's are required with all specific tasks, scope of work and high riskactivities.
  - Shall be submitted to Project Management 14 days prior to the execution of a specific scope of work or task for review and feedback.
  - JHA is differs from the THA/PTP in that it is a step by step plan of the entire scope of work and how the work will be completed with proper safety controls inplace.
  - JHA's are to be revised as condition changes on site
  - Subcontractor to use Contractor JHA form.
  - See Section 5.0 of this plan for detailedinformation.

11.11 Daily Pre Task Plan (PTP)

- Shall complete Pre Task Plan (PTP) prior to starting each dailytask.
- Submit copy of PTP to Procore in the Daily Construction Report (DCR) daily.

- Be posted in area of work.
- Revised as work changes or is modified.
- Conduct PTP audits.

11.12 Safety Data Sheet

- Shall be submitted to Procore as new product enters the site.
- Conduct a huddle and brief employees on new SDS and submit via Procore.
- SDS's must be dated within 3 years of the current date unless the contractor obtains written statement from the manufacturer stating that the SDS is the most current version.

11.13 Audits and Inspections

- Audits - Participate with site audits as requested

11.14 Inspections

- Inspect work areas daily to ensure compliance.
- Non-compliance issues are to be corrected as soon as reasonably possible.
- If corrective actions are not taken shall be stopped until corrected.
- Written notification will be sent to the owner of the Subcontractor.
- Supervision and workers shall participate in project inspections
- Conduct one (1) formal inspection of their area(s) of responsibility monthly.
- Site inspections shall be submitted to Contractor Project Management.
- See Section 6.0 of this plan for detailed information.

11.15 Personal Protective Equipment (PPE)

- Verify workers are provided with the appropriate PPE as required and as needed.
- Provide education and training, and enforce the use of applicable PPE.
- Mandatory basic PPE requirements are as follows:
- Hard Hats – ANSI Z89.1 100% at all times
  - As of July 1, 2022 TYPE 1 CLASS E, ANZI Z89.1 Hard Hats with 4-point chin strap will be required for all craft and employees onsite.
- Eye/Face Protection – ANSI Z87 100% at all times
- Hand Protection – 100% gloves at all times.
  - Cut level 4 gloves required.
  - Any task that requires the removal of gloves due to dexterity, pressure, or safety must be documented on the crew's PTP (Pre-Task Plan) and approved.
- Footwear – Boots must be made of leather or similarly substantial synthetic material
  - Boots must have at least a 6" upper
  - Business, tennis, running and light canvas shoes are not acceptable.
- Clothing – Sleeveless shirts and shorts are not acceptable (must have 4" sleeve)
- See Section 7.0 of this plan for detailed information.

11.16 Emergency Response

- Emergency Response Plan
- Shall become familiar with the site emergency response plan.
- Supervision will communicate this plan to their workers.
- Shall identify all workers CPR and First Aid trained.
- See Index 20.1 List of Attachments section 20.20.

11.17 Subcontractor Emergency Responsibilities

- Ensure the safe evacuation of their personnel to assembly areas.
- Head counts shall be taken and reported to Contractor's Project Management.
- If a worker is injured the same response plan shall be followed.
- Supervision to assist with gathering witnesses.
- Shall participate with emergency/evacuation drills.
- See Section 8.0 of this plan for detailed information

11.18 Security

- Responsible for secure storage of own tools, materials and all other items left on site.
- Shall comply with all security requirements of the site.
- Ensure all visitors and deliveries sign at the site office.
- All Workers shall participate with random site inspections.
- No work activity or entry into the site shall be made without prior approval.
- Section 9.0 of this plan for detailed information.

11.19 Environmental

- Shall comply with site environmental requirements
- Shall participate with site recycling efforts
- See Section 10.0 of this plan for detailed information

11.20 Preventative Maintenance

- All tools and equipment shall be inspected prior to use and in good working condition.
- Good housekeeping and orderliness shall be maintained at all times on this project.
- Crews are to conduct stretch and flex exercise daily at the beginning of shift.
- Provide Contractor Project Management with your heat illness prevention plan.
- Provide enough drinking water and shade for workers.
- See Section 12.0 of this plan for detailed information.

11.21 Incident Reporting

- All incidents shall be reported to Project Management as soon as is reasonably possible (required within 15 minutes).
- If in doubt report to Project Management.
- DOT post Incident testing is required.
- All Injuries require a DWC-1 to be completed and issued.
- 0-60 Report and notification to SDCRRA with 60 minutes is required by Contractor.
- A “First Report of Injury” form and/ or company Incident Report form must be submitted to Arrive within 4 hrs (unless the incident requires all staff, then report must be completed ASAP, reasonably).

11.22 Investigations

- Conduct a formal investigation of all near misses and incidents.
- Submit copy of initial report to Contractor's supervision within 4 hours. Detailed report is due within 24 hours.
- See Section 13.0 of this plan for detailed information.

11.23 Injury Management

- Provide modified work for workers on restriction
- Advise Contractor Management of worker status

- See Section 14.0 of this plan for detailed information

11.24 Code of Safe Work Practices

- Acknowledge and comply with items listed in Section 15.0 of this plan.

11.25 Worksite Monitoring

- Contractor will monitor subcontractor work areas for compliance.
- This may include a review of all:
  - Maintenance logs
  - Pre Job Safety Instructions
  - Job Hazard Analyses
  - HSE Field Meetings
  - Project HSE Committee Meetings
  - Inspections

11.26 Subcontractor Daily Statistics and Inspection report must be completed daily and turned in to Contractor via Procore.

11.27 Compliance with the Project Specific Health, Safety and Environmental Plan

- Compliance with company and legislated HSE standards is necessary to maintain a safe and healthy work environment.
- Compliance with the Project Specific HSE Plan is mandatory.
- Contractor has developed a system of discipline to deal with infractions to the policies outlined within this plan.

11.28 Disciplinary Action

The disciplinary action may follow the list of guidelines below:

- First offense – worker will be given a documented verbal warning.
- Second offense – worker will be issued a written warning.
- Third offense – worker may be suspended, terminated or removed from site.

Contractor RESERVES RIGHT TO TERMINATE ANY WORKER ON A SINGLE HSE INFRACTION, WITH OR WITHOUT PRIOR NOTICE.

11.29 Zero Tolerance List

- Following are considered Zero Tolerance and which have been directed by Project Executive to enforce.
- Violation of any item below will result in stoppage of work, retraining, dismissal, suspension and/or termination.
- This list is not all inclusive and other infractions not identified may lead to dismissal suspension or termination.
  - Violation of Turner – Flatiron , JV (Contractor) Lifesaving Absolutes Section 5.7
  - Any criminal or illegal activities on the worksite
  - Possession of firearms, unless allowed by the jurisdictional authority
  - Any physical fighting or other acts of workplace violence
  - Theft or attempted theft of property of any value
  - Vandalism
  - Sleeping or resting with eyes closed during the scheduled work shift;
  - Smoking in non-designated areas
  - Bomb threats
  - Unauthorized access/modification to a red flagged area or red tagged scaffold
  - Entry into a confined space without a valid permit

- Willful violation of any project or operations work permit
- Failure to follow fall prevention rules or comply with manufacturer recommendations on use and maintenance of equipment
- Violation of the Lock Out/Tag Out procedure(s) and /or legislation
- Tampering with fire prevention equipment or client plant equipment
- Operating equipment without proper authority or qualifications
- Failure to utilize proper sanitary facilities
- Disregard of or failure to follow equipment safe operating procedures
- Alcohol or drug possession on the job site and/or substance abuse
- Refusal to submit an alcohol and drug specimen when requested
- Non-compliant with the use (or misuse) of PPE
- Failure to report incidents in a timely manner
- Disregard of COVID-19 protocol and procedures
- Violation of OSHA standards related to the Big Four categories:
  - Fall Protection
  - Excavation and Trenching
  - Struck By
  - Electrical

12.0 PREVENTATIVE MAINTENANCE

This purpose of this section is to verify tools, equipment and other preventative measure are properly maintained and in place for the safe being of all workers.

12.1 Electrical

- All electrical installations shall meet the current NFPA 70E and building code requirements.
- All live electrical parts shall be clearly labeled, protected and covered at all times.
- Treat all equipment and parts as if they are energized unless verified to be otherwise by a qualified person.

12.2 Inspection

- Tools and equipment shall be inspected daily and prior to each use by the user to verify that they are in proper working order.
- Damaged or defective tools or equipment must be tagged “OUT OF SERVICE”, and the damage is to be identified on the tag and returned to the tool room or yard to be removed from service.
- Under no circumstances shall tools or equipment in need of inspection or repair remain in service.

12.3 Maintenance

- Workers will maintain all tools and equipment in accordance with the manufacturer’s maintenance requirements.

12.4 Tools and Equipment

- Will be used and maintained in accordance with the manufacturer’s specifications.
- Tools with trigger locks will not be allowed
- All power tools must be double insulated or properly grounded.
- Tools shall be equipped with an auto shut-off.
- Subcontractor shall provide safety devices on all compressors with hoses exceeding a half inch inside diameter at the source of supply or branch line to reduce pressure in case of hose failure.
- Hose sections must be secured with both pins and whip checks.
- All Tools and Equipment shall be
    - Visually inspected prior to use.
    - Inspected daily
    - Selected for the right task.
    - Used in the manner they were intended to be used for.

12.5 Damaged or defective tools and equipment shall be:

- Removed from service.
- Red Tagged with "DO NOT USE."
- Returned to appropriate supervision.
- Under no circumstances may tools out of service be utilized.
- Do not use tools that have the following:
    - Split handle
    - Worn jaws
    - Missing ground prongs
    - Missing guards
    - Cords with cuts
    - Show signs of overheating
    - Or any other questionable defects

12.6 All Equipment

- All vehicles and equipment, company owned or rented, dispatched to the site shall be sent in good mechanical condition and with required HSE equipment installed.
- All Equipment Inspections
  - Supervision is to verify inspection periods are taking place
  - Shall be inspected prior to use.
  - Shall be inspected daily:
  - Inspections are to be documented.
  - Documentation is to be submitted to Contractor Project Management on a routine basis
  - Shall have a 10 lbs. or greater (if dictated by equipment type) ABC fire extinguisher on board
    - The fire extinguisher is to be inspected daily
  - Shall have a backup alarm
  - Shall have the Contractors name and phone number posted on outside of equipment.
  - Shall have all appropriate drip pans
  - Shall be kept in a clean manner

- All Equipment in Use
  - Operator and passengers are to wear seat belts.
  - Equipment shall have an operator in seat while engine is running.
  - Passengers must ride in approved seating areas and use seat belts.
  - Workers shall not ride on any piece of equipment.
  - Use a spotter for backing when visibility is limited.
  - Keys are not to be left in the ignition of unattended equipment.
  - Workers shall not be lifted, hoisted or transported
    - Except when approved by manufacturer and federal or state regulatory requirements

- All Equipment Refueling
  - Turn off the ignition system before refueling.
  - Refueling must be attended at all times.
  - In case of spill, cease operation until the area is made safe. Then report it.

12.7 All Operators

- Authorized operators are the *only* workers allowed to operate equipment.
- Operators are to be qualified, trained or certified to operate equipment.
- Subcontractor shall verify operator's qualifications.
- Operator shall submit a copy of training documentation to Contractor Project Management.
- Operators are to inspect all equipment prior to use.
- Report all motor vehicle incidents to supervision.
- Observe all rules of the road.
- Vehicles shall be operated within posted speed limits.

12.8 Load Lifting Requirements

- Will not be operated by workers other than qualified operators of the equipment.
- Shall be verified it is in safe operating condition prior to use on-site.
- Capacities marked on equipment shall not be exceeded.
- Outriggers must be fully extended and set on stable ground before any lift.
- Rigging gear assigned to equipment shall be inspected prior to each use.
- Tag lines shall be used to control hoisted loads.

- Never raise loads over workers.
- Cranes, rigging and loads are not permitted within 10 feet of power lines.

- Load-lifting equipment includes:
  - Cranes
  - Hoists o Forklifts
  - Chokers
  - Eyebolts
  - Shackles
  - Spreader bars
  - Load cells
  - Winches
  - Hydraulic tailgates
  - Power-operated pallet trucks
  - Special tools
  - Other rigging equipment
  - Other devices used for load lifting

12.9 Required Inspections

- Documentation of this inspection:
  - Inspected annually by a competent person or an approved private agency
  - Certifications shall be maintained on equipment
  - Available for review at any time
  - Submitted to Contractor Project Management prior to use

12.10 Damaged or Defective Equipment

- Report all deficiencies and, where warranted, repair them prior to use of the equipment
- Removed from service
- Red Tagged with "DO NOT USE"
- Notify appropriate supervision
- Safety devices (brakes, horns, lights) inoperable require equipment to be tagged out
- Under no circumstances may equipment out of service be utilized

12.11 Company/Private Vehicles

- Vehicles assigned to this project are to be used for business purposes only
- Operated lawfully and safely at all times
- Vehicles are to have formal documented inspections on a daily basis
- Operators shall have a valid driver's license
- Seat belts are to be worn at all times
- Obey site speed limits
- Cell phone use is strictly prohibited in vehicles

12.12 Use of vehicle is prohibited when driver is:

- Fatigued
- Under the influence of substance that could impair their ability to drive
- Using prescription medication which causes impairment

12.13 Emergency Equipment with each vehicle

- First Aid Kit
- 2½ lb. ABC fire extinguishers
- Flares or reflective devices
- Jumper cables

12.14 Incidents

- Report vehicle/equipment incidents to Contractor project management.
- Do not volunteer information or respond to questions unless asked by law enforcement.
- Do not sign any papers or accept blame.
- Take pictures of:
  - Damaged property and/or material
  - Vehicles involved
  - Location
- Incidents reports shall be completed and submitted to Contractor

12.15 Extension Cords

- Shall be a minimum 12 gauge, and be of the three (3) wire prong type.
- Do not alter electrical plugs (remove ground pins) and receptacles that prevent grounding.
- Electrical equipment used in hazardous locations must be rated and approved for specific location.
- Shall not run extension cords through doors, windows, walls, and over metal objects such as conduit, pipes, and racks.
- To avoid damage and/or trip hazards, cords will be hung overhead (utilizing non-conductive materials) when crossing over walkways, aisles and passageways.
- All cords must be clearly labeled with Contractors Name.
- All cords must be rolled up and inspected daily.

12.16 Electrical Tools and Equipment

- Only round, heavy duty (type S, ST, SO, STD) is acceptable on this project and shall be visually inspected, before each day's use.
- Inspect equipment connected by cord and plugs.
- All workers shall conduct a roundup of all extension cords and tools on a weekly basis.
- Only qualified workers shall make repairs and maintenance on electrical equipment.
- Electrical power boxes and disconnects are to be labeled or marked.
- Tools are not to be lifted or lowered by their cord.
- Temporary lighting must have guards over the bulbs.
- Broken or burned out lamps are to be replaced immediately
- Guards, barricades and/or warning signs must be provided to prevent:
- Employee contact with un-insulated "live" electrical components or temporary wiring
- Area around panel boxes and disconnects shall be free and clear of obstructions

12.17 Assured Equipment Grounding Program

- Use of Assured Equipment Grounding Program as sole means of worker protection is not allowed on Project
- All temporary electrical service 110-120 volts/15-20 amp circuits shall be equipped with Ground Fault Current Interrupters (GFCI), and any permanent power sources used for construction activities.
- This includes all corded equipment plugged into permanent power as well as all generators.
- GFCI to be tested in accordance with manufacturer requirement; test logs to be immediately available.

12.18 Inspection Intervals

- Testing identified above is to be performed:
  - Before first use
  - Before tools and/or equipment is returned to service following repairs
  - Where there is reason to believe that damage could have occurred from incident
- Testing intervals are to not exceed three (3) months

12.19 Lock Out/Tag Out

- Subcontractor shall submit a written Lock-out/Tag-out program that meets or exceeds applicable standards.
- No work will be permitted on energized machinery or equipment where unexpected energizing, start up or release of stored energy could occur and cause injury.
- Subcontractor shall de-energize all energy sources (electrical, hydraulic, pneumatic, steam, gravity, thermal, gravitational, etc.) prior to performing work, to verify a zero energy state.
- In no case shall work begin before circuits, equipment and/or machinery is tested to ensure that they are, in fact, de-energized.
- Locks and tags must be used by all personnel working on or around all equipment and or machinery.
- Lockout tags and locks shall not be used for purposes other than lockout activities. Each Subcontractor employee must affix their own lock(s)/tag(s).
- Any waterline shutdown shall require tag out by the Subcontractor, applicable tier sub(s), and SDCRAA maintenance.
- Individuals who remove a tag or lock not belonging to them, or overrides a tag or lock in any way, may be removed from site.
- Contractor Project Management shall approve all lock out / tag out prior to implementation.
- Machinery or equipment shall be isolated and rendered inoperative before accessing.
- Lockout/Tag out procedures shall be followed:
  - Workers shall coordinate all lockout/tag out activities with Contractor Project Management
  - Workers who are expected to apply locks/tags shall be properly trained
  - Workers performing work on locked/tagged equipment shall install a lock and tag
- If an energy-isolating device is not capable of being locked out, a tag out system shall be utilized.
- Do not remove lockout/tag out devices installed by others.

12.20 Panels/ Electrical Lines

- All panel schedules shall remain current identifying the proper disconnects and locations.
- All electrical installations shall have adequate working space, and panels labeled for Arc-Flash protection.
- Safety signs, barricades, and/or attendants shall be required to prevent accidental contact with live electrical parts and equipment.
- All disconnects for motors, branch circuits, service feeders; etc. must be marked to include what it controls.
- Keep conductive equipment and material at least 10 ft. away from lines carrying up to 50kV.
- Signage shall be posted to warn workers.
- If power lines are greater than 50 kV, the distance is 10 ft. plus .4 kV for each kV.

12.21 Protection of Utilities

- Coordinate with Contractor Project Management prior to digging, sawing, drilling, excavating
- When working around underground utilities the utilities shall be located, marked and vacuum pot holed.
- Marks are to be maintained as required in the contract.

- Subcontractor must submit a Utility Protection Plan to Contractor project management team prior to any activities that may result in a utility strike.
- The Utility Protection Plan must include the following:
  - A map of the area where work will take place denoting known utilities and critical infrastructure.
  - Methods of positive protection for all critical infrastructure, this includes but is not limited to: FAA, DWP, and SDCRAA property.
  - A discussion on methods employed to locate unknown utilities:
    - Review of As Built drawings
    - Research and review of tenant drawings form previous work
    - Pot hole and excavation to uncover utilities
    - Scanning (X-ray, GPR, EMG)
    - Reverse engineering of known infrastructure to help assess the work area
- A risk assessment of the utility or work area describing how dangerous or disruptive it will be if the utility is struck. The risk must be expressed in a probability and severity format.
- A GROUND PENETRATION REVIW AND PERMIT is required to be completed DAILY and approved by Arrive Superintendent and EHS Manager prior to disturbance of any ground/soil.

12.22 Utility Shutdown Request (USR) and Area Shutdown Request (ASR)

- Refer to the Design and Construction Handbook for guidance on the USR/ASR process. Contact Contractor project management who will coordinate with SDCRAA Shutdown Control Center for the ASR/USR processing.
- Utility and Area shutdowns are an integral component to safe work practices.
- The Subcontractor will ensure 100% compliance with the SDCRAA USR and ASR program.
- All safety requirements set forth herein shall be complied with throughout the execution of all USR(s)/ASR(s).

12.23 Fuel Storage

- Do not store ordinary combustibles (e.g., wood, paper, etc.) with flammables.
- Containers are to be stored properly with spill containment in mind.
- Maximum capacity of any one container shall be 5 gallons.
- Use only approved containers for the storage of flammable liquids.
- Fuel containers are to be properly labeled.
- Containers are to be inspected on a daily basis.
- No plastic containers authorized on-site.

12.24 Tools Management Plan

- All work that take place in sterile areas or within the Security Identification Display Area/Air Operations shall maintain an inventory of all tools.
- The inventory shall be completed upon entering the area to work and upon exiting the area at the completion of work.
- Tool inventory form shall include at a minimum:
  - Name of the tool management plan supervisor
  - Name/description of the tool Serial number of the tool (if applicable)
  - Name of worker to whom the tools were issued
  - Number of each item issued
  - Number of each item returned (to be completed at the end of shift)
  - Unattended inventoried tools are to be stored in a locked box.
  - Tools must be kept within five feet of the worker responsible at all times.
  - Tool inventory forms must be immediately available at all times.

- Any worker who leaves a tool unattended may be removed from the site.

13.0 INCIDENT INVESTIGATION

The purpose of this section is to outline incident investigation, which shall be used to identify facts, determine cause(s), and provide ways and means to prevent a reoccurrence.

13.1 Responsibilities

- Contractor project management
  - Conducting incident investigations
  - Focusing on facts and why the event occurred, not who is at fault
  - Interviewing all witnesses
  - Determining root cause
  - Implementing corrective actions

- Workers
  - Participate as required with all site investigations
  - Provide honest statements of known facts to investigators
  - Workers shall report incidents/ near misses to supervision immediately

- Subcontractors
  - Participate as required with all site investigations
  - Provide honest statements of known facts to investigators
  - Provide all requested documents for incident investigation purposes
    - JHA
    - Daily PTP
    - Tool Box Meeting
    - Proof of training
    - Orientation/onboarding documents
    - Equipment inspections
    - Drug Screen
    - Work Status Reports (WSR)
    - Witness Statements

- Report all incidents and injuries:
  - As soon as reasonably possible
  - Failure to do so can result in suspension, termination or removal from the site

- Field Supervision shall report incidents to:
  - Contractor project management immediately

- Contractor project management shall report incidents to:
  - Clients/Owners representatives (as needed)
  - Complete the 0-60 notification and report

- Project Safety Manager shall report incidents to:
  - SDCRAA Management, 0-60 report
  - Regulatory agencies

13.2 Incident Types

- Near Misses
  - An unplanned, unwanted event with some form of energy that might have resulted in personal

harm, property damage or loss. Example: wrench falling off a handrail near worker.

- Serious Incident
  - Any incident that causes death, life threatening, lost time or debilitating injury or illness
  - Requires notification to government agency

- Non-Life Threatening Incident
  - Any incident that causes a medical aid, modified work, or first aid.

- Loss of Process
  - An undesired incident that results in the disturbance of construction operations caused by an Incident
  - Damage to property
  - Damage to equipment
  - Environmental impact
  - Stolen equipment, tools, and material
  - Damage to vehicles

13.3 Incident Investigation Process

- Incident investigation is a systematic process of examination, observation, and inquiry comprised of seven parts including:
  - Secure the scene
    - Verify that the scene of the incident is safe to enter
    - Verify that the initial medical aid, identification of witnesses and safeguarding of evidence has been achieved
    - Risk classification
    - The risk classification determines the level of management that is required
  - Collect the facts
    - Activities include interviewing witnesses, gathering and identifying physical evidence, arranging for technical reports, taking digital pictures, sketching the scene, gathering pertinent documentation such as training records, and obtaining equipment and medical reports.
  - Description/Develop the sequence of events
    - The description identifies in detail how, when, and where the incident occurred including all related factors (i.e. weights, heights, distances, time of day, weather conditions). Developing a sequence of events indicates a timeline regarding specific occurrences that led to an incident.
  - Determine the root cause(s) (Why did the incident occur?)
    - What acts, failures to act, and conditions contributed to the incident.
  - Corrective action(s)
    - After the root cause(s) of the incident has been determined, recommendations to prevent reoccurrence will be prepared.
  - Signoff and Final Report
    - Contractor project management to sign off on all incident investigation reports.

13.4 Injury Types

- General Requirements
  - Worker shall be accompanied to the medical facility by supervision
  - All incidents are to be reported to supervision

- First Aid
  - Minor injuries
  - Scratches
  - Burns
  - Abrasions
  - Do not require medical treatment

- Medical Treatment (Medical Aid)*
  - Injury or illness-related procedure that is intended to provide medical care

- Modified Work (Restricted Work)*
  - Work duties that have been modified to accommodate an injured worker

- Lost Time Injury (LTI)*
  - Worker to miss work for more than a day which was related to a site work incident
  - Note:
    - Project Safety Manager to be notified as soon as reasonably possible
    - Contractor project management is to escort worker to clinic or hospital

13.5 Incident Investigation Team

- Consist of available members of the project team as needed.
- Consist of the Emergency Response Team
- Control potential repeat occurrences
- Secure
- Photograph the scene
- Sketch the scene
- Identify and interview witnesses
- Preserve evidence
- Examine tools, machinery and other equipment involved
- Review all records (PTP's, Weekly All Hands Meetings, JHA's, disciplinary actions)
- Drug test all workers involved
- Establish root cause
- Complete Incident Report
- Complete Notification Report
- Complete Lessons Learned

13.6 Corrective Actions

- Contractor project management is responsible for the implementation of corrective actions.

13.7 Incident Investigation Documentation and Reporting

- Incidents will be classified either A, B or C – See risk for classifications
- Incident Report – The appropriate incident report shall be used.

- Subcontractors are to provide an Incident Report to Contractor project management within 4 hours
- Serious Incidents will have a preliminary review within 4 hours of the occurrence and a formal review within 48 hours.
- Submit report to Project Safety Manager within 24 hours of the Incident

13.8 Incident Response

- Have first aid administered on site
- Direct someone to call for help
- Assist and monitor the injured worker until EMS arrives
- Establish control of the scene
- See Section #8 attachment #4 for specific roles

13.9 Reporting Equipment and Property Damage

- The Project Safety Manager must be promptly notified of all equipment or property damage.
- Incident Investigation Report Form must be completed for all incidents and forwarded to Contractor office for administrative processing.

13.10 Incident Review - Corrective Actions/ Lesson Learned

- Shall attend incident review committee as required by project/ district management.
- Shall be completed on all recordable injuries
- Report shall Include the following:
  - Temporary Actions: includes those items that can be implemented immediately to prevent recurrence of the incident.
  - Permanent Actions: includes those items that take substantial time to implement such as training and/or developing or modifying a particular practice, standard or procedure.
- In any case, corrective action will be monitored until fully implemented.
- Submit a copy to the Project Safety Manager.
- Communicate to all workers through Weekly All Hands Meeting.

14.0 INJURY MANAGEMENT

The purpose of this section is to outline the injury management standards and expectations for this project to utilize a proactive approach to managing injuries and maintain a health working environment.

14.1 Responsibilities

- Contractor project management
  - Provide training regarding the injury management program
  - Report all work related injuries to project HSE staff before outside medical treatment is sought
  - Report any off hours medical treatment to the Safety staff as soon as possible
  - Identify suitable modified work for workers
  - Monitor return to work programs
  - Assist in identification of suitable modified work
  - Liaise with medical practitioners for rehabilitation or return to work plans

- Workers
  - Immediately report all injuries to their supervisor
  - Participate in modified work programs where medically acceptable
  - Notify treating health care providers that modified work is available
  - Notify project HSE staff and supervisors regarding medications, medical appointments, and medical work restrictions
  - Notify project safety staff and supervisors regarding any problems or concerns with modified work.

- Subcontractors
  - Immediately report any injuries to Contractor project HSE staff and or project supervisors
  - Accommodate and provide modified work when required
  - Assist and participate with case management

- Training
  - Contractor project management will receive training on injury management
  - Injury management requirements shall be reviewed with workers during site orientation

14.2 Types of Injuries

- First Aid
  - An injury is defined as an injury or illness requiring a onetime treatment of minor, superficial injuries and does not require professional medical care.

- Medical Aid
  - An injury is defined as an injury or illness related procedure other than first aid or preventative treatment that is intended to provide a remedy or palliative care.

- Modified Work
  - An Injury or illness where work duties must be limited or restricted to accommodate an injured worker who cannot perform their regular work duties as directed by medical professional.

- Lost Time
  - Injury where the worker is away from work on a day after the day on which the incident occurred or on the advice of a medical professional.

- Incident and Injury Reporting
  - Report all incidents immediately
  - Failure to do so can result in suspension, termination or removal from the site

- Insurance Requirements
  - Subcontractors will submit Proof of Additional Insured (Corporate insurance) and if available enroll in Contractor Controlled Insurance Program (CCIP) prior to starting on site.

- Medical Transportation/Providers
  - Contractor Management will select the appropriate facility to best care for workers
  - Workers will go to the clinic determined by Contractor project management
  - Workers will be escorted to the clinic by project HSE staff or a Contractor supervisor

- Return to Work Program and Modified Work
  - All workers under all circumstance shall be accommodated for all work restrictions
  - Modified work duties will be reviewed with the worker and the worker's supervisors
  - Subcontractors are required to follow the return to work program and provide modified work for any of their workers.

- Modified Work Offer
  - A modified work offer will be presented to the worker for offer and signature.

- Refusal of Modified Work Offer
  - Workers who refuse to participate in return to work or refuse the modified work offer will need to provide reasons for not wanting to participate
  - Different modified work may be provided as needed
  - Contractor project management to notify the Project Safety Manager of all refusals

  - Monitor of Return to Work Program
    - Supervision will monitor the progress of the worker
    - Supervisors and Workers will complete Employee Injury Management form
    - Completed employee injury management form shall be kept on file.

- Injury Management Case Coordination
  - Contractor project management will notify Project Safety Manager of progress and any changes to the status of the worker or return to work plan

15 CODE OF SAFE WORK PRACTICES

This purpose of this section is to define safe work practices associated with this project, outlining responsibilities and compliance requirements of all workers.

15.0 Asbestos Abatement

- Worker shall immediately stop work activity in the affected area and will inform project management if asbestos is suspected to be present at a location.
- Workers shall not touch, remove, demolish, or in any other manner disturb materials that are suspected to contain asbestos.
- For asbestos work, verbal notification is allowed for immediate abatement prior to the start of work, but must be followed by written confirmation within 24 hours.

- The written notification shall be made to the nearest Cal/OSHA district office 24 hours prior to initiating an asbestos abatement job.
- Refer to Title 8, CCR, Chapter 3.2, SC 2, Article 2.5 and Chapter 4, SC 7, Article 110.

- Personal Protection
  - Workers shall use the appropriate Personal Protective Equipment (PPE):
    - Safety goggles or safety glasses
    - Disposable coveralls
    - Shoe covers to prevent track out
  - Always wear a respirator equipped with a HEPA filter

- Preventative Measures
  - Enclose the work area with plastic sheeting and duct tape.
  - Fibers can be prevented by moistening the material with a hand sprayer
  - Combining a low-suds detergent with water improves fiber saturation and makes cleanup easier
  - Thoroughly clean the area with wet mops, sponges or rags after removal
  - Do not vacuum as the fibers can pass through normal vacuum cleaning filters

- Disposal
  - Remove the material in complete pieces if possible as smaller pieces are more likely to release asbestos fibers.
  - Materials affected with asbestos shall be placed in plastic bags.
  - PPE and cleaning supplies should also be properly disposed of immediately after use.
  - Proper disposal shall take place with all asbestos material.

15.1 Aerial Lifts/Work Platforms

- Only an authorized, trained operator is permitted to operate aerial lifts.
  - Aerial lifts/ *w*ork platforms include:
  - Extended boom platforms
  - Aerial ladders
  - Scissors lifts
  - Articulating boom platforms
  - Vertical towers

- Lifts shall be inspected prior to use, as well as documented
- Any lift found to be damaged shall be removed from service.
- Workers shall not stand on toe boards, mid-rails or upper rails.
- Workers must wear and secure a full body harness and fall restraint to designated manufacturer's points.
- Exiting the lift in an elevated position without 100% tie-off is prohibited.
- Lifts are to be operated on a surface within manufactures recommended limits.
- Do not operate aerial lifts close to overhead power lines.
- Lifts are not to be used as cranes or lifting devices.
- Lifts maximum load capacity shall not be exceeded.
- Lifts shall be moved only in low gear at low speeds.
- Tools, materials, or equipment that is on the platform shall be secured to prevent possible shifting and injury to workers on the platform.
- Workers shall tie off to prevent worker from being catapulted outside of the basket. Workers shall be tied off to an approved anchor point.

- Fall protection equipment used shall prohibit workers from climbing out of the equipment.
- Proof of fall protection training is required.
- All aerial lift and scissor lift equipment shall be lowered and stowed and parked in lift parking area when not in use.
- All lifts shall have contractor identification to include phone number visibly mounted to the exterior of the lift.
- All lift platforms hall be kept clean and free of material and debris.
- All lift control devices must be fully shrouded or have the Genie Smart Link System installed.

15.2 Blood Borne Pathogens

- Blood borne pathogens are disease-causing organisms transmitted through contact with infected blood and other bodily fluids, which could lead to disease or death.
- The following requirements shall apply when dealing with blood or other bodily fluids:
  - All human blood and body fluids are treated as if known to be infectious.
  - Rubber gloves shall be readily available to all workers.
  - All Subcontractor certified first aid providers are required to wear disposable nitrile gloves and eye protection while performing first aid on an injured individual.
  - If rescue breathing or CPR is performed, a resuscitation mask shall be provided for the protection of the injured and the provider.
  - All blood spills shall be immediately contained and cleaned with an anti-viral solution, or by a solution of bleach and water by the responsible party.
  - Any material affected with blood shall be properly disposed of.

15.3 Crane Activity

- The subcontractor shall provide a pick plan to Contractor safety office for review at least 72 hours prior to equipment mobilization.

- This Pick Plan must include the following:
  - A narrative describing the planned work and include the following information.
    - Equipment mobilization route, work location, and any planned movement.
    - Recognition that all work will be compliant with: all applicable laws, regulations, contractual requirements, and the SDCRAA Acknowledgment of exposure to non- construction personnel and the controls employed to protect them.
    - A statement about the percentage (%) maximum lift of the planned work.
    - A statement defining the maximum wind allowed for the planned work.
    - This wind limit must acknowledge the reduced capacity of the lift.
    - The combined percentage maximum lift and reduced capacity shall not exceed 75% without compliance with Item 15.4 above.
    - A statement describing the communication plan between the equipment operator and all who will be communicating with the operator.

- The manufacturer's data sheet for each piece of equipment.
  - A plan for percentage of maximum lift capacity for greatest percentage lift for each phase of work.
  - All applicable inspections.
  - The operator's credentials or current operator card.
  - The operator's current medical clearance certificate (not medical record).
  - Identify the Qualified Rigger and provide credentials.
  - Identify Signalman with a statement from the employer that they are trained and qualified to

perform the planned work.
- Any changes in personnel or equipment must be presented to Contractor project management office 72 hours prior to commencement of work.
- A copy of the approved FAA 7460.

- General Requirements
  - Lifts greater than 75% of the equipment capacity are considered a critical lift.
    - **All critical lifts are prohibited.**
  - All lifts will cease when winds reach 25 MPH.
  - No chains are allowed for rigging or lifting with any equipment. Only with prior approval by Program Safety Manager that no other practical method is available, may chain falls be used on a case by case basis.
  - Subcontractor will ensure that no materials will be lifted over workers or any other person.
  - Multi-lift rigging of crane loads is not allowed.
  - All sling and crane load line hooks shall have safety latches installed.
  - All outrigger cranes shall only be operated with outriggers fully extended, wheels not in contact with the ground, and appropriate cribbing in place.
  - Crane suspended work platforms & rotary wing aircraft shall not be permitted without Contractor PM, Engineer, SDCRAA PM, SDCRAA PSM all agreeing there is no other practical method to complete work.
  - The swing radius of all cranes must be barricaded with rope, chain, or a similar material (Plastic tape of any kind is not allowed).
  - Daily crane inspections must be conducted and documented.
  - All cranes shall be lowered and stowed when not in use.
  - No crane or equipment outriggers may be set up over fueling/hydrant pits, electrical / communications handholds or similar structures.

- Hoisting/Lifting Plan
  - Shall be completed for all hoisting which are done with cranes.
  - Shall be submitted to Contractor Project Management prior to lifts for approval.
  - Shall be conducted by a qualified and trained rigger.
  - Plan shall identify:
    - Date, Time, Location
    - Lifting team
    - Equipment information
    - Material to be lifted
    - Weight of the load
    - Rigging details
    - Rigging Load Capacity
    - Personal Protective Equip.
    - Directional swing
    - Hazard Analysis

15.4 Compressed Cylinders

- Cylinders
  - Be clearly marked
  - Upright and secured at all times
  - Flash arrest installed on gauges end
  - Workers shall not attempt to repair cylinders or cylinder valves

- Cylinders during Storage

- Full or empty, cylinders shall be secured
- Removed from the work area and properly stored
- Storage areas shall be well marked and located

- Cylinders must be segregated by contents:
  - By a minimum of twenty (20) ft.
  - Or by a non-combustible barrier at least five (5) ft. high
  - With a fire resistant rating of at least one-half (1/2) hour

- Cylinders during Use
  - Be firmly secured
  - Always be opened slowly to prevent damage to the regulator
  - Placed in a location where they would be subject to heat sources
  - Placed where they cannot become part of an electrical circuit
  - Not be taken into confined spaces
  - Kept far enough away from the actual welding or cutting operation

- Cylinders during Transport
  - Moved on a chain equipped hand truck or an approved carrier
  - Carriers shall be intended for the purpose of the cylinder
  - Transported with protective caps in place
  - Shall never be dragged
  - Shall be moved by tilting and rolling them on their bottom edges

15.5 Compressed Gas Welding and Cutting

- Flash-back protection shall be provided by an approved device that will prevent the flame from passing into the fuel-gas system. Flash-back arrestors shall be installed between gauges feeds.
- Oxygen and fuel gas pressure regulators, including their related gauges, shall be in proper working order while in use.
- Gas cylinders shall be properly secured at all times to prevent tipping, falling or rolling.
- The gas cylinders should be stored in a cool, dry, well-ventilated, fire-resistant area.
- When a gas cylinder is empty or not being used, ensure that the valve is closed, the regulator removed and that the valve protector cap is secured in place.
- Gas cylinders that haven't been used for greater than 2 hours is considered storage
- Gas cylinders should be transported using hand trucks designed for that purpose and the cylinders should be secured so that they do not tip, fall or roll.
- Subcontractor shall protect the public and others from all visual flash during welding operations.
- Cables shall be completely insulated, flexible type and capable of handling the maximum current requirements
- Regulators, gauges, leads, torches and hoses shall be inspected prior to each use
- Any combustibles in the area should be removed prior to starting
- Proper personal protective equipment shall be used during the task operation
  - Eye and face protection
  - Fire resistant clothing
  - Respirator
- A fire extinguisher shall be present at the cutting and welding operation
- Post work inspection of the work area for any sparks, embers, or smoldering
- Electrodes shall not be struck against a cylinder to strike an arc

15.6 Confined Space

- All confined space entry and work operations are to be conducted as per OSHA and Cal/OSHA's "Permit Required Confined Space" requirements.
    - Confined Space Reclassification: A permit-required confined space may be reclassified as a non-permit confined space under the following procedures:
        - If the permit space poses no actual or potential atmospheric hazards.
        - All hazards within the pace are eliminated without entry into the space.
        - The permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.
        - The reclassification of a confined space will be documented and submitted to the SDCRAA Project Manager and SDCRAA Program Safety Manager, available to SDCRAA and/or designee, upon request.

- A confined space is defined as an area that:
    - Is enclosed or partially enclosed.
    - Is not designed or intended for continuous human occupancy.
    - Has limited or restricted means of entry or exit.
    - Is large enough so a worker could enter and perform assigned work.

- Confined Space shall:
    - Be identified and labeled properly.
    - Be coordinated with Contractor management.

- No work shall be permitted in a confined space until:
    - Atmosphere is free of hazardous concentration of flammable or toxic vapors.
    - Air levels are adequate, at minimum 19.5% oxygen.

- Prior to each entry and during the work:
    - Tests shall be conducted
    - Made at regular intervals determined by the operations and supervision

- A confined space entry written permit must be:
    - Utilized for all entries and work operations
    - Posted close to the entry point and available for review at all times by SDCRAA and/or designee.
    - Completed to include signed by all workers.

- Rescue Plan shall be addressed and in place prior to entry
    - All rescue operations are the responsibility of the Subcontractor.
    - A written Non-Entry Rescue Plan must be submitted and implemented.
    - Planned Entry Rescue shall not be permitted without Contractor project management, SDCRAA PM, and the SDCRAA PSM all agreeing that there is not another practical method to perform rescue.
    - All rescue operations shall be completed within 4 minutes of an emergency condition being identified.

- Atmospheric testing of confined spaces must be conducted prior to entry and continuously throughout the work process.

- Atmospheric testing readings must be recorded on the Entry Permit at least once each hour for the duration of the entry and work operation.
- *Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards.*
- Where the atmosphere in a confined space has been found to be hazardous
  - No entry shall be made
  - Until the area has been thoroughly vented
  - Confined space has been found to be safe on re-testing

- Confined entry test logs shall be:
  - Maintained at the work location.
  - Provided to Contractor Project Management.

- When hazardous concentration is present, the following will be implemented:
  - Approved respiratory protection
  - Lifelines
  - Attendants
  - Rescue workers

15.7 Demolition

- Subcontractor shall submit a written demolition work plan must be completed and submitted as part of the site specific safety plan prior to commencing any demolition work.
- A written pre-activity checklist confirming that demolition activities may proceed shall be completed prior to the commencement of demolition activity.
- This checklist must be completed for each area of demolition throughout the entirety of the project.
- The demolition plan shall ensure that during the course of demolition, no utilities adjacent to the demolition site are to be affected by the demolition operation.
- Material, tools, or other objects shall not be thrown from buildings or structures.
- Prior to demolition all utilities are to be de-energized, cut, capped, and made safe.
- Demolition debris shall be removed at frequent intervals and the site kept clean at all times.

15.8 Dust (Airborne Particles) and Fumes

- Dust or fumes created by concrete and masonry saws can be a serious health hazard.
- Repeatedly breathing too much of this dust can eventually lead to silicosis, lung cancer, chronic obstructive lung disease (COPD), and decreased lung function.
- Dust can be a hazard not only to the saw operator, but also to other workers in the area.
- Contractor project management requires dust reduction systems for powered tools or equipment to cut, grind, core, or drill concrete or masonry materials.
- These systems use the application of water or local exhaust ventilation to reduce the amount of airborne dust generated.
- In addition, employees and supervisors must be trained on the health hazards of the dust, the methods used by the employer to control employee exposures, and some related topics.
- Training shall be conducted at least annually.
- If overexposures to dust occur because dust reduction systems are not used or because such systems do not sufficiently control exposures, respirators or other control measures are required.

- <u>Requirements</u>
  - Engineering controls shall be utilized to eliminate the hazard whenever feasible.

- Air tests or historical data may be required to confirm the controls in place are working and whether PPE is or is not required.
- After working with products that contain silica, each individual will be required to thoroughly wash their hands before eating, drinking or smoking.
- Eating, drinking or smoking near silica is strictly prohibited.
- Wet down dry materials and surfaces before cutting, chipping, grinding, sanding, sweeping or cleaning.
- All block cutting operations shall be performed by the wet cut method.
- Use power tools with built-in dust extraction units to capture the dust before it is released into air
- For abrasive blasting, replace silica sand with safer materials.
- Check SDS for product info
- For more guidance, consult with an industrial hygienist or Contractor project management.
- Industrial hygienist sampling may be required when silica, lead, asbestos, hexavalent chromium or welding fume exposures are possible.

15.9 Equipment

- Operators are to be trained and qualified to operate equipment
- Use safety belts
- Operators shall inspect equipment prior to use
- Inspections shall be documented
- Do not remove protective guards from equipment
- Do not attempt to make repairs or adjustments to moving equipment
- Lock out/ Tag out procedures are to be utilized during maintenance or servicing
- Do not wear loose of frayed clothing around operating equipment
- Use extreme caution when refueling equipment to avoid the danger of fire
- All repairs will be made by an authorized and qualified person
- All equipment must have contractor's information and phone number visibly posted on outside of equipment.

15.10 Excavation/Trench

- An excavation/ Trench is defined as being greater than four (4) ft. in depth.
- The intent and purpose of this policy is to limit and/ r eliminate the dangers associated with excavation and trenching operations that could expose workers to the possibility f serious injury or death. Each contractor working on an Arrive project will comply with 29 CFR 1926, Construction Industry Regulations and subpart P- Excavations; in addition to the following guidelines.
- Spoil piles shall be at least 3' back from the leading edge
- Shall have a safe means of access/egress:
  - Within 25 ft. of workers working in the excavation or trench
  - The access/egress point (ladder) shall be properly secured and extend a minimum of thirty-six (36) inches above the landing platform
  - The landing platform shall prevent trips, slips and fall hazards
- Shall be protected from falls by the following, but not limited to:
  - Guardrail systems
  - Fences
  - Barricades
  - And/or an approved personal fall protection system
- As conditions warrant at <u>any</u> depth, air quality monitoring must be performed prior to and during excavation and trenching activities
- Workers working within an excavation or trench must have been trained

- Excavation/Trench Inspection:
  - Shall be completed prior to access
  - Daily by a competent person
  - Documented using the Daily Trench and Excavation Checklist
- At (4) ft. in depth shall have an approved means to eliminate a potential wall collapse.
- While excavating, the exact locations of the underground utilities must be determined by safe and acceptable methods
  - See Utility Avoidance SPP (Safety Policy & Procedures) in Index 20.1 List of Attachements, Section 12.1
  - Underground utility installations must be identified and marked prior to beginning any excavation. The contractor's proposed method of identifying known utilities must include GPR (Ground Penetrating Radar) as per Arrive's UTILITY AVOIDANCE PLAN. The project superintendent will ensure that JHA's are completed and reviewed for all excavation activities for Arrive, subcontractors and all their tiers.
- A competent person must be identified and submitted to Arrive prior to the start of work.
- The competent person will be onsite during all excavation work to determine the soil type and its stability by performing one visual and one manual test in accordance with 29 CFR 1926, Subpart P Appendix A.
- Inspections must be conducted daily (Using the Daily Excavation and Trench Inspection form in Index of Attachments 20.1, section 12.4) and after rainstorm or other hazard-increasing occurrence. Daily inspection reports must be submitted to Arrive upon request and available at the work area.
- All excavations, regardless of depth, shall be protected by safety fence or guardrails. Safety fence will be maintained so as to be plainly visible, maintain original color and construction
- A Ground Penetration Request Permit (Utility Avoidance Permit in section. . .) must be utilized when a sub plans to dig deeper than 6 in. depth below the original surface.
- Protective Systems
- Excavations greater than 4 ft. in depth must be protected by one or more of the following systems:
  - Sloping/ benching of side to allowable configurations and slopes.
  - Cannot bench Type C soil.
  - Use Tabulated data.
  - Utilizing a trench box or shield.
  - Using a slope or shield system designed by a registered professional engineer. Refer to 29 CFR Subpart P, Appendix B.
  - Shield within 18in. of the bottom of trench
  - Employees are not permitted in the trench when the shield is moved.
- Registered professional engineer must design sloping/ benching systems for excavations greater than 20 ft. in depth.
- Persons walking or working adjacent to an excavation greater than 6 ft. in depth must be protected from fall hazards in accordance with Arrive's 100% Fall Protection Policy.
- Training Requirements
  - Each employee affected by the excavation/ trenching systems must be trained in the procedures specific to the project, i.e. access/ egress points, location of utilities, etc.
  - Each affected employee must be trained in all sloping, benching, and shoring procedures prior to entering the excavation / trench.
  - A competent person must be onsite throughout the excavation / trenching operation to determine soil type through visual and manual testing, hazard identification, effectiveness of sloping, benching, or shoring procedures, etc.
  - Atmospheric monitoring, if deemed necessary by the Competent Person or competent

party, must be documented and conducted by someone trained in the use of atmospheric monitoring equipment.

- Excavation work shall be pre-planned to identify and review safe work practices, hazard recognition procedures, and soil determination/analysis.
- Open trenches or excavations will not be permitted within the limits of restricted areas of operational runways, taxiways, or ramps.
- Open trenches or excavations are not permitted within the Taxiway Safety Area (TSA) while the taxiway is open.
- Prior to excavation at least one visual and one manual analysis (per Cal/OSHA Title 8 CCR 1541.1) of soil conditions shall be made.
- The results of the both the manual and visual soil analysis shall be documented; documentation shall be immediately available at the excavation site.
- All trench banks shall be sloped to the proper angle of slope defined by OSHA/Cal OSHA guidelines.
- Any deviation from OSHA/Cal OSHA's guidelines must be designed and approved by a Registered Professional Engineer.
- If the angle of the slope cannot be achieved, the trench shall be shored per all regulatory requirements.
- The inspection must include a review of soil conditions, protective systems, spoil piles, access and egress systems, surcharge loads, public protection, changing conditions, and hazardous conditions.
- Dust pollution shall be minimized during excavation and the watering of the area should be undertaken where necessary to minimize dust transference.
- Stockpiles shall aim to minimize the effects of attrition and wind action. They shall be sited and shaped to minimize the potential for dust generation. Handling operations shall be kept to a minimum and materials must be deposited onto the stockpile from the minimum practicable height.
- The surface of long-term stockpiles shall be stabilized and prominently marked.
- Open trenches, excavations, and stockpiled material at the construction site shall be prominently marked with red or yellow rope, or full barricade.
- Barricades around open holes, trenches, drop-offs, etc. shall be weighted or secured to the ground to prevent displacement by wind or jet blast when working on the AOA.
- Coverings for open trenches or excavations shall be of sufficient strength to support the weight of the heaviest aircraft or vehicle operating on the runway, taxiway, apron or roadway when working on the AOA.
- The Subcontractor shall design sheeting, shoring and bracing of trenches and excavations greater than 4 feet in depth in accordance with Article 6 of CAL OSHA and the California State Labor Code.
- The standards of design referred to in the Labor Code shall be those of Cal/OSHA.
- The shoring procedure designed by the Subcontractor shall be suitable for the site subsurface conditions and project operational constraints.

15.11 Fall Protection

- Shall be utilized where workers are exposed to falls at and above 6' in height.
- Personal Fall Arrest equipment will only be employed after an evaluation of engineering and fall restraints have been ruled out of use.
- Use of controlled access zones, safety monitor systems or controlled decking zones are not allowed authorized on this project.
- Fall Protection Plan

- A written fall protection plan with specific work site procedures shall be in place prior to on-site worker use of fall protection and approved by Contractor project management.
- Fall Protection task plan shall be completed and approved by Contractor project management if Fall Protection Plan is not specific to specific work being done.

- Fall Protection Plan must include, but is not limited to:
  - Fall hazards expected in each work area.
  - Fall protection system or systems to be used in each area.
  - Procedures to assemble, maintain, inspect, use and disassemble.
  - Procedures for the rescue of a worker.
  - Methods of providing overhead protection.
  - Be specific to the work activity being conducted.
  - If plan is plan submitted is not specific to work activities a fall protection task plan shall be used com complete fall protection planning requirement.

- Working from Scaffolds
  - Must have been trained in accordance with standards.
  - Competent person must be present during use.
  - Competent person is required to inspect scaffolding prior to use.
  - No material or tools shall be thrown from scaffolding.
  - Must be hand railed at 4’
  - Mobile scaffolds must have wheel locked at all times while in use.
  - Scaffold inspection & tags are required to be inspected daily and prior to use.

- Working from Swing Stages
  - Swing stages must be built to hold a minimum of their weight and the intended loads.
  - All structural components must be securely fastened together according to specs.
  - The floorboards may be metal or wood, and must be securely attached to the stage.
  - Structural steel or its equivalent in strength will be used for the outrigger beam.
  - Prior to use, all connections should be inspected by a competent person daily and prior to use.
  - All wire rope will be inspected periodically to ensure good condition.
  - The swing stage platform must be equipped with a top rail, mid rail and toeboard.
  - This capacity must not be exceeded.

- Harness and shock absorbing lanyards
  - Personal fall arrest equipment is used to reduce the risk of injury that can occur when a worker falls from one level to another.
  - Critical components of personal fall protection equipment/systems (PFAS) are:
    - Harness
    - Shock absorbing lanyards (fall arrest only) or lanyards
    - Locking snap hooks and connection hardware
  - Each component of fall protection should be inspected visually prior to each use

- Anchor point requirements
  - Anchor points for (PFAS) are the most critical component for workers
  - Load rating shall be at a minimum
  - 5,000 pounds for one worker
  - 10,000 pounds for two workers

- Swing and impact prevention shall be considered
- Structure/anchor must be easily accessible to avoid fall hazards during hookup
- Chafing pads or abrasion resistant straps must be used around sharp edge
- Points shall be at the worker's shoulder level or higher to limit free fall to 4 feet
- Compatibility of permanent anchors with worker's fall arrest equipment
- Shall be removed from service and disposed of if subjected to fall arrest forces

- Lifelines
  - Horizontal fall protection systems must be engineered
  - Must be installed by qualified workers
  - Must be used in accordance with manufacturer specifications

- Rope grabbing devices
  - A rope grab for protecting a worker at an elevated position from a fall
  - The rope grab is disposed on a vertically extending safety line
  - Is connected to the worker by a lanyard.
  - The actuator is connected to the lanyard to secure the worker to the rope grab and is pivotal upon a downward pull.
  - When it is in the second position it tightly engages the safety line to preclude the device from being slid along said safety line, and causes the automatic rupturing of the chamber, whereupon the indicator liquid flows onto a portion of the rope grab and a portion of the safety line
  - Devices are intended to stop workers from falling the shortest distance possible
  - This device can also be used as fall restraint which physically keeps the worker away from the exposed edge

- Stairways
  - Openings are to be protected by standard railings on all sides, except at the entrance.
  - Every open sided floor platform or surface 4 feet or more above adjacent ground level shall be guarded by standard railing or equivalent
  - Every flight of stairs with four or more risers is to have standard stair railings

- Floor Openings
  - All openings shall be protected in order to prevent injury.
  - Prior to cutting floor openings on-site, proper protection shall be identified.
  - All openings/holes greater than 2 inches in its least dimension will have a perimeter guarding or covering.
  - Perimeter guarding or covers shall not be removed without approval of supervision.
  - Signage is to be placed on all floor openings identifying Danger and Fall Hazard.

- Barriers
  - Employees working at grade or at the same surface as exposed protruding reinforcing steel or other similar projections shall be protected with guardrails, troughs, or protective covers.

- Covers
  - Covers shall be installed on any hole two (2) inches in its least dimensions
  - Floor openings may be covered rather than guarded with rails
  - Covers can be used where applicable and typically are for smaller openings

- Shall be capable of safely supporting the greater of 400 pounds or 2x the intended load.
- Or be strong enough to support twice the intended load on covers
- Shall be secured to prevent accidental dislodgement
- Covers shall be marked stating "Opening—Do Not Remove or Hole"
- Covers which are temporarily removed shall
- Have a temporary railing installed
- Or attendant in place to warn workers

- Edges must be beveled to allow rolling equipment and carts to easily traverse.

15.12 Aerial Lift and Scissor Lift Equipment

- Workers shall be tied off to an approved anchor point.
- Fall restraint equipment used shall prohibit workers from climbing out of the equipment.
- Equipment must be inspected daily and prior to use
- Equipment floor must be clean and clear of debris/material
- Equipment must be labeled with contractor information and phone number

15.13 Fire Prevention Plan

- This plan is designed to eliminate and/or reduce the impact of potential fire hazards on this job site and to ensure the proper storage and extinguishment procedures are in place.

- Contractor project management
  - Shall develop, review and maintain the fire prevention plan
  - Implement the fire prevention plan on-site
  - Placement of fire extinguishers throughout structure and site
  - Communicating fire prevention plan to workers
  - Conduct Monthly Inspections of fire extinguishers
  - Review fire extinguisher during site orientation

- Workers
  - Every worker on-site shall:
    - Have fire extinguisher present near hot work activities
    - Know fire extinguisher locations – every 75' of travel
    - Notify Contractor project management of any site fire
    - Understand it is a volunteer effort to extinguish fires

- Fire Protection
  - Workers are to apply for a hot work permit when dictated by Contractor project management.
  - Subcontractors are responsible to have extinguishers readily available.
  - Trailers on-site are to be equipped with fire extinguishers.
  - Hot work activities shall have a 5 lb. fire extinguisher (minimum) immediately available.

- Training
  - Workers shall receive training on fire prevention procedures.
  - Know the acronym (P.A.S.S.):
    - Pull the Pin - Release the locking mechanism
    - Aim Low - Stand 6 to 8 feet away from the fire and point nozzle at the base of fire
    - Squeeze the Trigger - Squeeze the trigger, which will releases the agent
    - Sweep Side to Side - Sweep the nozzle from side to side until the fire is extinguished

- Maintenance
  - Subcontractors shall inspect their portable fire extinguishers on a monthly basis.
  - Portable extinguisher shall have a tag to identify year and month of inspection.
  - Inspector to inspect and initial tag on a monthly basis.
  - Fire extinguishers shall be tagged and checked by a third party on an annual basis.
  - Fire extinguishers found to be damaged; discharged or out of service shall be removed.

- Potential Fire Hazards
  - Cutting with Oxygen/Acetylene
  - Sparks from gas powered demolition saw
  - Welding misc. metal
  - Use burners or other open flames tools
  - Propane gas

15.14 Forklifts

- Operator using forklifts shall:
  - Be trained
  - Use safety belts
  - Conduct and document daily inspections (upload into DCR n Procore Daily)
  - Report all defects
  - Observe maximum load limits at all times
  - Remain in control of the forklift at all times
  - Remain in the seat when there is a load elevated on the forks
  - Make sure there is no excess lint, oil and grease
  - Allow no riders or unauthorized people on the forklift
  - Operate at a safe distance away from leading edges or steep changes in grade
  - Operator shall stop for all workers and pedestrians
  - Contractor shall post contractor information and phone number on outside of equipment.
  - The use of drip pans is required

- Additional Requirements
  - No modifications will be made without written consent from the manufacturer.
  - Name plates, tags, stencils, and marks identifying stability shall be in place
  - Forklift will not be permitted to lift other workers.
  - When in motion, forks shall always be carried as low as possible.
  - Vehicle is to be shut off and brake is to be set, the mast is to be brought to the vertical position and forks are left in the down position.

15.15 Grinders

- Cutting disk form required to be completed prior to using grinder to cut material.
- Grinding wheels shall be guarded for at least three fourths of the circumference.
- Shall not be used if wheel guard in missing.
- Tool handle shall be attached at all times.
- Work or tool rest shall not be adjusted while grinding wheel is in motion.
- Cracked or damaged grinding wheel shall not be used.
- Turn off and wait for wheel to completely stop.

15.16 Guardrails

- Constructed out of 2 X 4 or other rated material
- Top rail shall be 42" to 45" high
- Mid-rail shall be in the middle from the top rail to the floor
- Toe boards shall be 4" in height and flush with the ground
- Capable of withstanding a force of at least 200 pounds
- Secured to prevent accidental dislodgement
- Posts are to be no further than 8' apart

15.17 Hand and Power Tools shall be:

- Inspected prior to each use and turned into supervision if damaged or defected
- Shall only be utilized by competent person
- Shall not be carried by the cord
- Sharp edged or pointed tools shall not be carried in worker's pocket

15.18 Hot Work Permit

- Hot Work Operations include: welding, cutting, braising, and soldering or other work which may cause a fire on site.
- Each Subcontractor shall notify Contractor Project Management of propose "Hot Work" through a "Hot Work Permit".
- Hot Work Permit shall be posted in the area of activity.
- A fire watch with no other responsibilities shall be established and present for the duration of any hot-work and for at least 30 minutes after completion of hot work.
- These permits must be reviewed and approved by Contractor Project Management and SDCRAA to assure that all areas of concern are accounted for in fire protection.
- Subcontractor and the Fire Safety manager shall ensure that the surrounding area(s) are free of combustible material per NFPA 51B.
- When "hot" material may fall to areas below, areas shall be free of combustible material or material that may otherwise be damaged.
- Work in place must be protected by the trades performing the work.
- Occupied Buildings: "Hot Work" shall not be performed in occupied buildings without notification proper authorities' agency, (local Engine Company).

15.19 Housekeeping/Nothing Hits the Ground (NHTG)

- Contractor Project Management has adopted a policy where workers must keep their areas free of excess debris and reused on a daily basis, or as they move to another area
- All areas of the job site shall be kept as clean as possible, taking into consideration the nature of the work.
- The use of clean sweep for all sweeping and vacuums with HEPA filters is mandatory for all trades
- Regular cleaning shall be conducted in order to maintain safe and sanitary conditions in the workplace.
- Work areas shall be continuously inspected for potential Foreign Object Debris (FOD) that might damage aircraft propellers or jet aircraft.
- This includes, but is not limited to;
  - Anything such as edibles,
  - Miscellaneous garbage,

- Trash or pooled water that may attract birds.

- All stairways, passageways, gangways, and access ways shall be kept free of materials, supplies, obstructions, protruding nails, splinters and unnecessary openings and holes at all times.

- Subcontractor shall provide sufficient personnel and equipment shall be provided to ensure compliance with all housekeeping requirements.

- Clean Up
  - Job site cleanup shall take place on a daily basis and as needed throughout the day to maintain a clean environment
  - All Subcontractors are to participate in site clean up
  - Clean up crew shall comprise of all Subcontractors on-site
  - Subcontractors shall provide one worker for every 10 men on-site
  - If site conditions warrant work shall be stopped and a mandatory job site cleanup shall take place.

15.20 Ladders/Ladders Last Policy

- Contractor project management team requires a "Ladders Last" policy. All Subcontractors shall evaluate all means prior to the use of ladders for workers. Use of ladders is subject to approval by Contractor.
  - Ladders will be allowed only when it has been determined that it is unfeasible to use all other options to complete the task.
  - If it is determined that a ladder is the only means of performing the job at elevated height, a ladder permit must be submitted prior to starting work. At no time will a ladder be on site without a current permit and safety checklist.
  - For repetitive work, use of a "multi day" permit may be used in lieu of a daily permit. Daily inspections would still occur but the permit tag would be modified.
  - Temporary stair towers or prefabricated stairs shall be used to access different building levels.
- Procedures for identifying and responding to all tasks that require the use of a device that allows work from heights:
  - Prior to beginning work, the trade contractor or superintendent shall evaluate all tasks that require individuals to work at elevated heights. It is the expectation that these tasks will be performed using methods other than a ladder. Use of lifts and portable scaffold devices shall be the preferred method to perform this work.
  - If it is determined that a ladder must be used:
    - The trade contractor shall complete the Contractor Ladder Use Permit and have it reviewed and approved by the Contractor Superintendent.
    - **Workers must maintain three points of contact at all times when working from a ladder. If this cannot be done, worker must tie off at any height.**
    - When working at a height greater than six (6) feet, 100% fall protection is required. A retractable is the only option in this case.
    - Prior to starting work each shift, The **Contractor Ladder Safety Inspection Checklist** shall be completed affixed to all ladders.
    - Platform ladders shall be the ladder of choice on Contractor Construction projects.
    - **Prior to using a ladder, the Contractor Superintendent will review and approve the Job Hazard Analysis, Pre Task Plan, and Ladder Use Permit.**
- Ladders shall not be placed in passageways, doorways, drives, or any locations where they may be

displaced by any other worker or the general public unless protected by barricades or guards.
- Ladders shall be inspected for visible defects on a daily basis and tagged safe for use.
- Tags shall be readily visible, made of materials that will withstand the environment in which they are used, be legible and shall include name and date of last inspection.
- Broken/damaged ladders shall be tagged 'DO NOT USE' or similar wording and removed from jobsite.
- Ladders shall be secured as necessary to hold them rigidly into place and to support the loads PTP will be imposed upon them.
- Metal/conductive ladders are prohibited to be used on this site.

- Extension Ladders
  - Used per manufacturer's recommendations
  - Tied off at the top and bottom
  - Always extend ladders 3 feet above the edge
  - No more than one person is allowed on a ladder at one time
  - Do not splice short ladders together
  - Secured at higher elevations as not to be blown off structures
  - Have clear access/egress to and from ladder

- Step Ladders
  - At no point shall the waist (Belt buckle) extend above the top cap of an A-Frame ladder.
  - Step ladders must be fully opened with spreader arms locked
  - In locations where electrical hazards are present, use fiberglass ladders
  - Workers working on ladders near an opening must be protected from openings below
  - Ground shall be clear of debris

15.21 Laser Safety
- Keep body parts out of laser beam.
- Post work area with standard laser warning signage.
- The laser beam shall not be directed at workers.

15.22 Lead Abatement
- Lead Abatement Notification

- For lead abatement work, the employer or subcontractor must send notification prior to start of job.

- Per Title 8, CCR, Chapter 4, Subchapter 4, Article 4, Section 1532.1(p)

- Isolate the Work Area
  - Work area shall be off-limits to anyone not directly involved in the work.
  - Warning signs shall be posted.
  - Seal off doors and vents.
  - When working outside, cover exposed soil, plants and sandboxes with plastic sheeting.

- Minimize the Spread of Dust and Debris
  - Use a spray bottle to mist paint before sanding or scraping.
  - Use minimal force when separating components such as window frames.

- Create a separate pathway for workers so debris isn't tracked through the living area.
- Change out work clothes when leaving the work area

- Personal Protection
  - Workers shall use the appropriate Personal Protective Equipment:
  - Safety goggles or safety glasses
  - Disposable coveralls
  - Shoe covers to prevent track out
  - Always wear a respirator equipped with a HEPA filters
  - As ordinary dust masks will not keep lead particles out of the lungs
  - Wash your hands and face after working
  - Do not eat, drink or smoke in the work area

- Clean Up Thoroughly
  - Work area shall be cleaned up daily
  - Use a vacuum equipped with a HEPA filter
  - Wash all affected areas with soap and water
  - When the job is completed:
  - Mist debris with a spray bottle
  - Fold up the plastic sheeting and throw it away in tightly sealed bags

- Avoid Prohibited Methods
  - The following methods should never be used:
  - Open-flame burning or torching
  - Machine sanding or grinding without a HEPA local exhaust control
  - Abrasive sanding or sandblasting without a HEPA local exhaust control
  - Heat guns operating at over 1,100 degrees Fahrenheit, or hot enough to char paint
  - Dry sanding or dry scraping

15.23 Material Handling

- Keep your back straight and lift with your leg muscles.
- Never lift over 50 lbs. on your own.
- Anything over 50 lbs. requires assistance (ideally mechanical lifting device).
- Wear appropriate gloves when handling sharp or rough materials.
- Do not place materials in aisle ways or doorways which block the passage of others.
- Employees shall be trained and shall use safe lifting techniques.
- Material handling devices shall be available for the material handling needs of an activity.
- Whenever heavy or bulky material is to be moved, the material handling needs shall be evaluated in terms of weight, size, distance, and path of movement and documented on hazard assessment.
- The following hierarchy shall be followed in selecting a means for material handling:
  - Elimination of material handling needs by engineering controls
  - Movement by mechanical device (e.g., lift truck, overhead crane)
  - Movement by manual means with handling aid (e.g. dollies or cart); or Movement by using safe lifting techniques.
- Where the movement of materials may be hazardous to persons, taglines or other devices shall be used to control the loads being handled by hoisting equipment.
- When moving materials, using powered industrial trucks or heavy moving equipment, all loads shall be

secured in a safe manner as to prevent shifting during transportation.

- Materials and equipment shall be stored in approved areas when not in use and where they will not constitute a hazard to airport operations. The Subcontractor shall inspect all construction and storage areas as often as necessary to be aware of conditions and identify potential hazards and implement corrective actions. All stockpiled materials shall be prominently marked.

15.24 Mobile Cranes

- Mobile cranes are to be tested and inspected daily by the crane operator.
- Cranes are to be operated by a qualified operator.
- All loads must be safely landed and supported before being unhooked.
- Workers are not permitted to:
  - Stay in the range of a swing hazard
  - Stand or pass beneath a suspended load
  - To ride on a load, sling, hook or any other rigging equipment

15.25 Noise

- Sounds louder than 85 decibels are considered potentially dangerous.
- Warning Signs of Hazardous Noise
  - You must raise your voice to be heard.
  - You can't hear someone two feet away from you.
  - Speech around you sounds muffled or dull after leaving a noise area.
- Workers are to wear the appropriate hearing protection for task activities:
  - Ear muffs
  - Ear plugs
  - Limit periods of exposure

- Noise Identification

  - Identifying noise activities will allow Contractor project management to implement proper controls.
  - Noise created during construction may produce or have adverse effects.
  - Activities that generate excessive noise shall be:
  - Reduce
  - Eliminated
  - Scheduled to limit the exposure

15.26 Powder Actuated Hand Tools – Explosive Actuated Fastening Tools

- Worker shall:
  - Be trained and certified.
  - Ensure area behind shot is clear.
  - Ensure material will take the shot applied.
  - Give verbal warning prior to shooting. Call out the word "PAT".
  - Test each day before loading to ensure safety device works.
  - Handle like a firearm:
  - Hands away from the muzzle

- Barrel pointed away from all workers

- Storage
  - Shall not be stored loaded
  - Stored with barrels removed or breach open

- Spent and Unspent Cartridges
  - Check with manufacturer for proper disposal of spent and unspent rounds.
  - If a strip of cartridges has never been used, store it in a secure, cool dry environment.
  - If a round misfires or does not fire at all when actuated in the tool, remove the faulty cartridge strip and start with a new one.
  - Unspent cartridges should be stored in water in a bucket or similar type of receptacle.
  - Casings shall never be placed in heat sources.

15.27 Power Saws

- Portable circular power saws must be equipped with guards that automatically and completely enclose the cutting edge when not in use.
- Shall not be used of cracked, bent or have damaged blades.
- Power saws shall not be left running while unattended.
- Never hold material being cut in your hands or across your legs.
- Minimize body exposure, blade binding or loss of control.

15.28 Ramps, Runways and Platforms

- Erected for the use of workmen shall be not less than 18 inches in width.
- Shall be secured and supported so as to avoid deflection and springing action.
- Securely fastened cleats or other means shall be used on inclined runways slope.
- Sloped at two feet in 10 feet or more to improve the footing.
- Surface shall be uniform in thickness.
- All exposed ends shall be provided with beveled cleats to prevent tripping.
- Any walking/working surface platform above 3 feet will have guardrails.
- If guardrails on platforms are not feasible, workers will use fall protection.
- All ramps, runways, and platforms will be kept free from debris.
- Do not over load with people or materials.
- Ramps or runways over three feet high, used for wheelbarrows, shall be not less than two feet, six inches wide and secured at each end to prevent ramp from sliding.

15.29 Roof

- Workers shall be protected from falls.
- Perform a risk assessment – identify the risks that will be encountered before performing the specific tasks required for the job.
- Provide a safe and secure way to enter and exit the roof.
- Material shall be secured to prevent material from falling to lower levels.

15.30 Rigging

- Worker shall be
  - Certified on proper rigging procedures
  - Use tag line(s) when hoisting material

- Have the authority to remove damage or defective rigging equipment from service.
- Never stand directly underneath a load.

- Rigging Equipment
  - The rated load of the lifting device shall be legibly marked on the main structure or on a tag attached to it where it is visible.
  - If the lifting device is made up of several lifters, each detachable from the group, these lifters shall also be marked with their individual rated loads.

- Inspection
  - All Rigging equipment shall be inspected prior to use.
  - Items such as the following shall be inspected for damage at intervals including observations during operation for any indications of damage that might appear between inspections.
  - For all lifters, inspect:
    - Structural members for deformation, cracks, or excessive wear on any part
    - Loose or missing guards, fasteners, covers, stops, or nameplates
    - All functional operating mechanisms and automatic hold-and-release mechanisms for maladjustments interfering with the operation

15.31 Scaffolds

- Scaffold Requirements
  - The maximum intended working load for each scaffold shall be posted at a conspicuous location at each job site or be provided to each supervisory employee who shall have it readily available at the job site.
  - Erected per manufacturer's requirements.
  - Tagged with inspection tag
    - Green – Access to all
    - Yellow – Requires precautionary measures before access
    - Red – No access authorized
  - Inspected and recorded daily by a competent person
  - Notify supervision of any unsafe scaffold so that it can be repaired

- Fall Protection
  - Scaffolds over 4 ft. in height shall have handrails on all open sides.
  - Toe boards shall be installed on 100% of the scaffolds exterior portions.
  - Flagging or barricade shall be established to:
    - Prevent workers from accessing structure from underneath scaffolding.
    - Protect workers from falling objects.
    - Cross-braces are not considered to be an adequate guardrail.

- Scaffold Components
  - Capable of supporting at least 4 times their maximum intended load bracing
  - Frames and panels must be connected by cross, horizontal, or diagonal braces
  - Scaffold being erected shall stay plumb, level and square
  - Frames shall be secured by coupling or stacking pins or equivalent approved means
  - Do not mix and match scaffold pieces or sections together
  - Do not use a scaffold that is not tied securely to a building

- Keep platforms free from debris and waste material
- Inspect platforms for defects, cracks or other discrepancies
- Platforms must be locked together to prevent uplift
- Base plates shall be used at all times
- All extra parts and pieces of scaffold will be removed from the project immediately

- Working from Scaffolds
  - Must have been trained in accordance with standards.
  - Competent person must be present during use.
  - Competent person is required to inspect scaffolding prior to use.
  - No material or tools shall be thrown from scaffolding.
  - Scaffold must be tagged prior to use

- Access
  - Safe access and egress shall be available and maintained at all times.
  - Built-in scaffold ladders shall be used for access and egress.
  - Access scaffolds shall not exceed 4 tiers and will require a step off for workers.
  - Stair Towers or inner hatches shall be used for systems over 5 tiers.
  - Use designated access point and/or ladders to mount and dismount scaffolding.
  - Cross-braces or guardrails are not to be used as access or egress.

- Rolling Scaffolds
  - Where height of scaffold exceeds three times the width of the base, use outriggers.
  - Caster brakes and/or adjusting screws must be set and locked when scaffolds are not being moved and occupied.
  - Properly assembly of scaffolding shall be conducted by a competent person.
  - Inspected on a daily basis by a designated competent person.
  - No person shall be allowed to ride on manually propelled scaffold at any time.

15.32 Steel Erection

- All workers on steel with a fall exposure of 6 feet or greater will be 100% protected by a Personal Fall Arrest System (PFAS).

- Verify the following prior to steel erection:
  - Footing, pier, and wall concrete has adequately cured to strength per specs
  - Anchor bolt repairs, replacements and modifications were done with approval of the engineer
  - Site is properly graded and areas are drained
  - Area for safe storage of materials and erector's equipment designated
  - Steel erection sequence plan developed and communicated

- Deliveries
  - Deliveries will be coordinated with project supervisor
  - Adequate access roads into and through the site have been developed
  - Traffic control will be provided for pedestrian and vehicular control

- Erection Plan
  - Site-specific erection plan must be developed prior to start and include the following:

- Sequence of erection activity, material deliveries, and material staging / storage.
- Crane and derrick selection and placement procedures, including: site preparation, path for overhead loads, critical lifts, rigging supplies, and equipment.
- A description of steel erection activities and procedures
- Fall protection procedures that will be used
- Procedures that will be used to prevent falling object hazards
- Certifications / training for each worker performing steel erection operations as required
- A list of the qualified and competent persons
- Rescue or emergency response procedures

- Hoisting and Rigging
  - Routes for suspended loads shall be pre-planned
  - Workers are not permitted under loads, *exception:* connectors making the initial connection of the steel; or riggers when hooking or unhooking of the load
  - When working under suspended loads, the following criteria shall be met:
  - Materials shall be rigged to prevent unintentional displacement
  - Hooks with self-closing safety latches or their equivalent shall be used
  - All loads shall be rigged by a qualified rigger
  - No rigging or hoisting of manmade buckets will be permitted.

- Multiple Lift Rigging Procedure (Christmas Treeing)
  - **Is prohibited**

- Plumb-Up / Bracing
  - Plumbing-up cables must be installed when deemed necessary by a competent person
  - Plumb-up cables must be in place and properly installed before the structure is loaded with construction materials
  - Cables may be removed only with the approval of a competent person
  - Competent person must determine whether guying or bracing is needed on columns
  - One bolt must be used on solid web steel joists used as bracing

- Bolting / Anchor Bolts
  - Loads must not be released until members are secured with at least two bolts per connection
  - Connection bolts must be the per the drawings and wrench tight
  - Competent person will determine if more PTP two bolts are necessary
  - Joists must be fully bolted and/or welded for structural support before:
  - Releasing hoisting cables
  - Allowing employees on the joists
  - Allowing any construction loads on the joists

- Falling Objects
  - Secure loose items aloft
  - Secure materials, equipment, and tools, not in use while aloft against accidental displacement.
  - Crane horn or whistles must be activated prior to hoisting materials
  - All tools and material will be tethered at all times.

15.33 Storage and Handling of flammable materials

- When propane tanks are in use, a fire extinguisher needs to be near the operation.
- Cylinders will only be filled by trained workers.
- Propane storage will not be in or near stairways and exits used for egress.
- Storage of tanks will be done to minimize tipping and stored up right.
- All tanks will be secured up right.
- All tanks will have protective collars.
- Any hazardous chemicals will be stored according to local legislation.
- No smoking/flammable signage around storage areas.
- Fire resistant cabinets can be used to hold flammable chemicals.
- In absence of a fire resistant cabinet a designated area can be assigned to store flammable material.
- Fire extinguishers will be located near the storage areas.

15.34 Temporary Electrical Equipment

- Electrical power boxes and disconnects are to be labeled or marked
- Inspected on a monthly basis
- Temporary lighting must have guards over the bulbs
- Broken or burned out lamps are to be replaced immediately
- Guards, barricades and/or warning signs must be provided to prevent:
- Contact with un-insulated wiring
- Live electrical components
- Temporary wiring
- Area around panel boxes and disconnects:
- Shall be free and clear of obstructions

15.35 Temporary Heat

- Open fires shall not be permitted on this project
- All wood, tarps and blankets shall be made of fire retarding materials
- All heating equipment shall be:
  - Wired
  - Piped
  - Operated in accordance with all applicable Codes and Regulations

15.36 Traffic Control and Barricades

- A competent person designated by the Subcontractor shall conduct a basic hazard assessment for their scope of work in the activity area.
- A traffic control plan must be submitted to Contractor project management team to review with SDCRAA Contractor project management.
- All traffic control signs or devices used for protection of construction workers and pedestrians shall conform to the requirements of the California MUTCD (Manual of Uniform Traffic Control Devices).
- Signaling by flaggers and the use of flaggers, including warning garments worn by flaggers shall conform to the requirements of the California MUTCD (Manual of Uniform Traffic Control Devices).
- Workers shall be trained on how to work next to motor vehicle traffic in a way that minimizes their vulnerability. Workers having specific responsibilities should be trained in the proper techniques, device usage, and placement.
- Flaggers must be able to satisfactorily demonstrate the following abilities:

- Ability to receive and communicate specific instructions clearly, firmly, and courteously.
- Ability to move and maneuver quickly in order to avoid danger from errantvehicles.
- Ability to control signaling devices (such as paddles and flags) in order to provide clear and positive guidance to drivers approaching a temporary traffic control zone in frequently changing situations.
- Ability to understand and apply safe traffic control practices, sometimes in stressful or emergency situations.
- Ability to recognize dangerous traffic situations and warn workers in time to avoidinjury.
- Provide, monitor and ensure compliance with adequate and proper fencing, barricading, marking, and lighting of construction, maintenance or other sections that are temporarily closed to normal airport use. This includes compliance with ANSI A10.34 “Protection of Public on, or Adjacent to, Construction Sites”.

15.37 Tunneling

- All Subcontractors constructing tunnels and underground chambers shall comply with the requirements of the applicable OSHA Tunnel Safety Standards, including:
  - Ventilation, Dust Control and Air Quality
  - Transportation and Haulage
  - Hoisting and Shafts
  - Check-In/Check-Out System and Visitors
  - Tunnel Driving Equipment
  - Communications
  - Walkways and Access
  - Rescue Crew and Self-Rescuers
  - Gas Tester
  - Safety Training Requirements for Gassy Classifications
  - Pre-Construction Meetings
  - Care of Injured Personnel
  - Operation in a Classified Gassy Tunnel
  - Illumination
  - Required Subcontractor Safety Inspections

15.38 Unprotected Sides and Edges

- Workers exposed to unprotected sides and edges 6 feet or more above lower levels, must be protected from falling by:
  - Guardrail systems
  - Safety net systems
  - Personal fall arrest systems or fall restraint
  - Safety monitor systems and leading edge systems must have writtenapproval

15.39 Wall Openings

- All openings will be protected in order to prevent injury
- Each worker working on, at, above or near a wall opening from which there is a drop to a lower level of 4 ft. or more shall be guarded by:
- Use of a guardrail system
- Use of personal fall arrest system or fall restraint

15.40 Welding

- Hot work permit shall being obtained by Contractor project management, when required.
- Protect others by using shield when required.
- Only authorized persons are permitted to do any welding or burning.
- Rod ends shall not be allowed to accumulate on floors
- Never lay a burning torch aside
- Fire watch may be required when there is risk of flammability or at the discretion of Contractor Project Management.

15.41 Additional Administrative Requirements (See Items 15.42 – 15.49 below):

15.42 Competent and/ or Qualified Person

- "Competent" One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to workers, and who has authorization to take prompt corrective measures to eliminate those identified hazards.

- "Qualified" means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

15.43 Drugs and Alcohol

- The possession of or consumption of alcohol, inhibiting substances, illegal drugs or the misuse of prescription drugs is strictly prohibited on this site.
- Disciplinary action will take place for those who fail to complete and/or fail a test.
- All workers who work for or on the MSC site shall comply with the following:
  - No worker shall distribute, possess and/or consume alcohol or illegal drugs
  - No worker shall be under the influence of any substance
  - No worker shall test positive for any substances
  - No worker shall misuse prescription or non-prescription drugs
  - If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he/she shall report this potential to their supervisor

15.44 Testing

- Shall be based on the following criteria:
  - Worker is a new hire to the site
  - Worker is believed to be under the influence an illegal substance
  - Worker has been selected as a part of a random drug test

15.45 Incident testing

- Shall be administered on the following criteria:
  - All workers who witness an incident take place
  - All workers who have been involved in an incident
  - Been involved in a company vehicle incident

15.46 Heat Illness Prevention Requirements

- Heat Illness Prevention plan shall be submitted Contractor project management for approval.
- Subcontractors shall provide adequate supply of water to all workers.

- Access to Water
  - Access to sufficient amounts of cool potable drinking water shall be available at all times, with at least one quart per worker per hour for the entire shift.
  - Designate a person(s) to periodically check the level of the water containers.
  - Specify how often the containers will be checked.
  - Ensure that the water is suitably cool.
  - Supervision is to encourage the frequent drinking of water.

- Access to Shade
  - Locate shade structure close to where workers are working.
  - Have and maintain one or more areas with shade.
  - Permit access to shade at all times.
  - Encourage workers to rest in the shade, for a period of no less than 5 minutes at a time.
  - Shade "Rule of Thumb": the amount of shade present should accommodate all workers on the shift at any time.
  - When the temperature is less than 80 degrees, provide shade timely upon request.
  - Identify procedures for when the temperature is 80 degrees

- Written Procedures Including Emergency Response
  - Detail how your company will protect workers from heat

- Ensure Access to Water and Shade
  - Designate a worker to ensure water is provided and shade is open and set in place
  - Specify that the water and shade be located as close as possible to the workers
  - Spell out how often refills of water containers will take place
  - Determine how workers will be encouraged to frequently drink water and use shade
  - Monitor the weather
  - Institute high heat procedures and address lack of acclimatization
  - Train all workers and supervisors
  - Respond to heat illnesses without delay and provide first aid and emergency services
  - Provide clear and precise directions to the worksite

- Training
  - Supervision and workers are to be trained to heat illness prevention.
  - Copies of training shall be submitted to Contractor project management.

- Signs and Symptoms of Heat Illness
  - Heat Rash
    - Also known as *prickly heat*, heat rash may occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation.
    - Heat rash that is extensive or infected can be so uncomfortable that it inhibits sleep and impedes performance, or results in temporary or permanent disability.
  - Fainting
    - May be a problem when a worker who is not acclimated to a hot environment simply stands still in the heat.
  - Heat Cramps

- Painful spasms of the muscles are caused when workers drink large quantities of water but fail to replace their bodies' salt loss.
- Tired muscles used for performing the work are the ones most susceptible to cramps.

- Heat Exhaustion
  - Results from loss of fluid through sweating
  - The worker with heat exhaustion still sweats, but experiences extreme weakness or fatigue, giddiness, nausea, or headache.
  - Skin is clammy and moist, complexion pale or flushed, body temperature normal or slightly higher.

- Heat Stroke
  - The most serious health problem for workers in hot environments, which is caused by the failure of the body's internal mechanism to regulate its core temperature
  - Sweating stops and the body can no longer rid itself of excess heat
  - Victims of heat stroke will die unless treated promptly
  - Signs Include
    - Mental confusion, delirium, loss of consciousness, convulsions or coma
    - A body temperature of 106 degrees Fahrenheit or higher
    - Hot, dry skin which may be red, mottled or bluish

15.47 Stretch and Flex Program

- Requirements
  - All workers on-site are required to start the day with 5 to 10 minutes of stretching.

- Benefits
  - Stretching keeps workers alert and ready for the task at hand.
  - Contributes to reducing the potential work related injuries.
  - Taking time to stretch helps workers mentally prepare themselves for the tasks they are about to perform as well as physically preparing their muscles for work.

- Stretching Directions
  - Begin stretching with your body in a relaxed neutral position.
  - Hold each stretch for a count of 5 to 10 seconds.
  - Do not bounce during the stretch.
  - Have relaxed breathing and do not hold your breath.
  - Stretches are posted in the site trailer and in the inside cover of your PTP book.

15.48 Worker's Right of Refusal

- Contractor Project Management, supervisors and workers all share responsibility for identifying and recommending corrective action respecting situations which are, or could be, unsafe.

- Observing an Unsafe Situation
  - Workers have the right and the responsibility to refuse unsafe work.
  - Workers that find unsafe conditions are required to inform their immediate supervisor or to a member of Contractor Project Management team.

- Informed of a Unsafe Situation
  - Are required to immediately initiate positive corrective actions.
  - Or refer the matter immediately to the next level of supervision.

15.49 Phones/Music Radios/Music Devices

- Contractor Project Management, supervisors, and workers all share responsibility for identifying workers using radios/music devices and headsets on site and advise to remove them from use and the project.

- Smart Phones/Phones
  - Workers are not authorized to use phones while conducting work activities.
  - All Applicable law shall be followed while on site.
  - Phones may be used in designated lunch areas.

- Music Devices/Radios
  - Use of Music Devices/Radios are not consider hearing protection.
  - At no time shall music devices such as iPods, smart phones, or any other device which plays music be authorized to play music on this project.

- Ear Pieces
  - Ear pieces shall not be used onsite.
  - Ear pieces include headsets, ear buds, or blue tooth devices.

15.50 Utility Avoidance for Underground and Overhead Utilities

- Utility Avoidance Program
  - Arrive's Utility Avoidance Program must be followed.
  - The use of GPR (Ground Penetrating Radar) is MANDATORY FOR ALL GROUND DISTURBING ACTIVITES. The Utility Avoidance Permit must be complete and authorized prior to ground disturbing activities anywhere on site. The contractors disturbing soil is required to contact the locator and review as-builts. A JHA must be submitted prior to commencing all ground-penetrating activities on site. In addition, prior to the start of work in the field, the supervisor will conduct a PTP (Pre-Task Plan) meeting with the crew performing the work. The Utility Avoidance Permit can be found in Appendix of the Utility Avoidance SPP (Safety Policies and Procedures).
  - See Utility Avoidance SPP in Index 20.1 List of Attachments in section 12.

16.0 AIR OPERATIONS AREA (AOA)

The purpose of this section is to outline the requirements for compliance and implementation while working the air operations area (AOA).

16.1 Subcontractors shall follow United States Department of Transportation (USDOT), Federal Aviation Administration (FAA) Advisory Circular No. 150/5370-2F or as updated regarding guidelines for operational safety on airports during construction.

16.2 Subcontractors shall prevent workers, suppliers, and vendors or equipment from intruding upon the AOA, without the knowledge and concurrence of Contractor Project Management and SDCRAA Airport Operations.

16.3 Subcontractor shall prevent foreign object debris (FOD) from accumulating on the AOA.

16.4 Plastic tape of any kind is not allowed to be used not the AOA.

16.5 Subcontractor shall not allow any material or equipment to obscure pavement markings, pavement edges, or detract from the visibility of runway/taxiway markings or lighting.

16.6 Subcontractor shall secure all material and equipment, at all times, (such as lightweight construction materials) to prevent displacement from wind or jet blast.

16.7 Subcontractor shall monitor and control dust, as per contract documents, by using water trucks, sweeping and other additional means to prevent any exposures above recognized limits or which could interfere with airport operations.

16.8 Subcontractor shall take all necessary steps to prevent the following hazards:

- Mounds or piles of earth, construction materials, temporary structures, or other objects in the vicinity of any operational runway, taxiway safety areas, taxi lane, object free areas, obstacle free zones, and related safety approach or departure areas.
- Vehicles or equipment (whether operating or idle) on any open runway, taxiway, taxi lane, or in any related approach, departure, or any safety area.
- Objects, especially tall cranes or drills that are not properly lighted or flagged, or activities on or anywhere in the vicinity of active runways, approaches or departures which could be distracting, confusing or alarming to pilots during aircraft operations.

16.9 Subcontractor must provide adequate clearances for takeoffs and landing over obstructions or work or storage areas.

16.10 Night work lighting shall not be directed in such a manner that it interferes with airport operations.

16.11 Subcontractor shall provide or maintain the following:

- Temporary runway and taxiway threshold marking and lighting as required.
- An employee on twenty-four (24) hour call (and another person as back- up) to maintain construction barricades and signal flashers at airside.
- Contact numbers shall be provided to Contractor Project Management prior to start of work and updates submitted upon any change.
- Daily inspections of temporary airside fencing.
- Damage observed shall be made to the attention of Contractor project management and repairs shall be given top priority to deter human and animal intrusion into the Airport Operations Areas.
- All Flag Persons shall be trained to DOT, State and AOA requirements.

16.12 Construction Activity and Aircraft Movements:

- Prior to the start of the construction activities affecting aircraft movement areas, the safety requirements relating thereto will be coordinated by SDCRAA between all stakeholders.
- This coordination will be based upon Contractor Project Management approved construction schedule with the primary purpose of compliance with the contract document requirements.
- For construction activity to be performed in other than the AOA, the storage of materials and parking of equipment, when not in use or about to be installed, should not encroach upon the AOA.
- In protecting operational areas the minimum clearances maintained for runways and taxiways shall be in agreement with Federal Aviation Regulations (FAR) Part 77.
- When necessary to accomplish construction within areas defined by FAR Part 77, while aircraft operations are in progress, the following minimum distances from runways and taxiways shall be maintained, unless otherwise specified.
  - Distance from runway centerline - 250 feet
  - Distance from taxiway centerline - 200 feet
  - Distance from runway threshold - (longitudinally) -1000 feet
  - Limitation of Construction Activities
- No lips or drop-offs will be allowed between temporary panels or surfaces and adjacent pavement.
- Other construction shall not result in lips greater than 1 inch, for pavement traveled by aircraft; and 3 inches for edges between old and new surfaces at edges and ends not traveled by aircraft.
- Welding, cutting or other open-flame operations are prohibited unless adequate fire and safety precautions are provided and have been approved in writing by the local Fire Authority having jurisdiction.

- Open trenches, excavations and stockpiled material at the construction site shall be prominently marked with barricades and lights.

- Stockpiled material for use during the current work shift shall be located within the barricaded work area and limited in height to avoid obstruction in line-of-sight considerations for aircraft, air traffic control and flagging personnel and constrained in a manner to prevent movement resulting from aircraft blast or wind conditions.

- No material may be stored in the work areas during non- working hours.

- The Subcontractor will ensure that all lighting fixtures are shielded and positioned to protect against interference with the vision of pilots and air traffic controllers.

- During non-working hours all trenches and excavations outside of the barricaded work areas shall be backfilled or covered.

- Non-working hours shall be defined as those hours when construction is not taking place within a work area.

- Barricades and Marking of Barricades
  - Continuous burning "Standing Red" barricade lights and/or other lighted hazard devices stipulated on the phasing plans shall be 100% operative at all times while in place.
  - It damaged Subcontractor shall notify Contractor Project Management and immediately repair or replace any light or flasher that is not operating.
  - Barricades and hazard lights shall be in place prior to commencing construction operations, and shall be maintained in near new appearance for the life of the contract.

- No ramp, apron, taxiway, or runway area shall be closed to aircraft without approval of the Engineer. This will enable Notices to Airmen (NOTAMS), or other advisory communications to be issued.

- A minimum of 5-days' notice of requested closing shall be directed to Contractor project management and SDCRAA.
  - SDCRAA will arrange inspections prior to opening any area to air traffic.
  - Any waste material, and/or debris must be removed from aprons promptly to avoid possible damage to aircraft.

- When Airport roadways and public highways are used in connection with construction under this projects:
  - Subcontractor shall remove all debris from the surfaces of such roadways.
  - Trucks and equipment shall have all accumulated dirt, mud, rocks and debris removed when leaving the work area.
  - Loads shall have 6 inches of freeboard and secured to prohibit loss of material.
  - If spillage occurs, such roadways shall be swept clean immediately after such spillage to allow for safe operation of vehicles as determined by SDCRAA.
  - If the Subcontractor is negligent in cleanup and Contractor Project personnel or SDCRAA forces are required to perform the work, the expense of said cleanup shall be paid by the Subcontractor

- No loose material or waste (FOD), capable of causing damage to aircraft or capable of being ingested into jet engines may be left in the working area on or next to runways, taxiways, ramps, or aprons.

- Subcontractor shall direct special attention to all areas which are operational to aircraft during construction.

- These shall be kept clean and clear of all materials or debris at all time. Any food waste shall be promptly cleared to prevent attracting birds and animals.

16.13 Existing Pavements and Facilities

- Subcontractor shall preserve and/or protect existing and new pavements and other facilities from damage due to construction operations.

- Existing pavements, facilities, utilities, or equipment which are damaged shall be replaced or reconstructed to original strength and appearance.

- Subcontractor shall take immediate action to replace any damaged facilities and equipment and reconstruct any damaged area which is to remain in service.

- Any distress appearing within and/or jeopardizing any public right-of-way due to the construction should immediately be notified to Contractor project management team and SDCRAA and be repaired by the responsible Subcontractor at their expense and to the satisfaction of SDCRAA.

16.14 Storage Areas

- Subcontractor Area, as depicted on the site plot plans, shall be used to store all idle equipment, supplies and construction materials.

- Storage shall not interfere with operational areas.

- When not in use during working hours, and at all other times, all material and equipment shall be stored at the storage site indicated on the drawings and site plot plan.

- Subcontractor shall not store materials or equipment in areas in which the equipment or materials will affect the operation of FAA electronic equipment.

- All equipment storage and movement shall have prior written approval.

- No materials may be stored on the AOA unless authorized by Contractor project management.

- Contractor Project Management, Subcontractor vehicles, equipment and materials shall be stored in areas designated on the drawings.

- Upon completion of the work, the storage areas shall be cleaned up and returned to their original condition to the satisfaction of SDCRAA.

- During all non-working hours, equipment shall be parked in Contractor Project Management Staging area designated on the site plot plan with the restrictions listed thereon.

- Parking of construction workers' private vehicles shall not be allowed within storage areas located on the AOA.
- Staging area shall be used to store all bulk materials needed for the project must be fenced.
- However, barricades with red flashing lights shall be installed where potential conflicts with aircraft on ground vehicular traffic exists.
- Stockpiles shall not penetrate the FAR Part 77 imaginary surfaces or present FOD problems.
- Equipment and materials shall not be stored between runways, except as approved, in writing, by SDCRAA.

16.15 Obstructions to Navigation

- Penetrations of the imaginary surfaces defined in FAR Part 77 shall not be permitted without advance notification of, and approval by SDCRAA.
- It will be necessary for the Subcontractor to file FAA Form 7460-1 with the FAA to obtain approval prior for operation of equipment 15 feet or more in height, including but not limited to vehicles, cranes, or other construction equipment, structures, stockpiled materials, excavated earth, etc.
- It shall be the Subcontractor responsibility to file this document.
  - Allow at least 45 days for FAA and review and approval prior to expected use of such equipment.
- When penetrations more than 15 feet above ground level (AGL) are unavoidable, they shall be brought to the attention of Contractor project management and SDCRAA, as far in advance as possible to allow NOTAMS to be prepared and distributed to appropriate FAA divisions for publication and dissemination.
- Subcontractor shall comply with the provisions of AC 70/7460-1, latest edition, in the marking and lighting of obstacles.
- Allow at least 45 days for FAA review and approval.
- No delays will be granted to Subcontractor for failure to submit the necessary documents in a timely manner.
- Appropriate sketches shall be prepared by the Subcontractor with precise locations shown on the Airport Layout Plan, Height Restriction Plan, or other similar drawing, along with elevations depicting the obstructing object's relationship to the imaginary surfaces.

16.16 Daily Inspections

- Subcontractor shall conduct a daily inspection of their work area before workers leave for the day to ensure that areas surrounding the sites are safe for aircraft operations.

- Subcontractor will be watchful for food scraps and debris that can be ingested into aircraft engines (FOD), loose polyethylene and other light materials capable of being blown onto aircraft movement areas by wind, unlighted construction and obstruction lights, vehicles and equipment left outside construction areas, unlocked construction areas, access gates left open, weak partitions or fences, etc.

- All discrepancies shall be corrected before workers depart from the worksite.

- SDCRAA, Contractor Project Management, Subcontractor will review potentially hazardous conditions which may occur during airport construction and maintenance and may include, but not limited to following:
  - Trenches, holes, or excavation on or adjacent to any open runway or related safety area.
  - Unmarked/unlighted holes or excavations in any apron, open taxiway, open taxi lane, or related safety area.
  - Mounds or piles of earth, construction materials, temporary structures, or other objects on or in the vicinity of any open runway, taxiway, taxi lane or in a related safety, approach or departure area.
  - Pavement drop-offs or pavement turf lips (either permanent or temporary) which would cause, if crossed at normal operating speeds, damage to aircraft that normally use the airport.
  - Vehicles or equipment (whether operating or idle) on any open runway, taxiway, taxi lane, or in any related safety, approach or departure area.
  - Vehicles, equipment, excavations, stockpiles, or other materials which could impinge upon (Navigational Aid System) NAVAID critical areas and degrade or otherwise interfere with electronic signals from radios or electronic NAVAIDs or interfere with visual NAVAID facilities.
  - Coordinate Contractor Project Management to identify NAVAID critical
  - Unmarked utility, NAVAID, weather service, runway lighting, or other power or signal cables that could be damaged during construction.
  - Objects (whether marked/flagged or not) or activities anywhere on or in the vicinity of airport which could be distracting, confusing, or alarming to pilots during aircraft operations.
  - Un-flagged/un-lit low visibility items (such as tall cranes, drills, etc.) in the vicinity of an active runway, or in any approach or departure area.
  - Misleading or malfunctioning obstruction lights.
  - Unlighted/unmarked obstruction in an approach to any open runway.
  - Inadequate approach/departure surfaces (needed to assure adequate landing / takeoff clearance over obstructions or work or storage areas).
  - Inadequate, confusing, or misleading (to pilots) marking/ lighting of runways (including displaced or relocated thresholds), taxiways, or taxi lanes.
  - Water, dirt, debris, or other transient accumulation which temporarily obscures pavement marking, pavement edges, or derogates the visibility of runway/taxiway marking, lighting or of construction and maintenance areas.
  - Inadequate or improper methods of marking, barricading, or lighting temporarily closed portions of airport operation areas.
  - Trash or other materials with foreign object damage (FOD) potential, whether on runways, taxiways, aprons or related safety areas.
  - Inadequate fencing or other marking to separate construction or maintenance areas from open aircraft operating areas.
  - Inadequate control of vehicle and human access, and non-essential, non- aeronautical activities, on open aircraft operating areas.
  - Improper radio communication maintained between construction/ maintenance vehicles and

SDCRAA Ops/Inspection or other on-field communications facility (e.g., FAA Flight Service Station (FSS) or Unicom radio).

- Construction/maintenance activities or materials which could hamper Airport Rescue and Fire Fighting (ARFF) vehicle access from ARFF stations to all parts of the runway/taxiway system, runway approach and departure areas, or aircraft parking locations.
- Bird attractants such as edibles (food scraps, etc.), trees, brush, other trash, grass/crop seeding, or pond water on or near the airport.
- Personnel at the construction site without proper SDCRAA identification or improper escorts for persons at the job site without proper identification.
- Vehicles, involved in the project, that do not meet the safety requirements of SDCRAA.
- Improperly marked, lighted and flagged vehicles involved in the project.
- The time restrictions for all work shifts, including the nightly work shifts, are totally inclusive of the subcontractor moving onto the site, performing work activities, performing all clean-up, having the work area, pavements, and haul routes inspected and approved by the Inspector(s) and moving off the site.
- Subcontractor shall provide adequate lighting for the needs of the Inspection personnel.
- Any Aircraft Movement Surface or adjoining runway, taxiway or taxi lane safety area that does not pass inspection must remain closed until such time cleanup is performed and approved.

- Emergency Procedures
  - Subcontractor shall become familiarize with airport emergency procedures and shall conduct operations so as not to conflict with such events.
  - Clear routes for Airport Rescue and Fire Fighting (ARFF) equipment shall be maintained in operational condition at all times.
  - In case of any emergency caused by an accident, fire, or personal injury or illness, Airport Police are to be immediately notified.
  - Police will coordinate with other emergency agencies as necessary.
  - Contractor project Management Team will notify SDCRAA so that any coordination or closures that may be required can be addressed immediately.

- Marking of Equipment/Restrictions on cranes
  - Each vehicle or piece of equipment anywhere on the Airport site that extends higher than 15 feet above ground shall be equipped with a flag mounted firmly on the highest part of the equipment, and shall be obstruction lighted per the current edition of FAA Advisory Circular 70/7460-1 when the visibility is less than three (3) miles or during periods of darkness. Federal Aviation Regulation Part 77, states that no permanent or temporary structure can exceed an imaginary surface which begins 500 feet laterally from the runway centerline, and extends outward and upward at a 7:1 ratio.
  - In addition, the crane must be obstruction lighted per Advisory Circular 70/7460-1 whenever visibility is less than three (3) miles and it must be lowered at the end of the day.
  - Flags should be rectangular in shape with stiffeners to keep them from dropping in calm wind.
  - This flag shall be not less than 3 feet square consisting of five 1-foot squares of international orange color and four 1-foot squares of white color.
  - Depending on the location of the construction site, there may be severe restrictions on the use of equipment that extends skyward, such as cranes and concrete pumping booms. Some of these restrictions include limitations on the height cranes can be extended during times of reduced visibility, e.g., cranes may not be raised unless visibility is 3 miles or greater. Contact SDCRAA for further information, if cranes or other vertically extendable equipment will be used on the project.

- If cranes or other equipment exceeding 15 feet in height are to be used, the subcontractor will be required to submit for approval the FAA's application Form 7460-1to:
  - Federal Aviation Administration Attention: Airports Division, AWP-600
    8525 Gibbs Drive
    Suite 120
    San Diego, California 92123

17.0 INJURY AND ILLNESS PREVENTION PROGRAM

The purpose of this sections outlines our Injury and Illness Prevention Program (IIPP) and our objective to provide a safe and health work environment and our commitment to ensuring all employees follow safe work practices, which will safe guard them and result in a more efficientoperation.

17.1 Objective:

- This plan is specific to Contractor employees and Contractor workers. Our objective is to provide a safe and healthy work environment. In an effort to achieve our objective, and to comply with published standards, this program was developed and implemented. Our goal is to have ZERO injuries or illnesses. We are committed to ensuring all workers follow safe work practices, which will safeguard them and result in a more efficient operation.

- Every effort will be made to comply with all applicable state, federal and local regulation. We believe that a pro-active approach to the health and safety of our workers will aid in the prevention of injuries and illnesses.

- Questions regarding this program can be directed to your supervisor.

17.2 Responsibilities:

- Management: All levels of management are responsible for providing the resources necessary to maintain a safe and healthy work environment, for establishing policy, and for ensuring that policy is implemented. Supervisors are responsible for implementation of these policies and ensuring compliance on a day-to-day basis.

- Workers: Are responsible for performing their assigned tasks and duties in a safe and professional manner that will not endanger themselves, fellow workers, or members of the general public. They are required, as a condition of employment, to following all applicable governmental safety standards.

- Project Safety Manager, will administer this program. This position is responsible for implementation, maintenance, and administration of this Injury and Illness Prevention Program (IIPP).

- The program administrator duties include:

    - The establishment, implementation, and maintenance of comprehensive health and safety programs designed to inform and instruct workers in safe work practices, applicable safety standards, and the proper applications of these standards andpractices.

    - Ensuring all workers are provided with specific instructions and safe work practices on the hazards associated with their job assignments or tasks

    - Establishing and implementing periodic work site health and safety inspections to identify and correct unsafe or unhealthy conditions or work practices.

    - Through such joint efforts, an incident/injury free work environment can beachieved.

17.3 Worker Compliance

- Workers who comply with this Injury and Illness Prevention Plan and follow safe and healthful work practices will be recognized by project staff as well as being reflected on their performance reviews.

- Any worker(s) who may be unaware of the correct safety and health procedures will be trained or retained as described in Section 8 of this program.

- Infractions of safety rules or willful violations of safe work practices will result in disciplinary action in accordance with company policies and with this specific site plan.

17.4 Communication

- All matters concerning occupational safety and health will be communicated to all workers by verbal communication, written documentation posted at conspicuous locations, staff, weekly safety, health and environmental meetings, or formal and informal training sessions.

- The company encourages field workers to communicate health or safety concerns to their supervisors and/or the safety representatives.

- In an effort to further encourage the reporting of unsafe or unhealthy conditions or practices, Contractor Management has encouraged workers on our sites to identify, act and report any issues or violations which may arise.

- No worker will be retaliated against for reporting hazard or for making suggestions related to safety.

17.5 Workplace hazard evaluation

- All job sites or work areas will be evaluated to identify and assess the hazards associated with their area.

- Before each and every task, the assigned supervisor or foreman will conduct this evaluation utilizing our Pre Task Plan (PTP).

- In some situations, the safety representative will conduct a pre-job site hazard identification assessment and this information will be given to the site supervisor or foreman to aid them in formulating the hazard identification plan.

- From the hazard assessment, a hazard identification plan will be completed that addresses all identified or potential hazards associated with the assignment and will determine what corrective action and practices will be utilized to ensure the health and safety of all workers.

- All assigned workers will receive training regarding the information and provisions of this Specific HSE plan.

- In an effort to prevent injuries and/or accidents, the company will conduct inspections, audits, and field safety observations as described below to identify unsafe or unhealthy working conditions or practices:

- Supervision will conduct a weekly job site(s) or work area(s) inspection and this documentation will be turned into the project office.

- Additional inspections or evaluations will be completed whenever new substances, processes, procedures or equipment is introduced into the workplace that represents a new occupational safety or health hazard or could potentially represent such a hazard.

- Whenever the supervisor, foreman, or safety representative is made aware of a new or previously unrecognized hazard.

- Project Safety Manager will complete a monthly safety inspection of all new projects or job sites.

- A copy of this inspection will be given to Contractor project management

- Any deficiencies will be corrected immediately, or within five working days and this documentation will be maintained in the project office.

- As an additional pro-active measure, all staff members will be participating with site safety management formal inspections

17.6 Injury and Illness Investigation

- Contractor project management, with the assistance of the safety manager, will conduct a complete thorough investigation of all injury incidents/accident within 48 hours of occurrence.

- Include interviews and/or statements from the injured parties and witnesses.

- All Near Misses and First Aids incidents will be investigated, by Contractor project management.

- Incidents involving property damage will be investigated within 48 hours and reported in the same manner as a Near Miss and First Aid incidents.

- A written report, summarizing what occurred and what corrective action will be taken, if applicable, will be completed within 48 hours of incidents.

- A copy of this report must be sent to the site office within five working days for review by the appropriate management team to determine if further or any disciplinary action is required.

- A copy of all medical documentation, which must include drug screening, doctor's initial evaluation and work status (whether or not the worker can return to work) must be sent to the site office within five working days from the time of the incident.

17.7 Correction of unsafe or unhealthy conditions

- Whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported, the company will take immediate action to correct or abate the identified hazard, based upon the severity of the hazard.

- In situations where an imminent hazard is identified, which cannot be immediately corrected or abated without endangering workers or property, all affected workers will be removed from the affected area.

- With the exception of those necessary to correct the existing condition, until the area in question is determined to be safe.

- Workers utilized to correct the existing hazard will be provided with all necessary safeguards to ensure their health and safety.

- No workers will be allowed to enter an area that has been recognized to be imminent hazard area, without the appropriate training and protective equipment.

- ALL WORKERS ARE INSTRUCTED THAT THEY HAVE THE POWER TO STOP ANY WORK ACTIVITY IF THEY FEEL THAT AN UNSAFE OR UNHEALTHY CONDITION OR PRACTICE EXISTS.

17.8 Training/ Retraining

- All new workers will receive an orientation, training and instructions on the provisions of this program.
- Additional training will be given to a worker when:
  - A new assignment or job task for which he/she has not previously been trained for
  - A new substance, process, procedures, or equipment is to be used at the workplace and represents a new hazard
  - The company is made aware of a new or previously unrecognized hazard.
- Supervisors will receive training to familiarize themselves with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- Supervisors are responsible for ensuring that those under their direction are adequately trained on their duties and general workplace safety
- When a supervisor is unable to verify or provide the required training he/she will request such training be given to the worker by a more qualified person.

17.9 Recordkeeping

- The Program Safety Manager or designee will keep all records of inspections, with the name of the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct those conditions or practices.
- These records will be maintained for 3 years.

18.0 HEAT ILLNESS PREVENTION PLAN

The purpose of this section is to outline the requirements for compliance and implementation of the Heat Illness Prevention Plan.

18.1 Purpose

- This Heat Illness Prevention Plan is specific and provides information on requirements:
  - To Contractor supervision, Contractor workers, and Subcontractor workers.
  - To control the risk of occurrence of heat illnesses.
  - Procedures and training for the prevention of work related heat illness.

- Contractor and Subcontractor workers will be referenced as "worker" throughout this plan. Refer to 8 CCR 3395 Heat Illness Prevention.

18.2 Definitions

- Acclimatization – Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

- Heat Illness – A serious medical condition resulting from the body's inability to cope with a heat load and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

- Heat Wave – Any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

- Environmental Risk Factors for Heat Illness – Working conditions that create the possibility that heat illness could occur including air temperature, relative humidity, and radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing, and personal protective equipment worn by worker.

- Personal Risk Factors – Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

- Preventative Recovery Period – A period of time to recover from heat in order to prevent heat illness.

- Recovery and Rest Period – Refers to the normal breaks required by law.

- Shade – "Shade" means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. Shade may be provided by any natural or artificial means that does not expose workers to unsafe or unhealthy conditions and that does not deter or discourage access or use.

- Temperature – The dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade.

18.3 Responsibilities

- Contractor project management is responsible for the implementation of this plan.
- Specific Roles and responsibilities are outlined throughout this plan.
- Subcontractors management shall execute their heat illness plan and adopt standards of this plan as needed to maintain compliance with 8 CCR 3395 Heat Illness Prevention.
- Contractor project management and the affected worker have a responsibility to prevent heat illness at all work locations affected by this program.
- These responsibilities include, but are not limited to;
  - Workers shall be trained on signs and symptoms of the different types of heat illnesses.
  - Reporting any early signs of the onset of heat illness related to work.
  - Implementing emergency medical response procedures.
  - Minimizing personal risk factors for heat illness by being responsible and arriving to work in good physical condition.
  - Utilizing the hazard identification process and recognizing that heat illness is a hazard associated with working outdoors and taking the necessary corrective action.
  - Scheduling work around high heat index time periods.
  - Providing sufficient quantity of drinking water to prevent the any type of heat illnesses.
  - Contractor project management shall monitor weather conditions via new and/or through internet.

18.4 Provision of Water

- Workers will be provided access to potable drinking water to meet the requirements of CCR Title 8 GISO §1524, 3363, 3457 at all Contractor work locations.
- Water shall be located as close as practicable to the areas where workers are working.
- Contractor project management and Subcontractors' management will encourage workers to have water supplies at or near their work area.
- Contractor project management will ensure at the beginning of each shift, water will be fresh, pure, suitably cool, and provided to workers free of charge.
- At least one quart of water per hour, per worker for drinking will be provided while on his or her shift.
- Smaller quantities of water may be provided at the beginning of the shift providing an effective procedure for replenishment that meets the above and has been established and implemented.
  - Supervision and workers will check and replenish water as needed.
  - Water will be provided to all workers by using any of the following methods:
    - Labeled water bottles
    - Individual water containers
    - Community water containers (5 gallon, but not limited to)
      - Individual drinking cups provided

- ◊ Trash receptacle provided

- Contractor project management will encourage all workers to consume water frequently and at the levels indicated above to ensure proper hydration.

18.5 Access to Shade

- Temperatures less than 80 degrees
  - Shade will be provided timely upon worker's request.
  - Not expose workers to another safety or health hazard.

- Temperatures exceed 80 degrees
  - Maintain one or more areas with shade at all times when workers are present
  - Shade areas / structures will be open to the air or provided with ventilation for cooling
  - There will be enough shade present to accommodate the number of the workers on shift at any time on recover, rest or meal period.
  - Shade areas /structures will allow workers to sit in a normal posture which will not allow workers to make physical contact with other workers in a shaded area
  - The shaded area will be located as close as practicable to the work areas.
  - Will not require any worker to use their own vehicle or exit the site for lunch.
  - Will provide enough shade to accommodate all workers who are on a break at any one time.

18.6 General access to shade requirements

- All workers are encouraged to take a Preventative Cool - Down Rest in the shade when they feel they need to do so to protect themselves from overheating.

- Workers who require a preventative cool down rest shall:
  - Rest and be monitored by Contractor project management in the site trailer, Contractor Truck or shaded area for no less than 5 minutes at a time.
  - Contractor project management will ask the worker if he or she is experiencing any symptoms of heat illness.
  - Workers will be encourage to remain in the site trailer, Contractor Truck or shaded area until they have fully recovered.
  - Contractor project management will not allow the worker to go back to work until all signs or heat symptoms have been abated.

- Workers will have access and be permitted to shade at all times.

- Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool.

18.7 Preventative Cool–Down Period

- Workers are permitted and encouraged to take a preventative cool down rest in the shade when they feel the need to do so to protect themselves from overheating.

- If a worker exhibits or complains of any sign or symptoms of heat illness, first aid procedures will be initiated.

- Contractor project management shall monitor the worker

- In the event a workers is unable to determine if he or she is affected by heat illness Contractor project management shall determine worker status and initiate first aid or emergency services as needed.

- No worker with signs of heat illness symptoms will be left unattended or sent home without onsite first aid or provided emergency services.

- Worker will be encouraged to remain in the shade and will not be ordered back to work until any signs or symptoms of heat illness have been abated.

18.8 High Heat Procedures

- Implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

- These procedures shall include the following to the extent practicable:
  - Contractor project management, Subcontractors foremen shall be:
    - Trained through orientation to identify signs heat illness symptoms
    - Trained through orientation to notify Contractor project management if they identify a worker showing signs of heat illness.
    - Authorize to call emergency services

- Communication by voice, observation, or cell phones will be authorized so that workers can contact Contractor project management when necessary.

- If workers are working alone a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.

- Contractor project management will remind all workers throughout the work shift to drink plenty of water.

- Take a minimum 10 minute preventative cool – down rest every 2 hours.

- Additional 10 minute cool down rest will be provided at the end of the 8^{th} and 10^{th} hour of work.

- Contractor project management will observe workers for signs or symptoms of heat illness use one or more of the following:
  - Supervisor or designee to observe 20 or fewer workers
  - Mandatory buddy system
  - Regular communication with sole employees via radio or cell phone

- Pre shift Meetings:
  - Prior to commencement of work Contractor project management, Subcontractors foremen and workers shall review the high heat procedures
  - Contractor project management will encourage all workers to drink plenty of water.
  - Workers will be reminded of their right to take cool-down rest when necessary.

18.9 Emergency Response Procedures

- Procedures for Identifying, Evaluating, and Controlling Exposures
  - Workers will be supervised at all times
    - observed for heat illness symptoms by their supervisors
    - Reminded to report any and all symptoms
    - Encouraged to take shade breaks of no less than 5 minutes
    - Encouraged to drink 1 quart of water per hour in small quantities
    - To communicate with supervision when temperatures are 95 degrees or higher

18.10 Emergency Medical Services

- Contractor project management and/or Subcontractor foremen shall maintain communication with all workers so that workers can notify Contractor project management, or Subcontractor foremen or emergency services as required.
  - Determine if there are any language barriers
  - Have a cell phone on person.

- When a worker displays possible signs or symptoms of heat illness;
  - Shall be transported to the site trailer, Contractor truck or shaded area for observation.
  - A trained first aid worker or supervisor will check the workers
  - Determine whether resting in the shade and drinking cool water will suffice
  - Or if emergency service providers will need to be called
  - Worker showing signs of heat illness symptoms will not be left unattended

- If required, medical services will be provided by local emergency services.

18.11 To contact emergency services call

  - SDCRAA Emergency: (619) 686-8000
- Airport Construction Safety Manager: (619) 990-7519
- State the following;
  - Your name and location
  - Request emergency medical services
  - Nature of medical emergency: Heat Related Illness
  - Condition of person

18.12 Contractor project management responding to Heat Illness Incident

- Will direct emergency services to the site trailer, Contractor truck or shaded area so a worker may be treated and/or transported to the appropriate medical facility for treatment.
- Provide clear directions to all workers when in remote areas.
  - In remote areas, crew members will transport a worker suffering from potential heat illness to the site trailer, Contractor Truck or shaded area to meet emergency medical services.

18.13 Procedures for Acclimatization

- Inadequate acclimatization can be dangerous in conditions of high heat and physical stress.
- Contractor project management will act effectively when conditions result in sudden exposure to heat their workers are not used to.
- Contractor project management will be extra vigilant with new workers and stay alert to the presence of heat related symptoms.
- Close supervision of a new worker by a Contractor, Subcontractor's foremen or designee for the first 14 days of the worker's employment by the employer
- Contractor project management or Subcontractor Management will lessen the intensity of new worker's job requirements during a 2 or more week break in period.
- Unless the worker indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.

- Heat Wave
  - During a heat wave, all workers will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for symptoms of heat illness.
  - During a heat wave or heat spike, Contractor project management will evaluate if the work day will be cut short or rescheduled
  - During a heat wave or heat spike, and before starting work, tailgate meetings will be held, to review the company heat illness prevention procedures, the weather forecast and emergency response.
  - In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.
  - Each employee will be assigned a "buddy" to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

18.14 Daily Weather Monitoring

- Contractor project management shall monitor the daily weather forecast.
  - Weather forecasts can be checked by the following means but not limited to;
  - http://www.nws.noaa.gov/
  - Checking the Weather Channel TV Network
  - Calling the National Weather Service phone numbers (California Dial-A-Forecast – San Diego 858-675-8706(#1)
  - OSHA Mobile Applications found on smart phones.
- Contractor project management will schedule work with the consideration of high temperatures or if a heat wave is expected.

18.15 Training Requirements

- Worker Training
  - The following topics will be provided to all workers:
    - Water, shade, cool down rests, and access to first aid
    - Employee's right to exercise their rights under this standard without retaliation.
    - The environmental and personal risk factors for heat illness.
    - Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.

- The importance of frequent consumption of small quantities of water, up to 4 cups per hour under extreme conditions of work and heat.
- The concept, importance, and methods of acclimatization in this program.
- Different types of heat illness and signs and symptoms of heat illness
- Importance of immediately reporting to Contractor project management, direct supervisor, symptoms or signs of heat illness in themselves, or in coworkers.
- Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- Procedures for contacting emergency medical services, and for transporting workers to a point where they can be reached by an emergency medical service provider.
- How to provide clear and precise directions to the work site.
- Workers will understand their right to take cool-down rest when necessary.

- Contractor project management and Contractor, Subcontractor's Foremen Training on the following topics:
  - Signs of Heat Illness.
  - Procedures to follow to implement the applicable provisions in this plan.
  - Procedures to follow when a worker exhibits symptoms consistent with possible heat illness, including emergency response procedures.
  - How to monitor weather reports and how to respond to hot weather advisories.
  - Requirements to provide water, shade, cool – down rest and access to the site trailer for workers who show signs of heat illness.
  - Understand workers right to take cool-down rest without fear of retaliation.

- Signs and Symptoms of Heat Illness
  - Heat Rash
    - Also known as *prickly heat*, heat rash may occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation.
    - Heat rash that is extensive or infected can be so uncomfortable that it inhibits sleep and impedes performance, or results in temporary or permanent disability.
  - Fainting
    - May be a problem when a worker who is not acclimated to a hot environment simply stands still in the heat.
  - Heat Cramps
    - Painful spasms of the muscles are caused when Workers drink large quantities of water but fail to replace their body's salt loss.
    - Tired muscles used for performing the work are the ones most susceptible to cramps.
  - Heat Exhaustion
    - Results from loss of fluid through sweating
    - The worker with heat exhaustion still sweats, but experiences extreme weakness or fatigue, giddiness, nausea, or headache.
    - The skin is clammy and moist, the complexion pale or flushed, and the body temperature normal or slightly higher.
    - Signs and symptoms of heat illness may progress quickly to serious and life threatening illness such as heat stroke.

- Heat Stroke
  - The most serious health issue for workers in hot weather, which is caused by the failure of the body's internal mechanism to regulate its core temperature
  - Sweating stops and the body can no longer rid itself of excess heat
  - Victims of heat stroke will die unless treated promptly

- Signs Include:
  - Mental confusion, delirium, loss of consciousness, convulsions or coma
  - A body temperature of 106 degrees Fahrenheit or higher
  - Hot, dry skin which may be red, mottled or bluish

- Recordkeeping
  - Heat Illness Prevention training documentation records are maintained on-site
  - These records will be maintained for 3 years in Procore.

19.0 SUBSTANCE ABUSE PROGRAM

The purpose of this section outlines the requirement for drug screening of all those who are associated with and who will be required to work on Contractor project.

19.1 Purpose

- To help insure a safe, healthy, and productive work environment for all employees on site, to protect Company property and to ensure efficient operations, Contractor has adopted a policy of maintaining a workplace free of drugs and alcohol.

- This policy restricts certain items and substances from being brought onto, or being present on Company premises or work sites or individuals from reporting to work or working with measurable levels of illegal and non-prescription drugs, alcohol and other controlled/inhibiting substances which may affect their ability to perform work safely.

- Individuals under the influence of drugs or alcohol on the job pose serious safety and health risks not only to the user, but also to all those who surround or come in contact with the user. Therefore, Contractor asks for your full cooperation and support in implementing this policy.

- Any current individual who feels that he or she has a drug or alcohol related problem is encouraged to seek professional help. Any individual voluntarily seeking such help will be referred to professional assistance by their employer and any such action by an individual shall be kept strictly confidential.

19.2 Scope and Application

- This policy applies to all Contractor employees, Subcontractors and construction managers, and others working on the T1 Validation Phase including but not limited to craft personnel, management personnel, temporary personnel, or consultants.

- The substance abuse screening policy includes pre-employment, post- Incident, probable cause, re-employment, medical examination, annual, and random testing depending upon the size of each particular project. Post incident/accident is a DOT screening.

19.3 Applicable Definitions

- Medical Review Officer- A licensed physician responsible for receiving laboratory results generated by a substance abuse screening program who has knowledge of substance abuse disorders and who received appropriate medical training to interpret and evaluate an individual's medical history and other relevant biomedical information. The MRO is certified by either the American Medical Association (AMA) or the American College of Occupational and Environmental Medicine (ACOEM).

- National Institute on Drug Abuse (NIDA) - A federal government organization, which certifies substance abuse laboratories.

- Negative Test- A negative screening obtained if: (1) the screen test indicated the absence of legal or illegal substances in excess of the screen limit, or (2) the screen test indicates the presence of legal or illegal substances in excess of the screen limit but the confirming test indicates the absence of legal or illegal substances in excess of the confirming limits.

- Positive Test (Alcohol) - A positive test result is obtained if substance abuse tests indicate the presence of alcohol at or in excess of the test limit of 0.05% blood alcohol content.

- Positive Test (NIDA 5-Panel Screen) - A positive test result is obtained if the substance abuse 6-panel test results indicated the presence of illegal substances as verified by the designated medical staff.

- Positive Test (NIDA 5-Panel Screen) - A positive test result is obtained if: (1) substance abuse test results indicated the presence of illegal substances in excess of both the screen and confirmation limits, as verified by a Medical Review Officer, and (2) the Medical Review Officer has determined that the test results do not stem from the use of prescription, inhibiting, or over-the-counter medicines, food, or any cause than the use of illegal substance.

- Pre-Employment - Screening of prospective individuals to ascertain whether an applicant is capable of safely performing their duties and of meeting the prerequisites for employment of the T1 project.

- Probable Cause- Probable cause shall be defined as those circumstances, based on objective evidence about the worker's conduct in the workplace that would cause a reasonable person to believe that the worker is demonstrating signs of impairment due to sickness, alcohol, or other drugs/medications.

- In most case, the objective evidence giving rise to probable cause will be observed by at least two individuals, ideally a Contractor employee and an employee of a subcontractor, but recognizing that in certain circumstances the observation may be made by only one individual.
  - Examples of objective evidence include when a worker shows signs of impairment such as difficulty in maintaining balance, slurred speech, or erratic or atypical behavior.

- Random- Contractor, upon its discretion, upon notice to any Subcontractor, or individual, requires periodic substance abuse screenings of the employees of that Subcontractor, or individual assigned at the T1 project.

- Annual- Contractor, upon its discretion, upon notice to any subcontractor, or individual, may require an annual drug screen from all individuals in employ at Contractor project.

19.4 General Substance Rules

- Possessing, manufacturing, distributing, dispensing, and/or the use of illegal drugs, drug paraphernalia, unauthorized controlled substances and other intoxicants on or in Company property, projects, or other work sites is prohibited and may result in disciplinary action up to and including suspension or termination.

- Reporting to and being at work under the influence of illegal drugs, inhibiting substances or unauthorized controlled substances is prohibited. Reporting to and being under the influence of a quantity of alcohol or other legal intoxicant which can adversely affect the individual's performance or the safety of the individual or those surrounding the individual is also prohibited. Violation of this rule may result in disciplinary action up to and including suspension, barring, and/ortermination.

- Legally prescribed drugs may be permitted on or in SDCRAA, MSC property or a work site provided that the drugs are prescribed by an authorized medical practitioner for current use by the person in possession of the drugs. Reporting to and being at work with a quantity of prescribed or over-the-counter drugs, where such use prevents an employee from performing the duties of the job, or poses a safety risk to the employee and/or other persons or property is prohibited.
  - If an employee knows of any possible hazardous effects of taking or using a valid prescription or over-the-counter drugs when on Company property or work site he or she shall notify his or her immediate supervisor, who in turn will notify Contractor project management.
  - The employee may remain on his or her job or may be required to leave his or her work site or other appropriate action may be taken as determined by management to maintain the safety of the environment for the employee and others.
  - Failure to notify supervision as required by this policy may result in disciplinary action.

19.5 Any individual who voluntarily reports that he or she is in violation of this policy will be encouraged by management to seek professional help to overcome his or her problem. A list of professional service institutes is available to any employee upon his or her request and such request shall be kept confidential by the employee's supervisor, management, and the Human Resource Department.

19.6 Any individual who is found to be in violation of this policy may be subject to discipline up to and including termination.

19.7 Conduct constituting grounds for drug testing may also subject the employee to discipline up to and including termination.

19.8 The possession or use of alcohol on or in Company property or work sites is prohibited except for special circumstances or events which are authorized by an officer-level Manager of the Company.

19.9 Nothing set forth in this policy shall be construed as a limitation upon the right of the Company to terminate an employee at any time and upon any reason and the right of the employee to resign at any time for any reason.

19.10 Testing Requirement

- Any employee will, to the extent consistent with applicable federal, state and local laws, be requested to undergo a diagnostic test for the use of illegal, inhibiting and non-prescription drugs, alcohol or other substances under any of the following or other circumstances which may be determined by Contractor management:
  - Pre- employment-- Prior to employment, after a conditional offer of employment, or prior to an assignment to a work site.
  - Post incident-- If involved in a workplace incident resulting in personal injury to the individual or others working in the area, or damage to property or workplace, or circumstances which could have resulted in personal injury to either the employee or others, or damage to property, when there is reasonable suspicion to believe that the incident has occurred due to drug or alcohol use. A DOT screening is required for all Post incidents.
  - Probable cause-- When there is reasonable suspicion to believe that an employee is under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants while on the work site or Company property during work hours, or that the employee has reported to

work under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants which could affect the safety of the individual and/or others.
- As part of any periodic medical examination provided or required by the Company.
- Upon re-employment following the employee's stay at a rehabilitation center for drug or alcohol abuse.
- As required by Contractor / Owner contract agreements or applicable government regulations.
- Random-- When the Company, upon its discretion, requires periodic screenings
- Annual-- When the Company, upon its discretion, requires annual screenings

19.11 Turner – Flatiron Joint Venture Employees

- Any Contractor employees on this project will follow the aforementioned testing requirements for all phases of work.

19.12 Subcontractors/Others

- Any outside employees on this project may be requested to undergo a diagnostic test for the use of illegal and non-prescription drugs, alcohol or other substances under any of the following or other circumstances which may be determined by Contractor management:
  - Pre- employment-- Prior to being permitted to work on a Contractor project.
  - Post incident – If involved in a project incident resulting in personal injury to the individual or others working in the area, or damage to property or workplace, or circumstances which could have resulted in personal injury to either the employee or others, or damage to property, when there is reasonable suspicion to believe that the incident has occurred due to drug or alcohol use.
  - Probable cause-- When there is reasonable suspicion to believe that an individual is under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants while on the project work site during work hours, or that the individual has reported to work under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants which could affect the safety of the individual and/or others.
  - As part of any periodic medical examination provided or required by the project.
  - As required by Contractor management /Owner contract agreements or applicable government regulations.
  - Random-- When Contractor management, upon its discretion, requires periodic screenings on the project.
  - Annual-- When Contractor management, upon its discretion, requires annual screenings on Contractor project.

19.13 Testing Procedures

- All employees or agents of Subcontractors hired to perform any of the work under any of the contracts or who participate in any fashion under any of the contracts, or who work in unit offices will be required to participate in a drug test administered by Field Control Analytics (FCA) results forwarded to Contractor designated representative prior to commencing any type of work.

- Only the Field Control Analytics (FCA) substance abuse screening testing results shall be accepted. No other programs, results, or procedures are accepted in lieu of this policy unless approved by Contractor management.

19.14 Searches

- Contractor management reserves the right to search any person entering the work site or Contractor project property and to search any property equipment and storage areas for illegal drugs, drug paraphernalia, unauthorized controlled substances, alcohol or other intoxicants.

- This shall include, but is not limited to, clothing, personal effects, vehicles, buildings, plant facilities, offices, parking lots, desks, cabinets, lockers, closets, lunch and tool boxes, and equipment.

19.15 Refusal

- Any individual who refuses to submit to a diagnostic test, as permitted by law and/or an applicable collective bargaining agreement, or to a search, may be subject to disciplinary action up to and including suspension or termination.

19.16 Cost of Testing

- Initial substance abuse testing will be paid by the Subcontractors to FC Background directly. Enrollment with Field Control Analytics (FCA) is required prior to conducting any testing. Testing must be completed at an approved Field Control Analytics (FCA) Clinic prior to attending orientation. Cost per drug screen is $60.00 per test

- Any random substance abuse test required by Contractor will be paid by Contractor.

- Any post incident/accident DOT testing will be paid by the sub contractor's employee.

19.17 Notification of Authorities

- Contractor will report information concerning possession, or distribution of any illegal drugs or unauthorized controlled substances to law enforcement officials, and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property.

- Contractor will cooperate fully in the prosecution and/or conviction of any violators of the law.

19.18 Employees Convicted of Drug Offenses

- In accordance with federal law H.R. 5210, "The Drug Free Workplace Act Of 1988" each individual must, as a condition of continued employment on a federal contract or grant notify his or her "Operations Manager" on any conviction of a criminal drug offense within five (5) days after said conviction.

- Contractor Management will notify the Federal Contracting Agency of criminal drug convictions within 30 days after receiving notice.

- Any employee so convicted must satisfactorily complete a drug rehabilitation program and agree to periodic testing any time thereafter.

- Failure to report such a conviction and/or participate in a drug rehabilitation program may result in disciplinary action up to and including suspension or termination.

19.19 Cooperation with Contractor project management

- All individuals, as a condition of continued employment with Contractor project, have an obligation to cooperate with any Contractor management investigation of drug or alcohol abuse in the workplace.

- Failure to cooperate with any such investigation may result in disciplinary action up to and including suspension or termination.

- *THIS POLICY IS NON-DISCRIMINATORY AND APPLIES EQUALLY TO ALL EMPLOYEES, OUTSIDE INDIVIDUALS WORKING ON THE T1 PROJECT, AND OFFICERS OF Contractor CORPORATION AND ITS SUBSIDIARIES.*

19.20 Penalties

- Possession of illegal drugs, unauthorized controlled substances or drug paraphernalia on Contractor property or work site, as set forth in the Drug and Alcohol policy:
  - First Offense: Termination.

- Distribution of illegal drugs, unauthorized controlled substances or drug paraphernalia, as set forth in the Drug and Alcohol policy on company property or worksite:
  - First Offense: Termination

- Use of illegal drugs or unauthorized controlled substances:
  - If individual voluntarily asks for help: initially no suspension or termination- individual will be given aid on where to seek help to overcome the problem. Thereafter, the employee may be subject to disciplinary action or termination.
  - If discovered by actions and/or testing:
    - First offense: Immediate removal and/or termination from the worksite.
    - Employees will be afforded an opportunity to enter and actively participate in a rehabilitation program paid by the employee.
    - The individual may be eligible for rehire if he or she provides proof of completion of the program and that he or she is currently drug free.
    - Employees of Subcontractors, suppliers, etc. will be barred from entering the project with notice being sent to their employer.
    - Second Offense: (Contractor Employee Only) Termination. An Individual who enters a formal inpatient rehabilitation facility for a minimum of four (4) weeks, completes the program, becomes drug free and agrees to periodic testing to confirm this may be eligible for rehire.

19.21 Third Offense: (Contractor Employee Only) Termination.

- Reporting to work under the influence of alcohol:
- First Offense: Immediate removal and/or termination from the worksite
  - Employees must enter a rehabilitation program such as Alcoholics Anonymous, actively participate in such a program and provide written proof of the same, for eligibility for acceptance back on the work site.
  - Employees of Subcontractors, suppliers, etc. will be barred from entering the project/ property with notice being sent to their employer.

- Second Offense: (Contractor Employee Only) Termination.
  - An individual who enters a formal inpatient rehabilitation program for a minimum of four (4) weeks, completes the program, becomes alcohol free and agrees to remain alcohol free and further agrees to periodic testing to confirm this may be eligible for rehire.

- Third Offense: (Contractor Employee Only) Termination.
  - Unauthorized possession of alcohol on the project, excessive absenteeism, erratic job performance, frequent incidents, errors in judgment.
- Contractor employees will be confronted by an officer-level supervisor accompanied by a representative of the Human Resource Department and/or the employee's immediate supervisor and asked if he or she has a problem.

- If the employee volunteers that a problem with the drugs or alcohol exists, the employee will be given help in finding an outpatient program to overcome the problem.

- If the employee denies having a problem, a letter will be placed in the individual's file regarding his or her behavior and will be considered a warning. If the warning is ignored, the employee may be subject to further disciplinary action, up to and including termination.

- Employees of Subcontractors, suppliers, etc., will be confronted by a senior member of project staff accompanied by a representative of the employee's employer and, if applicable, a union representative and asked if he or she has a problem. If employee volunteers that a problem with drugs or alcohol exists, employer will voluntarily withdraw employee from the project. The employee will then follow that employer's policies on substance abuse. If the employee denies having a problem, a letter will be placed in the employer's file regarding the individual's behavior and will be considered a warning.

- If the warning is ignored, the employee may be subject to further disciplinary action, up to and including termination. If voluntarily removed from the project, the employer may submit, in writing, a request for the employees reinstatement on the project which will include supporting evidence as to why Contractor should permit his/her return.

- Notwithstanding the stated penalties, Contractor reserves the right to terminate an employee or individual at will, with or without cause.

19.22 Confidentiality

- All substance abuse testing will be performed with concern for each employees or individual's personal privacy, dignity, and confidentiality.

- Each individual will be required to sign a consent and chain of custody form, assuring proper documentation and accuracy.

- Contractor employee records shall not be maintained in personnel files. Records may be kept at the project level for that particular project.

- All actions taken under this policy and program will be confidential and disclosed to only those with a need to know.

20.1 LIST OF ATTACHMENTS

1. Employee Warning Notice – J.17
2. Visitor and Short Duration Log - J.6.1.d
3. Orientation Checklist – J.6.1
4. Short Duration Worker Orientation – J.6.1.a
5. Visitor Orientation – J.6.1.b
6. Truck Driver Orientation Checklist – J.6.1.c
7. Pre Task Plan (PTP) – J.2.1
8. Job Hazard Analysis (JHA) – J.2
9. Safety Inspection – J.5
10. Competent / Qualified Persons List – J.14
11. Equipment Inspection – J.9
12. Utility Shutdown Request – USR
    12.1 Utility SPP for Underground and Overhead Utilities.
        12.A Utility Avoidance Pre-Planning Worksheet
        12.B APWA Uniform Color Codes
        12.C Underground Utility Avoidance Permit and GPR.
        12.D Utility Strike Report Form
        12.E Overhead Power lines Clearance Chart
        12.F Excavation Daily Inspection
13. Incident Investigation – J.8.3
    13. A. Initial Notification Form (0-60) J.8.1
14. Witness Statement – J.8.3.a
15. Modified Work Offer J.8.3.c
16. Employee Injury Management Form J.8.3.d
17. Contractor Pre-Construction Orientation Form J.6
18. Building LIFE J.8.3.e
19. Field Control Analytics (FCA) Drug Testing J.8.3.f
20. Arrive Emergency Response Plan

1. EMPLOYEE WARNING/ACTION NOTICE - J.17

EMPLOYEE WARNING/ACTION NOTICE

Employee Name (Print): _____

Date: _____ Job Area: _____

THIS IS A WARNING FOR THE REASONS LISTED BELOW:

☐ 1. Safety violation (what): _____

_____

☐ 2. Absenteeism/Tardiness/Leaving work area (when): _____

_____

☐ 3. Non-performance (where/when/how): _____

_____

☐ 4. Misconduct (where/how): _____

_____

☐ 5. Other/Great Job: _____

_____

_____

REPEAT OF THIS VIOLATION COULD BE CAUSE FOR DISMISSAL

Employee Signature: _____

Your signature indicates that you have reviewed and received a copy of this warning/action and does not mean you agree or disagree.

Foreman's Signature: _____

Superintendents Signature: _____

2. VISITOR AND SHORT DURATION LOG – J.6.1.d

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

J.6.1.d

VISITOR AND SHORT DURATION LOG

PLEASE READ BELOW BEFORE SIGNING IN

I, the undersigned, acknowledge the risk and dangers involved in entering into the Arrive Alliance, SDIA T1 jobsite/jobsite trailers -site located at: 2417 McCain Rd., Suite B (City) San Diego, (State) CA, and agree to use all personal protective equipment issued for my protection. I do hereby for myself, my heirs, executors, administrators, successors and assigns release and forever discharge the JV from any and all actions, causes of action, claims and demands for or by reason of any damage, loss, or injury to my person and or property which heretofore has been or hereafter may be sustained in consequences of my presence on the above referenced construction site.

#	Date	Name	Company Name	Reason for Visit (Circle which applies)				Escort's Name	Time In:	Time Out:
				Visitors			Worker			
1				Site Visit	Meeting	Vendor	Short Duration			
2				Site Visit	Meeting	Vendor	Short Duration			
3				Site Visit	Meeting	Vendor	Short Duration			
4				Site Visit	Meeting	Vendor	Short Duration			
5				Site Visit	Meeting	Vendor	Short Duration			
6				Site Visit	Meeting	Vendor	Short Duration			
7				Site Visit	Meeting	Vendor	Short Duration			
8				Site Visit	Meeting	Vendor	Short Duration			
9				Site Visit	Meeting	Vendor	Short Duration			
10				Site Visit	Meeting	Vendor	Short Duration			
11				Site Visit	Meeting	Vendor	Short Duration			
12				Site Visit	Meeting	Vendor	Short Duration			
13				Site Visit	Meeting	Vendor	Short Duration			
14				Site Visit	Meeting	Vendor	Short Duration			

3. ORIENTATION – J.6.1

arrive

SAN DIEGO AVIATION ALLIANCE

Turner FLATIRON Gensler

Project Safe and Sustainable Onsite Orientation

SDIA T1 Project # 200927

Hardhat Sticker #: _____ Date: _____ DL State/Number: _____

The signatures below document that the appropriate elements have been discussed to the satisfaction of parties, and that both supervisor and employee accept responsibility for maintaining a safe and healthful work environment.

Print Name: _____

Sign Name: _____

Company Name: _____

Phone Number: _____

Supervisor Name & Phone Number: _____

Emergency Contact Name and Number: _____

Arrive Project Staff Conducting training and validating DT: **Kristine Wunder** _____

The Message of "Building L.I.F.E. ®"

At Arrive, we call our safety program and culture "**Building L.I.F.E.** ®" L.I.F.E. is an acronym for *Living Injury Free Every Day*. Our goal here is to create a workplace *free from any level of harm* to our workforce, our clients, and the community we work in. Only with your help and commitment can we all achieve this goal. We're asking that you take an active role making this the safest project we can, for all of us. If you see a hazard, bring it to our attention if you can't correct it. If you see a coworker at-risk, stop and say something. If someone approaches you because *you* are at risk, accept their help graciously, without attitude, and thank them. If you know a smarter or safer way to accomplish a task, raise it up.

You will be given ample opportunities to play an active role with safety on this project. This includes daily safety huddles where each team prepares their safe plan of work; it also includes safety committees, safety meetings, and 5-Worker Lunches where we ask for your feedback on how safety is doing on this project. We want to hear about near-misses and incidents, not so we can find someone to blame, but so we can learn from the problems that lead to the event – to prevent recurrence. Like any safety program, we have some policies you need to be familiar with, and many of them are stricter than OSHA, or any other General Contractor/Construction Manager you have worked for. If you have any questions about our expectations or any of the policies you're about to see, please bring them up as we go along.

General _____ Initials	1. No one under the age of 18 is allowed to work on the Project property / construction site. 2. A minimum 10-panel drug testing is mandatory A. Your employer must provide the results to Arrive in order to attend orientation. B. Pre-employment/prior to receiving a hardhat sticker or ID badge C. Additional testing may be required Post-Incident, for cause or suspicion D. If tested positive or refuse to test, you will not be allowed on site 3. Badging / orientation sticker All employees on site must attend orientation after the drug screen and receive an orientation sticker. Many projects require a photo-ID badge per terms of subcontract agreement. 4. Every crew member must participate in a morning safety huddle to develop a safe plan of work for the shift. Throughout the day (or night) if any new tasks or changes come up that weren't planned for at the beginning of the shift, work must stop and the plan must be revised. 5. All personnel are empowered and encouraged to stop unsafe acts, identify unsafe conditions, and to escort non-construction personnel out of the work areas. Please care for your project teammates. 6. No headphones, iPods, radios, etc. are permitted on the job. No streaming of music from the internet. No walking or driving while talking on phone or walkie-talkie.

7. Zero use of tobacco policy. Zero tolerance policy for smoking in building during construction. No e-cigarettes or smokeless tobacco are allowed either. Arrive may elect to establish a "tobacco zone" outside of the project.
8. Eating is allowed only in approved areas. No glass containers are permitted onsite.
9. A fluent interpreter must be provided and on site for any crew that has one or more non-English speaking workers.
10. The confined spaces on this project include:_Electrical Vaults, Utility Boxes, Sewer Boxes, _____
11. I will not enter a confined space unless trained and authorized by my employer. Proof of training must be provided to Arrive Construction.
12. The employer entering a permit-required confined space must arrange for on-site rescue team to be present and provide for continuous air monitoring, and if applicable, monitoring for other hazards (i.e. engulfment).

The list of behaviors below, while not inclusive, provides examples of conduct that is prohibited:

13. Causing physical injury to another person;
14. Making threatening remarks;
15. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
16. Intentionally damaging employer property or property of another employee;
17. To the maximum extent permitted by applicable law, the possession on Company premises or while on duty of firearms, clubs, explosives, or other weapons that could be used to cause harm to personnel or property, other than that used to perform specific construction activities. This would include Arrive projects and client-owned buildings and facilities we work in, project-provided parking areas, and while in the execution of work duties.

arrive

SAN DIEGO AVIATION ALLIANCE

Turner FLATIRON Gensler

EEO Policy Initials	1. Arrive provides equal employment opportunity (EEO) to all persons based on qualifications and merit, without regard to race, sex, gender identity, sexual orientation, pregnancy, childbirth and other pregnancy-related conditions, color, national origin, ancestry, age, creed, religion, citizenship, marital status (including registered domestic partners), parental status, disabilities, genetic information, status as a recently-separated veteran, Armed Forces service medal veteran, disabled veteran, active duty wartime or campaign badge veteran, or any other protected characteristic or status.
Policy Statement Against Harassment Initials	1. Arrive will not tolerate unlawful harassment, including sexual harassment or harassment on the basis of race, sex, gender identity, sexual orientation, pregnancy, childbirth and other pregnancy-related conditions, color, national origin, ancestry, age, creed, religion, citizenship, marital status (including registered domestic partners), parental status, disabilities, genetic information, status as a recently-separated veteran, Armed Forces service medal veteran, disabled veteran, active duty wartime or campaign badge veteran, or any other protected characteristic or status.
Incident Reporting Initials	1. Any injuries / illnesses / near misses must reported to your supervisor immediately after the event, if physically possible. Those supervisors are to verbally report the incident to Arrive immediately after stabilizing any injury or making safe any unsafe conditions. 2. An incident investigation report must be filed with Arrive within eight (8) hours after an accident. 3. If sent to a doctor for treatment all, follow-up appointments must be kept. 4. A Temporary Modified Duty policy is in place. 5. The worker must strictly follow any and all work restrictions issued by doctor.
100% 6-Foot Fall Protection **(Regardless of Trade)** **Initials**	1. 100% FALL PROTECTION required where a 6-foot fall exposure exists (includes all trades). See additional ladder rules below. 2. ZERO TOLERANCE – For Fall Violations 3. Snap-hooks on lanyards must be double locking. Self-Retracting Lanyards (SRLs or yo-yos) or fall limiting devices are typically required. Whichever is connecting device is used, two connecting devices are required on each harness (twin-leg). Short lanyards may be required in some types of scissor and aerial lifts. The competent person from each trade must specifically identify fall protection methods and equipment on JHAs and PTPs. 4. Gear to be inspected prior to every use. Contact your supervisor immediately if gear is damaged. DO NOT USE DAMAGED GEAR. 5. Warning lines are to be a min. of 15 feet back from the edge. (see criteria in Arrive Safety Manual) 6. Tie-off point must hold 5,000 LBS per person. 7. 100% tie-off when working from extensible / articulating boom aerial lift. 8. Employees must be trained on the use of fall protection. Provide proof of training to Arrive. 9. Vertical or horizontal rebar or other impalement hazards shall be protected. 10. Any hole 2” or larger must be covered, secured, labeled (supporting 2X max the indented load) 11. Scaffolds A. Must be built under supervision of competent person who has necessary certifications (w/ 100% Fall Protection while erecting) B. Cross-bracing cannot be used as a ladder, or instead of either a top or mid-rail. You must have both a top and mid-rail. C. Scaffold must be inspected before each shift by the Subcontractors competent person and tagged/dated as safe. If you climb onto a scaffold not tagged and dated as safe, you may be removed from the jobsite. All non-compliant scaffolds must be “red-tagged” out of service. D. 100% tie off when working from all types of lifts that have a manufactured tie off point. Dual action controls require that there be two separate actions to activate the lift. If it arrives on site and does not have dual action controls, then it must remain inoperable until a Dual action control is installed.

	E. Mobile scaffolds must have the wheels locked when in use and require guardrails at 4 foot in height. F. Scaffold stairs shall be installed instead of a ladder to access frame and system scaffolds. If a ladder is required for some reason, ladder access points must only be at "swing-gates" on the ends of the frames, or through spring-loaded deck-hatches. 12. Standard Railing A. Top edge height of top rail must be 42" above the walking/working level and all systems must include a toe board and midrail. Cable rails must not deflect more than 3" with 200 lbs applied. B. Guardrails will not be used as a horizontal anchorage for personal fall arrest equipment. Do not tie off to guardrails C. Guardrails must be provided at floor openings and open sides, or personal fall protection must be used. D. Wood rail stanchions (or posts) shall not be more than 8 foot on center. E. Wire rope guardrails – min 3/8 inch cable, flagged every 6 feet, cannot have more than 3 inches of deflection, 3 clips are required at each termination, no open turnbuckles 13. Ladders A. Arrive's Ladders Last Policy states that ladders are not to be used on this project unless no other means of accessing elevated work is feasible. The tool of choice for elevated work is a mobile elevated work platform (MEWP) such as a scissor of aerial lift. Where MEWPs cannot be used, scaffolds can be used. B. Where ladders must be used, a Ladders Last Permit must be completed by the contractor and approved by Arrive. The permit must be hung on the ladder and the ladder inspected daily. C. No aluminum or wood ladders are permitted on the site. D. Never use a step-ladder while it's still folded up. E. Never use the top two (2) steps or the top of the ladder. F. Never store material or tools on the ladder G. Use the 3-point rule: 2 hands and a foot or vice versa to be in contact with ladder at all times. Keep belt buckle between side rails. H. Fall protection is also required when above 4' on a ladder, even if three points are maintained. Arrive will approve perimeter access points for material handling. Personal fall protection must be installed and used before cables or rails are taken down, or holes uncovered. Barricade the area, place signs, and leave a spotter.
Safety Enforcement _____ **Initials**	1. All personnel are encouraged to ask questions and report actual and perceived hazardous conditions to site supervision. Perceived hazardous conditions may need further clarification and hazard assessment. . If you have any questions or concerns, please ask for assistance. 2. There is a "Safety Enforcement" Fine System in place on this project. A. You are accountable for your actions on this project. B. Monetary fines imposed upon your employer for worker safety violations or complacency w/ regard to "minimum" safety rules C. $250.00 - $5,000.00 – depending upon severity of violation. 3. All OSHA regulations will be strictly enforced. Arrive has many policies stricter than OSHA and you need to be familiar with these. 4. Disciplinary Procedures – 3 strikes policy *1.* Verbal = Orientation *2.* Written *3.* Termination *4.* Arrive retains the right to have anyone removed from site, based on the nature of the violation, without the 3 strikes

Emergency Procedures Initials	1. In the event of an emergency A. Notify job foreman immediately B. Give the exact nature of the emergency (i.e. broken leg, fire, etc.) C. Give the exact location by area, column number or other easily recognizable terms D. Stay on the phone until Safety has confirmed that you have provided accurate information E. If an evacuation is not required, stay on the scene to brief emergency personnel upon their arrival. 2. Evacuation Procedures A. **Our project evacuation signals are:** (example: 3 horn blasts will indicate site is to be evacuated) B. Proceed in a calm, orderly manner to the designated safety zone. *1.* **Evacuation Gathering Points are located ...** *2.* Report to your designated foreman/superintendent in designated area for head count. C. Do not leave the emergency gathering point until instructed to do so by your supervisor. D. All dangerous and/or emergency situations must be reported to Arrive staff immediately, if feasible. E. Call 911 for ambulance or fire departments as when necessary. F. Where is the location of your first aid kit and fire extinguishers? G. For confined space entry, trained emergency rescuers must be on site during the entry.
Personal Protective Equipment Initials	1. 100% Hardhat Protection, Non Metallic, REQUIRED AT ALL TIMES. ANSI approved 2. 100% Eye Protection (ANSI Z87.1) REQUIRED AT ALL TIMES. 3. Hard sole safety shoes or boots are required, no sneakers or soft shoes are allowed, ANSI Z41.1. Safety-toed boots and/or metatarsal protectors must be worn as dictated by the hazard assessment. Safety-toed boots required for erection, demolition, masonry and rigging, at a minimum. 4. Long pants in good condition, no shorts allowed 5. Shirts must have sleeves at least 4" long 6. Gloves are required at all times unless the Job Hazard Analysis specifically states they are not required because they create a greater hazard (using rotating parts, etc.). Cut-resistant gloves are required when using knives or handling sharp material/objects. Additional hand protection may be required depending on the hazard assessment. Appropriate arm protection is required during operations where the arms are exposed to cut hazards (i.e. Kevlar, Dyneema sleeves, etc.). Examples of these activities are working around metal studs and pull boxes, tight confines as between wall studs or above ceiling and all demo activities. These operations shall be identified on the JHA/PTP. 7. Ear protection as required when exposed to noise above 85 DBA or when noise levels require you to raise your voice when talking to someone 3 feet from you. 8. Face-shields required when cutting / grinding / chipping, or working above your shoulders; or when the hazard exists of projectile particles. Goggles required when there is a splash or dust hazard such as working with chemicals, sawing lumber and grinding. Both may be required if both hazards exist. 9. No loose clothing or jewelry 10. High visual, safety vests, shirts or jackets shall be worn as the outermost apparel by all employees, 100% of the time. ANSI Class 3 (45 MPH or more) outerwear must be worn whenever working on or near (within 10 feet) of a roadway. 11. Any contractors requiring the use of dust masks and/or respirators must submit a written respiratory protection program Arrive. This program must address medical surveillance, fit testing, etc. Voluntary usage of dust mask type respirators used by employees must also be included in the respiratory protection program and shall meet or exceed OSHA standards. 12. Regular utility-cutters (like box-knives) are not allowed. All utility cutters should be equipped with self-closing blade guards or self-retracting blades that engage when the blade loses contact with the cutting surface.
Electrical/LOTO	1. Industrial heavy-weight cords (14 gauge or heavier) with proper grounds are to be used at all times.– 2. 100% Ground Fault Circuit Interrupter (GFCI) Protection. 3. Inspect all cords and welding leads before each use 4. All electrical and mechanical systems are to be considered energized. When pressurizing any pipe, vessel or system, refer to Arrive's procedures. 5. All panels, boxes, switches and receptacles containing live wires must have a cover.

Initials	6. NEVER work on live electrical panels or parts without prior approval from Arrive. Complete the Arrive Energized Work Permit and submit prior to the work taking place. 7. LO/TO – Single-key locks required (cannot have multiple keys for a lock). Each worker must apply a lock when exposed. 8. NFPA 70E compliance is required for energized work. This includes testing and commissioning activities, as well.
Equipment Initials	1. Proper training and certification is required prior to operating any equipment. 2. Speed limit on site is 5 mph. 3. A spotter is mandatory when a vehicle or equipment has restricted view. A spotter is necessary when backing up any vehicle or equipment on site. 4. Backup alarms must be present on all required vehicles. 5. Horns and lights are recommended for all equipment. 6. Always follow the manufacturer's operating instructions for all equipment and tools used on this project. 7. Seatbelts must be worn at all times. 8. The use of cell phones is prohibited while the machine or vehicle is in motion. 9. The forks of a forklift cannot be used for free rigging. 10. When off-loading trucks with forks or crane, no person should be on the truck bed or around the truck after rigging. Set up a safe-zone around the truck with tape or barricades. Use a spotter to keep people out.
Cranes Initials	1. Awareness of overhead loads – listen for horns. Never stand or walk under an elevated load. 2. Awareness of crane swing radius (should be flagged off). 3. Cannot operate a crane within 20' of any power line. 4. Rigging must be inspected before each use by a qualified rigger. Damaged rigging must be removed from service. 5. Crane operator must submit operator certifications (NCCCO or NCCER) 6. Employees cannot signal a crane unless trained and certified, and authorized to do so. 7. Each rigger & signal person must be qualified & proof of training given to Arrive Construction
Barricade Tape Initials	1. Barricaded areas must have posted signage on each side of the area. Signage should identify the hazard, the controlling contractor for the area, a point of contact and his or her phone number. 2. Types of Tape A. **Red Danger** – ***Imminent Danger*** exists. Only authorized personnel performing actual work are to be allowed in this barricade tape area. The only exception for entry into a red area is with prior permission of those authorized to work within the area B. **Yellow Caution** – a hazard exists that would warrant ***Caution***. A yellow area can be accessed by anyone who is authorized to be on the job site, and who stops to observe the existing hazard and takes the proper precautions prior to entering the tape barricade area.
Training Requirements Initials	1. Must be trained / certified to operate forklifts, aerial lifts, cranes, and use scaffolding, etc. 2. Contractors are required to provide workers that are trained as required by OSHA standards and site policies. 3. All workers are to be trained by their employer for the task and/or tool/equip being used – ladders, scaffolds, excavations, etc. 4. No worker may lift more than 50 pounds, unassisted. Use mechanical means first.
Hand & Power Tools Initials	1. All drills, grinders, etc. that are designed with guards and/or control bars must have them in place when the tool is in use. The grinding wheels must be rated to meet or exceed the RPM specifications of the grinder. 2. Work stations are to be elevated. This includes saws, pipe benders and threaders & other work activities. 3. Powder Actuated Tools - No lead based shot is permitted onsite 4. Tools are to be used the way the manufacturer intended. Do not modify any tool. 5. For tools that would normally create dust, Arrive requires them to have integrated protective measures to capture or minimize the dust, such as HEPA vacuums or water-spray, etc.

Hot Work Initials	1. The contractor performing hot work will be required to have a charged and inspected 20 pound ABC dry chemical fire extinguisher present in the work area. 2. Appropriate permit procedures, shields, and blankets shall be used when developing site specific fire prevention programs. 3. Subcontractor is required to implement a fire-watch during all burning operations and for a minimum of 30 minutes following completion. 4. Hard Hats are required while welding. 5. Safety glasses are required under the shield when chipping or grinding 6. Cylinder Storage must be stored upright and properly secured. When not in use, disconnect hose/gauge assemblies and cap the cylinder. Stored cylinders must have a ½ hour fire rated barrier 5 feet tall or be stored 20 feet apart. Propane tanks cannot be stored in any building. (Arrive must be notified prior to propane used onsite) All torch carts are to have a fire rated barrier between the cylinders. 7. Anti-flashback devices are to be located at the torch head & at the cylinders 8. Hot Work activities must be pre-approved by Arrive (Permit to be issued). A fire watch must be present where sparks could fall (multiple levels if necessary).
Excavations Initials	1. Any excavation greater than 4' must be sloped, shielded or benched properly. 2. The bottom of the trench box must be within 2 feet of the bottom of the trench. The top of the trench box must stick up 18 inches above the slope or the bench. The box cannot be moved while workers are inside. 3. Access must be provided by a ramp or stair. Travel distance to that means of access/egress must not exceed 25 feet. 4. Any excavation (includes trenches) must be barricaded off with orange fence or equivalent, regardless of depth. 5. You cannot bench Type C soil. 6. Before you dig or drill, complete a Arrive "Ground Penetration Request Form." Your utility locator service must be notified days in advance, as well. 7. Fall protection is required at the top of excavations greater than 6 feet deep when the slope is less than 45 degrees.
Hazard Communication / GHS Initials	1. This employee, by his initials in this section acknowledges that he/she has been trained by their employer, on hazard communication and, 2. **Arrive has reviewed the location of Chemical Inventory Lists and Safety Data Sheets** with me. 3. You must provide Arrive a Safety Data Sheet for any chemical you bring onto the project. 4. Arrive will coordinate the sharing of Safety Data Sheets (SDS) between contractors. 5. If you transfer chemicals from one container to another, you must provide a proper chemical label complying with OSHA. 6. Renovation projects often have health hazards in the form of asbestos, lead, PCBs, Mercury, etc. **The known health hazards on this project include: _____** 7. If this project contains known health hazards, I certify that I was given training on those hazards including their identity, location, hazards of exposure, and control methods used to protect me. If I discover any "suspected" hazardous material, I'll immediately stop work and bring it to the attention of my employer.

Construction Waste Management Initials	1. All waste leaving this project is tracked on Arrive's Online Waste Tracking (OWT) system. Strict compliance with the project Construction Waste Management Plan (CWMP) is required. The recycling goal is _____%. The construction and demolition dumpsters on this project are (co-mingled) (site-sorted). Materials recycled include, at a minimum: A. Wood: pallets, wood-framed boxes, temporary lumber, etc. B. Concrete: concrete, block, brick, asphalt C. Metal: scrap metal, metal studs, metal pipe, etc. D. Cardboard, paper E. Drywall: drywall, mold board, (NO Dens-Glass) F. Construction Trash: food waste, sweepings, non-recyclable waste, etc. 2. Collect and sort your construction waste throughout the workday and transport the waste to the appropriate dumpster at the time established by your Foreman or Project Manager. 3. All Subcontractors are required to recycle to the maximum extent possible as a part of their Contracts using Arrive's OWT tool. In cases of non-compliance, only the Subcontractor(s) responsible for contaminating dumpsters (placing waste in the wrong dumpster) will be responsible for fines, additional tipping fees, or other penalties as may apply.
Indoor Air Quality Initials	1. Strict compliance with the project Indoor Air Quality (IAQ) Management Plan is required. 2. Safety Data Sheets (SDS), along with VOC content, of all adhesives, sealants, coatings, paints, carpets, composite woods, etc. must be submitted for review and approval prior to these products being brought on site. 3. Stored material shall be covered, stored off of the deck, and kept in a dry environment. Quantities should be limited to what can be installed in a reasonable time (e.g. two weeks or less). 4. Changes in finished areas should be treated as renovations. 5. For large changes, install temporary dust protection to separate the work area from the finished space. The work area should be kept negative and a HEPA filter should be used to filter the air prior to it leaving the space. The temporary protection and filter system should be approved by a Arrive superintendent before beginning work. Once the work is complete, the area should be thoroughly cleaned and the temporary protection should be removed. 6. For small changes, a vacuum with a HEPA filter should be used to collect any dust that is generated and the areas should be thoroughly cleaned after the work is complete. 7. All subcontractors will be required to use sweeping compound. 8. All cleaning products used on the project must comply with Green Seal Standard GS - 37 for Industrial and Institutional Cleaners. 9. Mold and moisture control is a key to proper indoor air quality. If possible, drywall activities should not begin until the building is watertight. If drywall must start before the building is watertight, moisture resistant board should be used. 10. Notify Arrive if you see any wet building materials (before mold grows).

arrive

SAN DIEGO AVIATION ALLIANCE

Turner FLATIRON Gensler

Stormwater Management Initials	1. The SWPPP requirements including Best Management Practices (BMP's) were reviewed and will be followed as required by the SWPPP. 2. The SWPPP drawings, project sequence and how sequencing will affect BMP locations were reviewed. 3. Notify Arrive of any disturbances of the Best Management Practices (BMP's) including silt fences, vehicle mud removal areas, vegetative cover, other sediment and erosion controls. 4. Ensure all concrete/cement washout is performed at designated locations and into designated containers, notify Arrive personnel immediately if washout is not adequately containing wash water and stop washout activity 5. All site dewatering must be performed in a manner compliant with the SWPPP and all pump discharge locations must be previously approved by Arrive. 6. Inspect all equipment and chemical storage containers for leaks as well as excess grease/grim/oil/fuel, if any of the above are discovered ensure that mechanics are notified (if necessary) and equipment/containers are wiped clean and containments disposed of properly. 7. Ensure parked equipment and chemical storage containers are parked/stored in locations previously approved by Arrive and are identified on the SWPPP map. 8. Use only designated areas for equipment maintenance and wash down. 9. Minimize the generation of dust and the tracking of sediment to off-site paved areas.
Nothing Hits the Ground Initials	FABRICATION: 1. All material fabrication shall be performed at a work station between 30 and 39 inches, off the floor. 2. Work station shall be mobile and include a fire stop directly behind all chop saws. 3. Rubbish containers shall be mobile and located directly adjacent to the work station. 4. Mobile rubbish containers must be made available for subcontractors work. HOUSEKEEPING: 1. All rubbish shall be disposed of as it is generated and be immediately placed in a mobile rubbish container provided by the subcontractor. No trash/scraps to touch the floor. 2. Cordless power tools are required unless the subcontractor can demonstrate a hardship or need to use tools with power cords. 3. The subcontractor is required to elevate off the ground all power cords, hoses and welding leads in order to minimize tripping hazards on walking/working surfaces. They must be elevated at least 8 feet. Any sub using these is responsible for purchasing/installing their own means of support. 4. Debris is not allowed to be consolidated on the floor. 5. Maintain clear paths to move materials and facilitate emergency egress. 6. When stilts are allowed on a project, the floor must be broom swept with no trip hazards. (Cords, material, screws and trash). Arrive will provide a stilt-use permit where they are allowed. MATERIAL HANDLING/ STORAGE: 1. Material may not be stored within 10 feet of the building perimeter or adjacent to shafts or stairwells. 2. All material laydown areas must be coordinated and designated by Arrive. 3. Material must be stored to promote mobility of material. All materials including pipes, conduits, metal fabrications and steel framing are to be stored on rolling racks or similar means of conveyance. Bulk material should be palletized to allow for easy mobility using a pallet jack. 4. Just in Time" delivery required to minimize clutter. Nothing should be stored on a floor that cannot be installed within one week. 5. Heavy material such as glass and drywall must be loaded so as not to overload the structure. The subcontractor is required to do a floor loading analysis for submission to Arrive for review and approval. 6. Any contractor creating floor holes must cover those holes with covers capable of supporting 2x the intended load. Covers shall be installed flush to allow easy movement of rolling materials and trash hoppers. There are manufacturers that make these covers for smaller diameter holes ("Paragon" and "Hole Solution" are two). Arrive does not endorse any manufacturer or product. 7. The biggest contributor to construction injuries is when we manually handle material (carrying, pushing, and pulling). Our goal is to identify and use mechanical means of moving material and tools whenever possible. This might include cranes, forklifts, dollies, carts, etc. It means never carrying materials up and down stairs. It definitely means right-sizing the loads we *are* handling – such as not lifting more than 50lbs or not overfilling tool buckets or trash cans with heavier materials. Buy smaller bags of grout and mortar instead of the big 80lb bags. Find ways to work smarter. Not harder.
OHSAS 18001 Safety Management System Initials	1. OHSAS 18001 is an internationally recognized health and safety management system to improve safety performance of a company and control the risks associated with their operations. 2. Achieving registration through OHSAS 18001 demonstrates Arrive's commitment to elevate the company's already mature and advanced safety standards and programs. OHSAS 18001 registration also confirms Arrive's dedication to improving Occupational Safety and Health performance through control and management of associated risks and hazards in the workplace. 3. Arrive truly cares about your well-being while working on this project. 4. Arrive wants to see you go home the same way you came to work. 5. Your opinion matters on this project! If you have a question or concern related to safety and health, please ask a Arrive representative.

4. SHORT DURATION WORKER ORIENTATION – J.6.1.a

SHORT DURATION ORIENTATION

Company: _____

Name: _____ **Orientation Date:** _____

	Have the following been reviewed with the short duration worker:	YES	N/A
1.	Working safely is a condition of access, and of the disciplinary procedures associated with failure to adhere to this or other site requirements?	☐	☐
2.	Legislative jurisdictional HSE requirements?	☐	☐
3.	An overview of Contractor's policies, practices and procedures?	☐	☐
4.	The Job Hazard Analysis and PTP and the following steps have been explained/reviewed? ☒ Recognizing potential hazards? ☒ Controlling potential hazards? ☒ Eliminating potential hazards? ☒ Minimizing exposure to potential hazards?	☐	☐
5.	The proper selection, care and use of the following PPE? ☒ Gloves ☒ Vests ☒ Hardhats ☒ Safety Footwear ☐ Other: ☒ Gloves	☐	☐
6.	HSE signs and compliance?	☐	☐
7.	Housekeeping requirements?	☐	☐
8	Have the following site specific job hazards been reviewed? ☒ Demolition ☐ Water Service Lines ☐ Gas Lines ☒ Personal Radios ☒ Congested Work Areas ☒ Restricted Work Areas ☒ Heavy Lifts ☐ Harmful Gasses ☐ Other: _____	☐	☐
9.	Scaffold, ladders, and guardrail requirements?	☐	☐
10.	Project fall protection plan requirements?	☐	☐
11.	Intoxicating beverages and drugs prohibited on the worksite?	☐	☐
12.	Have the following items been reviewed? a) Worker's Right of Refusal ☒ b) Workplace Violence/Harassment polices ☒	☐	☐
13.	The emergency response/evacuation procedures and site plot plan?	☐	☐
14.	The incident reporting procedures?	☐	☐

Short Duration Worker's Name: _____ **Short Duration Worker's Signature:** _____

Facilitator's Name: _____ **Facilitator's Signature** _____

5. VISITOR ORIENTATION – J.6.1.b

VISITOR ORIENTATION

Company: _____

Visitor's Name: _____ **Orientation Date:** _____

Part One: The General HSE Orientation

Have the following been reviewed with the short duration worker:

	Part 1: Requirements for Entry	YES	N/A
1.	Has a review the Emergency Response/Project Site Plot Plan been completed?	☐	☐
2.	Has the 6 foot fall protection requirement been explained to the visitor?	☐	☐
3.	Has the Job Hazard Analysis (JHA)/Pre Task Plan (PTP) program been explained and reviewed with the visitor?	☐	☐
4.	Is the visitor aware that he/she is to be accompanied by the escort identified below at all times?	☐	☐
6.	Have the site requirements for the use of the following protective equipment been reviewed? ☒ Hardhats ☒ Gloves ☒ Vests ☒ Gloves ☒ Safety Footwear ☐ Other: _____	☐	☐
	Part 2: Orientation Acknowledgement		
	This form will be retained on file at the project worksite location		

Visitor's Signature: _____

Escort's Name: _____

Escort's Signature: _____

Facilitator's Name: _____

Facilitator's Signature: _____

6. TRUCK DRIVER ORIENTATION – J.6.1.c

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

DELIVERY DRIVERS / VENDORS SITE ORIENTATION

Company: _____ **Orientation Date:** _____

Visitor's Name: _____

	GENERAL TRUCKING ACTIVITIES PROJECT ACCESS REQUIREMENTS	COMPLY
1	Working safely is a condition of access, and disciplinary actions are associated with failure to adhere to this or other project site requirements.	☐
2	All drivers must follow and comply with all safety signage and regulations.	☐
3	At no time will a driver be allowed to utilize a mobile phone while operating a vehicle / equipment.	☐
4	You must stay with your truck at all times. For additional assistance please contact your point of contact or a Contractor representative.	☐
5	All incidents including near misses, injuries, incidents, equipment damage, property damage and or spills must be reported to Contractor immediately regardless of severity.	☐
6	In the event of an emergency you will hear 3 loud horns indicating you are to evacuate as safely as possible and go to your emergency muster / meeting point.	☐
7	Driver / truck must be escorted while on site and during off load / loading.	☐
8	Only unload in the designated area specified by your point of contact or by a Contractor	☐
9	Prior to off loading, verify load hasn't shifted and area is clear of workers.	☐
10	Do not stand where material can shift onto you and don't stand on materials when securing or strapping down material.	☐
11	Stay clear of forklift or other equipment loading / off-loading.	☐
12	Local legislative agencies require that any person entering a construction project must have the proper PPE listed below. These items are required 100%. • Hard Hats • Safety Glasses • Shirt with min 4" sleeves • Steel or Composite Toe Boots • Gloves • Class 2 Vest • Long pants • Other _____ • **If you are missing any of the above items you MUST remain in your truck until further instructions are provided your point of contact or a Contractor representative.**	☐

ORIENTATION ACKNOWLEDGMENT

I do hereby for myself, my heirs, executors, administrators, successors and assigns release and forever discharge the Contractor from any and all actions, causes of action, claims and demands for or by reason of any damage, loss, or injury to my person and or property which heretofore has been or hereafter may be sustained in consequences of my presence on the above referenced construction site.

Driver's Signature: _____

7. TASK HAZARD ANALYSIS (THA/PTP)/PRE TASK PLAN (PTP) – J.2.1

8. JOB HAZARD ANALYSIS (JHA) – J.2

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

SDIA T1Project Job Hazard Analysis (JHA)

JHA #_____

Activity/Work Task/Contractor:	Overall Risk Assessment Code (RAC) (Use highest code)	
Project Location:	**Risk Assessment Code (RAC) Matrix**	
Contract Number:	**Severity**	**Probability**
Date Prepared:		Frequent / Likely / Occasional / Seldom / Unlikely
Prepared by (Name/Title):	Catastrophic	E / E / H / H / M
	Critical	E / H / H / M / L
Reviewed by (Name/Title):	Marginal	H / M / M / L / L
	Negligible	M / L / L / L / L
Notes: (Field Notes, Review Comments, etc.)	Step 1: Review each **"Hazard"** with identified safety **"Controls"** and determine RAC (See above)	
	"Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely.	**RAC Chart**
	"Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible	**E = Extremely High Risk**
		H = High Risk
	Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" on JHA. Annotate the overall highest RAC at the top of JHA.	**M = Moderate Risk**
		L = Low Risk

Job Steps	Hazards	Controls	RAC

Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements

Arrive Review (Signature/Notes):_____ Date:_____

EXAMPLE

Job Steps	Hazards *Considerations to: People, Equipment, Material, Environment, Tools,(Chemical, Biological, Physical, Hygiene and Ergonomics)*	RAC	Control
Communicate / Review JHA/PTP	No PTP and/or JHA - Work activity not planned	L	• Superintendent and/or Foreman is to create / communicate PTP and JHA to all involved with this work activity • Make necessary changes to JHA in the field if condition/task changes. • Workers to develop and review PTP prior to starting work activities • Review PTP after breaks. • Crew/workers will do a separate or new PTP for each task.
Communicate / Review Emergency response	Lack of Injury and Emergency Response Plan	L	• All Injuries shall be reported to JV Management • In the Event a serious incident takes place, all personnel will assemble at muster point • The superintendent will take charge of the scene • Personnel shall not talk to media • Three long blasts of the air horn is the signal to evacuate and meet at the designated meeting point • Secure equipment and loads prior to evacuating.
Communicate / Review Heat Illness / Injury	Dehydration / Heat Illness / Hot Flashes	L	• Provide workers adequate water • Discuss importance water consumption – 1 quart per hour. • Workers are encouraged to seek cool shade during breaks • If needed workers can access trailer for shade.

			• Look for signs of dehydration during the work day. If you see issues notify supervision • Emergency situation, loosen clothing, move to cool area, give water and use cool packs underarms and in groin. • Know the symptoms ○ Heat Cramps – Muscle spasms ○ Heat exhaustion – Dizziness, headache, sweaty skin, weakness, cramps, vomiting, fast heartbeat. ○ Heat Stroke – red hot dry skin, confusion, convulsions, fainting • Take immediate action and report any of these symptoms to supervision
Communicate / Review Ergonomics	Back strain and muscle injuries	L	• Stretch and flex at start of shift • When lifting use your legs, have clear path of travel, avoid stepping over or up/down when carrying items • Use two people for lifts over 50 pounds or use mechanical methods to move items • Know path of travel and location of where material is to be staged. • When possible, don't work over head or stooped down. Bring work to waist level
Communicate / Review Industrial hygiene	Illness / exposure	L	• Review SDSs for PPE requirements and exposure limitations • Provide ventilation when needed • Where required - Conduct atmospheric testing or have a 3rd party conduct testing if needed • Use wet methods to control dust • Hearing protection required when noises are too loud

Workers Right of Refusal	Unnecessary Risk	L	• **Observing an Unsafe Situation** • Workers have the right and the responsibility to refuse unsafe work. • Workers that find an unsafe conditions shall inform their immediate supervisor or a JV supervisor immediately. • **Informed of a Unsafe Situation** • Are required to immediately initiate positive corrective actions. • Or refer the matter immediately to the next level of supervision.
Hand and Finger Protection	Laceration, Crush, Pinch Point Hazards, loss of limb.	M	• 100% glove use required at all times. • Rule of Thumb: If you can't see your fingers then they are risk of potential pinch point or crush • Use extensions like 2x4 of hammer to avoid placing hand ins potential pinch points • Use handle and guards with all tools. • Always use sharp knives and cut away from yourself. • Never use a tool that it was not intended for. • Choose gloves that are appropriate for the task.
Pedestrian Safety	Struck by, dust/flying particles	M	• Spotter and flaggers will be used • Back up alarms will be in operation • Dust control will be used • Barricades or screens may be set up
Utilities Locate	Electrical shock, fires, flooding	M	• Use dig alert/locate services • Turn off live lines • Pot hole or hand dig when utilities are known to be close or have been identified

Falling object exposure above workers or others below exposed	Workers struck by objects falling onto them or property damage by being struck by falling objects	M	• Identify any objects or materials that may fall and secure • When items can't be secured workers will setup a barricade down below and/or close the exposed area • Use a spotter below if needed to keep others out of the area • Workers above will warn others below and in the area of falling object potential and areas closures to reduce workers in the area • Coordinate activity with other workers and trades to prevent falling object hazards • Use the appropriate lanyard to secure tools, materials or PPE from falling • Never leave material or tools near leading edges
Working at heights	Falling from heights 6' and over	M	• Eliminate the fall exposure before choosing to use personal fall arrest. • Use guardrails and hole covers to take out the fall hazard • Secure and label hole covers • Inspect guardrails and covers for repairs • Use fall restraint systems to keep back from the fall hazards • Use fall harness and lanyards/SRD before for fall protection • Install or identify fall protection anchor points before starting task • Inspect fall protection equipment before each use, • Do not use if there is any damage to fall protection • Use scaffolds or boom lifts to reach work

PROJECT SAFETY MANAGER TO APPROVE AND SIGN JHA'S WHICH CONTAIN A "H"RAC.

REVIEW BY TRADE/ SUB CONTRACTOR:		REVIEW BY Arrive :	
Foremen: ________	Date: DD/MM/YY	Area Supervisor: ________	Date: DD/MM/YY
Superintendent: ________	Date: DD/MM/YY	Safety Team: ________	Date: DD/MM/YY
Trade/Sub HSE: ________	Date: DD/MM/YY	Safety Manager: ________	Date: DD/MM/YY

Crew Reviewed with Signatures:

________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY
________	Date: DD/MM/YY	________	Date: DD/MM/YY

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

Job Hazard Analysis Audit

Item	Adequate	Inadequate	Item	Adequate	Inadequate
1. Work Activity/Work Task Description			6. Controls Verified		
2. Steps Identified			7. All sections completed		
3. Hazard Identification			8. Review Signatures Required		
4. Pre/Post control Risk Rating			9. Crew Signatures		
5. Hazard Controls			10. JHA at task location		

Comments:

Auditor's Name: _____ Print _____ **Auditor's Signature:** _____ **Date:** ___ DD/MM/YY

Auditor's Name: _____ Print _____ **Auditor's Signature:** _____ **Date:** ___ DD/MM/YY

Auditors will provide comments on all inadequate items and those that are worthy of positive recognition.

ADP Package 1 – Terminal & Roadways
VALIDATION PHASE HSE SITE SPECIFIC PLAN

9. SAFETY INSPECTION FORM – J.5

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

Location: _____ ***Inspection Date:*** _____ ***Time:*** _____

CIRCLE THE APPROPRIATE ITEM								
Inspection:	Formal	Trade/ Sub Contactor	3rd Party/	Safety Committee	Government	Permanent	Environmental	
Weather Conditions:	Indoor	Clear	Raining	Overcast	Foggy	Sunny	Windy	Hot/Humid	Underground Work
Lighting:	Daylight	Darkness	Artificial Light	Dusk	Dawn			

INSPECTION TEAM					
Lead Inspector	Company	Sign	Inspector	Company	Sign
Inspector	Company	Sign	Inspector	Company	Sign
Inspector	Company	Sign	Inspector	Company	Sign

POSITIVE OBSERVATIONS IDENTIFIED			
Hazard	***Item***	**Description**	***Company***

HAZARD IDENTIFIED								
Hazard	***Item***	**Description**	**Hazard Rating**	**Corrective Action**	***Company***	***Assigned To***	***Target Date***	***Completion Date***

Hazard	*Item*	Description	Hazard Rating	Corrective Action	*Company*	*Assigned To*	*Target Date*	*Completion Date*

10. QUALIFIED / COMPETENT PERSON LIST – J.14

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

QUALIFIED / COMPETENT PERSON LIST

Project Name:_____ **Sub/Trade Contractor:**_____

Sub/Trade Contractor supervisor to designate *QUALIFIED/COMPETENT PERSON* for the applicable items listed below and that are associated with this project. Competent/ Qualified Definitions: Federal: 29 CFR 1926.32(f) Cal/OSHA: 1504

Standard	Subject / Expertise	CP / QP Name	CP / QP Initials	Training Dates	N/A
Federal 1926.20 Cal/OSHA 1509	General Safety and Health Provisions				☐
Federal 1926.62 / 53 Cal/OSHA 1532.1	Ionizing Radiation /Lead				☐
Federal 1926.101 Cal/OSHA 1521/ 5095a	Hearing Protection				☐
Federal 1926.251 Cal/OSHA 4999	Rigging Equipment for material handling				☐
Federal 1926.354 Cal/OSHA 1537a/ 4848a/ 4799 QP	Welding, Cutting and Heating				☐
Federal 1926.404 Cal/OSHA 2405.4 QP	Electrical – Wiring Design and Protection				☐
Federal 1926.450/ 451/ 454 Cal/OSHA 1637 QP	Scaffold				☐
Federal 1926.500/ 502/ 503 Cal/OSHA 1670 / 1671.1	Fall Protection				☐
Federal 1926.552 Cal/OSHA 1604	Material hoist, personnel hoists and elevators				☐
Federal 1926.650/ 651/ 652 Cal/OSHA 1541	Excavations				☐
Federal 1926.705 Cal OSHA 1722.1	Concrete Masonry – Lift Slab Operations				☐
Federal 1926.751/ 752/ 753/ 754 Cal/OSHA 1710 / 1716	Steel Erection and Construction				☐
Federal 1926.800 / 803 Cal OSHA 8422	Underground Construction				☐
Federal 1926.850 / 852 / 859 Cal/OSHA 1734/ 1735u /1736 QP	Demolition				☐
Federal 1926.1053/ 1060 Cal/OSHA 1675 / 3276	Ladders				☐
Federal 1926.1101 Cal/OSHA 1529	Toxic Hazardous Substance - Asbestos				☐
Federal 1926.1127 Cal/OSHA 1532	Toxic Hazardous Substance - Cadmium				☐
Federal 1926.1401 Cal/OSHA 1610.1	Cranes and Derricks in Construction				☐
Federal – 1926.501b App A Cal/OSHA 1509 / 1730b8/9 QP	Roofing				☐
Federal – 1926.301 Cal/OSHA 1685a1 / 1689a QP	Powder-Actuated Tools				☐
Federal – 1926.603 Cal/OSHA 1600	Pile Driving				☐
Federal – 1926.1201 Cal/OSHA 5156	Confined Space				☐

I certify that the above listed is/are competent and/or qualified to oversee our scope of work and will provide training documentation to support the designated person and provided as requested.

Company Representative Signature:_____ Date:_____

11. EQUIPMENT INSPECTION – J.9

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

PRE-SHIFT EQUIPMENT INSPECTION

Company/Project	Date and Time	Unit #	Hours/Mileage

Forklift

- ☐ Glass
- ☐ Cab
- ☐ Horn
- ☐ Mirrors
- ☐ Operator Manual
- ☐ Seat Belt
- ☐ Load Chart in Cab
- ☐ Capacity Plate
- ☐ Controls Functioning Properly
- ☐ Gauges Functioning Properly
- ☐ Back Up Alarm
- ☐ Lights
- ☐ Heating & A/C Functioning
- ☐ Tires
- ☐ Forks/Carriage
- ☐ Boom/Stick
- ☐ Pins & Keepers
- ☐ Angle & Indicator
- ☐ Loose Or Broken Parts
- ☐ Engine Oil Level/Leaks
- ☐ Steering Fluid
- ☐ Hydraulic Lines/Leaks
- ☐ Coolant Level/Leaks
- ☐ Transmission Fluid Level/Leaks
- ☐ Fuel Level/Leaks

Aerial Lift

- ☐ Platform & Guardrails
- ☐ Fall Protection Anchor Point
- ☐ Hose & Cable Guards On Boom
- ☐ Drive Motors & Brake Shields
- ☐ Drive Hub
- ☐ Tires & Wheels
- ☐ Frame
- ☐ Boom & Pivot
- ☐ Lift Cylinder
- ☐ Tie Rods & Linkage
- ☐ Ground Control Panel
- ☐ Counterweight
- ☐ Engine Air Filter
- ☐ Turntable & Pinion
- ☐ Boom
- ☐ Platform Pivots & Cylinders
- ☐ Platform Control Console
- ☐ Control Placards Legible
- ☐ Emergency Safety Switch
- ☐ Extended Axles
- ☐ Fire Extinguisher
- ☐ Operations Manual
- ☐ Power Track
- ☐ Travel Alarm
- ☐ Fuel Level
- ☐ Engine Oil
- ☐ Battery
- ☐ Hydraulic Oil Level

Earthmoving Equipment

Loader, Excavator, Dozer, Roller, Backhoe, Blade

- ☐ Glass
- ☐ Paint
- ☐ Sheet Metal
- ☐ ROPS, Cap, Canopy
- ☐ Engine Oil Level
- ☐ Hydraulic Oil Level
- ☐ Grease Fitting
- ☐ Water/Antifreeze
- ☐ Fuel Level
- ☐ Lights & Flashers
- ☐ Horn
- ☐ Windshield Wipers
- ☐ Mirrors
- ☐ Backup Alarm
- ☐ Seat Belt
- ☐ Tire Inflation/Damage
- ☐ Tracks
- ☐ Sprocket
- ☐ Service Brake
- ☐ Parking Brake
- ☐ Bucket Teeth
- ☐ Cutting Edge
- ☐ Hose & Fittings
- ☐ Hooks & Latches
- ☐ Hose Leaks
- ☐ Radiator Leaks
- ☐ Cylinder Leaks
- ☐ Pump Leaks
- ☐ Transmission Leaks

Misc. Equipment

Trucks, Air Compressor, Welder, Light Tower, Compressor, Generator

- ☐ Picking Eyes/Lifting Bail
- ☐ Towing Components
- ☐ Door Panels
- ☐ Wheels/Tires
- ☐ Raising Components
- ☐ Lowering Components
- ☐ Wheels Chocked
- ☐ Outriggers
- ☐ Loose Or Broken Parts
- ☐ All Guards In Place
- ☐ Pintle Hitch
- ☐ Safety Chain Latch
- ☐ Lights
- ☐ Leaks
- ☐ Fuel Level
- ☐ Engine Oil
- ☐ Air Cleaner Indicator
- ☐ GFCI Functioning Properly
- ☐ Other

_____
_____
_____
_____
_____
_____
_____
_____

COMMENTS: (General Conditions, Dents, Damage, Repairs Needed, Etc.) _____
_____

Was supervisor contacted at time of inspection for items needing immediate attention? ☐ Yes ☐ No.
If yes, who? _____

_____ Operator Name Print

_____ Operator Name Signature

_____ Supervisor Name Print

_____ Supervisor Name Signature

_____ Mechanic Name Print

_____ Mechanic Name Signature

12. UTILITY SHUTDOWN REQUEST (USR)

UTILITY SHUTDOWN REQUEST Application

SDCRAA Tracking #_____ _____

Contractor

SDCCA Project No._____ Tracking # _____ _____ Project Manager

Construction Project: _____

In Case of Emergency call 619-686-8000 at SAN

1. A separate form is required for each utility to be shutdown. NOTE: An ASR may be required to coincide with the USR.
2. Request must be received 30 days prior to the utility shutdown time - NO EXCEPTIONS.
3. Please complete the form in its entirety and attach any backup documentation. INCOMPLETE FORMS WILL BE RETURNED.
4. Utilities will be shutdown and restored by SDCRAA personnel ONLY.
5. The shutdown and restore will NOT occur unless the Contractor is present at the "Specific Location" noted on the form.
6. Submit the completed form to the Shutdown Control Center (SGC)
7. The Contractor is responsible for contacting the A RCC (Airport Response Coordination center), 30 minutes prior and upon completion.
   NOTE: Unexpected work that may delay restore time shall be reported immediately to the SDCRAA.
8. SDCCA personnel will wait no more than 15 minutes at the meeting location for contractor.
9. Shutdown times may change without notice due to airport operational priorities.
10. Requests received on Saturday and Sunday or after 1.00pm (1300) Monday through Friday will be marked as "RECEIVED" on the following business day.

Type of Utility _____ Description of Place to Meet: _____

Specific Location: _____

Affected Buildings/Systems: _____

Purpose: _____

Airfield: _____ Terminal: _____ Floor/Level _____ Landside:_____

(Roadways and Parking Structures)

FIELO CONTACT INFORMATION:

Field Contractor _____ Field Contact Name:

Phone: _____ Email _____

SHUTDOWN INFORMATION:

Day_____ Date:_____ Time:

RESTORE INFORMATION: Restore Only ☐ No Restore

Day: _____ Date. _____ Time: _____

Comments:

General Contractor:_____ Contractor Requestor' s Name: _____

Phone_____ Email:_____ Date Submitted: _____

Comments:

DO NOTWRITE BELOW THIS LINE, FOR SHUTDOWN CONTROL CENTER USE ONLY

Date Received _____

- TSD/SDCRAA Shop Required ☐ APPRO\LED

SCC Select. _____ _____ _____

Shutdown Control Center Manager Date

UTILITY SHUTDOWN REQUEST (USR)
Impact Analysis

Impacted Parties

	Yes	No	Description
Airlines	☐	☐	
Concessions Other	☐	☐	
Contractors CBP	☐	☐	
SDCRAA	☐	☐	
TSA	☐	☐	
Other (Specify)	☐	☐	

Impacted Systems

	Yes	No	Description
Water	☐	☐	
Sewer	☐	☐	
Electrical	☐	☐	
Fire Sprinkler	☐	☐	
Fire Alarm	☐	☐	
Gas	☐	☐	
Communications	☐	☐	
HVAC	☐	☐	
Security/ACAMS	☐	☐	
Elevator	☐	☐	
Escalator	☐	☐	
Other (Specify)	☐	☐	

Comments

12.1. Utility SPP for Underground and Overhead Utilities

Utility Avoidance

UNDERGROUND UTILITY AVOIDANCE

Scope

This SPP applies to all Flatiron Projects where employees are required to perform work around live underground utilities. Where state or local codes require more strict standards than those established in this SPP, the more strict standards shall apply. All subcontractors shall be required to provide equivalent protection and programs as those established by Flatiron through this SPP.

Policy

Flatiron Managers shall ensure all activities that have the potential to damage or disrupt live underground utility services are properly planned, evaluated and controlled for the duration of the work. Activities that have the potential to damage or disrupt utility service requires explicit authorization by following the procedures contained in this SPP.

These activities shall be continuously monitored to ensure that selected safety controls and emergency protocols are in place and effective. Specifically, the following elements must be part of the overall management process for activities taking place in areas where live underground utilities and obstructions may be encountered.

Planning	All ground disturbing activities around live underground utilities shall be pre-planned and documented using Appendix A – Utility Avoidance Pre-planning Worksheet.
Identifying and Marking Underground Utilities	The Superintendent shall determine the limits of all ground disturbing activities and verify if utilities are present within those limits. All underground utilities shall be marked in accordance with Appendix B – AWPA Uniform Color Code.
Maintaining Utility Markings	Once a marking system is in place it shall be maintained for the duration of the work.
Underground Utility Mapping	Superintendent shall use ground markings and all available project drawings and plans to develop a live underground site utility map at the beginning of each project and before starting any ground disturbing operations.
Potholing Procedures	The Superintendent shall ensure the visual confirmation of all utilities and underground obstructions using appropriate potholing procedures.
High Priority Underground Utilities	A special 10 foot tolerance zone shall be maintained when working around high priority underground utilities.
Underground Utility Avoidance	Superintendent shall ensure that Appendix C – Utility Avoidance Permit is issued and that conditions of permit are followed at all times.
Demolition Procedures	Superintendent shall meet in person with utility owner's representative to coordinate a plan review and ensure de-energization of all utilities, using Flatiron's Demo Verification Checklist found in (SHCP-13).
Reporting Utility Strikes	All utility strikes shall be reported using Appendix D - Utility Strike Report.

Procedures

Planning

Superintendent(s) shall review the project schedule, plans, scope of work, and drawings to ensure that the proper planning of all activities is performed and documented in Appendix A– Utility Avoidance Pre-planning Worksheet. The Superintendent must evaluate the work area to determine if ground disturbing activities could potentially impact any live utilities on or off the worksite.

Identifying and Marking Underground Utilities

The Superintendent shall determine the limits of all ground disturbing activities. Superintendent shall visually look for signs of underground utilities and structures by checking for valve boxes, utility poles, pull boxes, manholes, and vaults to assist in determining location of underground hazards.

In addition, superintendents shall check for the presence of drainage or related features such as inlets, grated drain lines, flared end sections and headwalls to identify their location and any hazards they may present.

Project Engineer shall call Dig Alert (811) at least 2 working days but not more than 14 calendar days prior to ground disturbing activities and tickets must be renewed every 28 days.

Every (sub) contractor shall be responsible for calling for their own locates, and must have a unique ticket number issued to them. Contractors shall not work under another company's ticket.

A private service shall be used to identify and locate utilities on private property or within site boundaries not serviced by 811.

Before cutting or sawing into a concrete slab, appropriate methods shall be used to determine if there are utilities embedded within the concrete or under the concrete once it's removed. Once identified all underground utilities shall be marked with a designated color code in accordance with Appendix B – AWPA Uniform Color Code.

Maintaining Utility Markings

Once a marking system is in place it shall be maintained for the duration of the work. The superintendent shall ensure that care is exercised to help maintain utility markings by:

- Placing offset marks if excavating in muddy conditions
- Alerting crew to any offsets or compromised marks
- Not placing spoil piles over marks
- Eliminating or reducing equipment travel over marks
- Keeping paved areas swept so that painted marks remain visible

If marks become faded or destroyed, the superintendent or foreman is responsible for re-notifying the Dig Alert One Call Center (811) in order to request another ticket.

Underground Utility Mapping

Project Engineer shall use ground markings and all available project drawings and plans to develop a live underground site utility map at the beginning of each project and before starting any ground disturbing operations.

The live site utility map shall be updated as work progresses and whenever utilities are installed, removed, or relocated. The following are items that must be included in the live site utility map:

- Applicable utility phone numbers contacts
- Location of temporary utilities
- Map colors matching AWPA color codes
- Valve and emergency shut off locations
- Dimensions/depth outlined as necessary
- Revision dates to ensure most recent map is posted

Additionally, this map shall be made available to subcontractors performing ground disturbing activities. A copy of the updated live utility map may also be placed in the office or on jobsite information board.

Potholing Procedures

The Superintendent shall ensure the visual confirmation of all utilities and underground obstructions using appropriate potholing procedures. All underground utilities within the 2-foot Tolerance Zone must be potholed using non-contact methods prior to beginning ground disturbing activities.

Powered equipment such as excavators and backhoes shall not be used for potholing within the Tolerance Zone.

In addition, no part of mechanical digging equipment shall be allowed to *encroach* upon 2-foot Tolerance Zone, until the utility has been *positively identified and verified* as de-energized or is protected from contact by equipment through effective means."

Potholing must be performed at intervals along the intended route where potential conflicts with underground utilities have been identified.

If non-contact potholing is infeasible, the Superintendent shall authorize hand-digging methods. Once the utilities have been visibly located the Superintendent shall ensure utility information is logged and the exposed utility is properly protected and marked as necessary.

High Priority Underground Utilities

A special 10 foot Tolerance Zone shall be maintained when working around *high priority* underground utilities such as:

- High-pressure natural gas pipelines with normal operating pressures greater than 415kPA gauge (60psig)
- Petroleum pipelines
- Pressurized sewage pipelines
- High-voltage underground electrical lines greater than or equal to 60kv
- Hazardous materials pipelines

Superintendent shall determine the need for standby personnel from the utility company while work around high priority utilities is performed.

Underground Utility Avoidance Permit

Prior to any ground disturbing activity, Appendix C – Utility Avoidance Permit shall be completed to ensure adequate identification and avoidance of underground installations such as sewer, water, communications, electrical, gas, and storage tanks.

Sections 1 and 3 shall be completed for all ground disturbing activities. Section 2, which contains additional precautions shall be completed for all ground disturbing activities within the Tolerance Zone.

Demolition Procedures

Prior to any utility demolition, Superintendent shall meet in person with utility owner's representative to coordinate a plan review and ensure de-energization of all utilities, using Flatiron's Demo Verification Checklist found in (SHCP-13).

A qualified person shall perform an absence of voltage test using appropriate test methods while in the presence of employees who will be exposed to electrical hazards during demolition.

Reporting Utility Strikes

If accidental contact is made with a live utility all work in the affected area shall immediately stop until it is deemed safe to resume. Superintendent shall ensure the emergency plan developed for utility strikes is followed. Superintendent shall report all utility strikes using Appendix D – Utility Strike Report Form

Responsibilities and Authorities

Project Manager

Ensures all ground disturbing activities are properly planned using Appendix A.

Ensures implementation of this SPP is periodically audited and results reported to them.

Superintendent

Remains current on training for Underground Utility Avoidance.

Oversees hazard evaluation, planning, selection of controls, training and emergency procedures.

Ensures all aspects of this SPP are properly and fully implemented prior to authorizing work to begin.

Ensures crews are properly trained and aware of underground utility hazards according to this SPP.

Ensures all utility related activities are being performed per the live utility permit and DRA.

Ensures that Underground Utility Avoidance Permit and DRA is revised if site conditions or tasks change.

Immediately corrects hazards or instructs work stoppage any time a deviation from this SPP is detected.

Maintains all required written records of compliance with this SPP in the project safety files.

Safety Professional

Provides training and education to all Key Personnel identified in this SPP.

Routinely performs documented assessments of the implementation of this SPP.

Corrects and communicates any deficiencies in this SPP or its implementation to the key project staff and District Safety Manager.

Ensures key personnel are adequately knowledgeable in all related risk areas associated with this SPP such as Fall Prevention, Confined Space, Respiratory Protection, and other safety program elements.

Project Engineer

Manages dig alert notifications, logs, and tickets.

Creates and maintains Site Underground Utility Map.

Crew Performing Ground Disturbing Activities

Participates in "Underground Utility Avoidance" training.

Participates in Daily Risk Assessments to ensure plans address site conditions and work tasks.

Surveys work area and activities, materials, tools and equipment to detect recognizable hazards.

Observes work and communicates to the operator when a buried facility is approached.

Immediately exercises "stop work authority" whenever equipment breaches allowable tolerance for work being performed.

Training Requirements

Training Type	Required	Recommended	Renewal	Instructor Qualifications
Underground Utility Avoidance For Supervisors	Superintendents, Foremen and Safety Pros	Project Managers and Project Engineers	3 years	Approved by District Safety Manager
Underground Utility Awareness	All employees required to work under or near live utilities	None	None	Underground Utility Avoidance Supervisor

Training Resources:

Underground Utility Avoidance Course for Supervisors

Underground Utility Awareness Training Handouts

Underground Utility Avoidance Toolbox and Best Practice Guides

Lessons Learned Data Base

Records and Record Retention

Form / Record	Record Location	Retention Period
Utility Avoidance Pre-planning Worksheet	Work Site / ProCore	Duration of work plus 1 year
Site Utility Map	Work Site / ProCore	Duration of project plus 1 year
Underground Utility Avoidance Permit	Work Site / ProCore	Duration of work plus 1 year
Employee Training Records	Job Site / CMS	Duration of employment

OVERHEAD UTILITY AVOIDANCE

Scope

This SPP applies to all Flatiron Projects where employees are required to perform work around live overhead utilities. Where state or local codes require more strict standards than those established in this SPP, the more strict standards shall apply. All subcontractors shall be required to provide equivalent protection and programs as those established by Flatiron through this SPP.

Policy

Flatiron Managers shall ensure all activities that have the potential to damage or disrupt live overhead utility services are properly planned, evaluated and controlled for the duration of the work. Activities that have the potential to damage or disrupt utility service requires explicit authorization by following the procedures contained in this SPP.

These activities shall be continuously monitored to ensure that selected safety controls and emergency protocols are in place and effective. Specifically, the following elements must be part of the overall management process for activities taking place where live overhead utilities may be encountered.

Planning	All activities around live overhead utilities shall be pre-planned and documented using Appendix A - Utility Avoidance Pre-planning Worksheet.
Identifying Overhead Utilities	The Superintendent shall determine the scope and limits of all overhead work activities and verify if any utilities are present within those limits.
Overhead Warning Signage	Overhead warning signage shall be installed and maintained for the duration of the work.
Overhead Utility Mapping	Superintendent shall use project drawings and plans to develop a live overhead utility map before allowing equipment to pass or work near overhead utility lines.
Communication of Known Utilities to Employees	Superintendent shall ensure that all employees are advised of the location of overhead utilities in the work area.
Overhead Utility Avoidance	Superintendent shall ensure the minimum approach distances for overhead equipment are maintained according to Appendix E – Overhead Clearance Distances.
Equipment in Transit	Superintendents shall ensure that all equipment traveling under or near overhead utilities maintains proper equipment clearance distance in accordance with Appendix E – Overhead Clearance Distances.
Reporting Utility Strikes	All accidental contact with overhead utilities shall be reported using Appendix D - Utility Strike Report Form.

Procedures

Planning

Superintendent(s) shall review the project schedule, plans, scope of work, and drawings to ensure that the proper planning of all activities is performed and documented in Appendix A– Utility Avoidance Pre-planning Worksheet.

The Superintendent shall evaluate the jobsite to determine what type of equipment, if any will be working near or has the potential to encroach upon minimum clearance distances of overhead utilities.

Identifying and Marking Overhead Utilities

Prior to any work around overhead utilities the Superintendent shall ensure adequate identification and marking by looking for signs of overhead utilities and contacting the utility owner or operator to determine the height, type, and voltage of overhead utilities and any other special requirements.

Overhead Warning Signage

The superintendent shall ensure that overhead signage is installed, that is legible, durable, visible in lowlight conditions, and maintained for the duration of work.

Overhead warning signage shall be posted where equipment will pass near or underneath overhead lines and must contain the following information:

- Overhead Utility line height off the ground
- Max height of equipment that will be allowed to pass underneath
- Voltage of Utility

Overhead warning signage shall also be posted in a location visible to the equipment operator when work is being performed and equipment has the potential to breach the buffer zone.

Overhead Utility Mapping

Project Engineers shall use overhead utility markings and all available project drawings and plans to develop a live site utility map at the beginning of each project and before starting any work around overhead utility lines.

The live site utility map shall be updated as work progresses and whenever utilities are installed, removed, or relocated. The following are items that must be included in the live site utility map:

- Applicable utility owner's phone number
- Location of temporary utilities
- Dimensions/height of overhead outlined as necessary
- Voltage of overhead utility
- Revision dates to ensure most recent map is posted

Additionally, this map shall be made available to subcontractors performing work around overhead utilities. A copy of the updated live utility map may also be printed and placed in the office or on jobsite information board.

Communication of Known Utilities to Employees

Superintendent shall ensure that all employees are advised of the location of overhead utilities in the work area. Equipment operators must be notified about the presence and location of overhead utilities and obstructions when arriving to site.

An acceptable means of training such as jobsite orientation, field walk, or overview of site utility map must be used to verify that employees, including equipment operators have been properly informed.

If the superintendent determines that equipment will travel through an area and has potential to breach the minimum clearance distance, the equipment operator shall be notified.

A spotter is also required to guide the equipment through the danger zone. The activity and verification of communication to equipment operator and spotter shall be documented in the DRA.

Overhead Utility Avoidance (Working Equipment)

Prior to any work around overhead utilities, the Superintendent shall determine the minimum clearance distance for mobile equipment by using Appendix E – Overhead Clearance Distances. Once determined, the work zone shall be identified by defining work zone as the area 360 degrees around mobile equipment up to its maximum working radius.

A special (20 foot) buffer zone shall be established in addition to the minimum clearance distance listed in Table 1 of Appendix E. If no part of the equipment can break the buffer zone, then no other requirements need to be met.

However, if any part of the equipment has the potential to break the buffer zone distance, you must place signage and demarcate the Buffer Zone by clearly establishing ground markings. The Superintendent shall also discuss the hazards and controls during the daily DRA meeting.

If you are required to work WITHIN the buffer zone, you must either

1. De-energize and Ground the utility

or

2. Obtain District Manager authorization to work in the buffer zone, in addition to using a dedicated spotter, demarcating the minimum clearance distance and use non-conductive taglines.

If you will be required to work WITHIN the minimum clearance distance, (Appendix E) you are required to de-energize and ground the utility.

Overhead Utility Avoidance (Equipment in Transit)

Superintendents shall ensure that all equipment traveling under or near overhead utilities, maintains the proper equipment clearance distance using Table 2 in Appendix E – Overhead Clearance Distances.

Superintendents shall ensure that all overhead utilities that cross over travel routes are marked with signs on both sides of the utility.

Superintendent shall ensure that when equipment passing under the utility has the ***potential*** to breach the minimum clearance distance from Table 2, the equipment must be guided through the danger zone by a ground guide/spotter.

Superintendent shall ensure a safe path of travel is identified and used at night or in conditions of poor visibility.

Additional precautions must be taken to ensure that overhead lines are illuminated or another effective means of identifying the location of the lines is used.

Reporting Utility Strikes

If accidental contact is made with an overhead utility all work in the affected area shall immediately stop until it is deemed safe to resume.

Superintendent shall ensure the emergency plan developed for utility strikes is followed.

The Superintendent shall report all overhead utility strikes using Appendix D – Utility Strike Report Form.

Responsibilities and Authorities

Project Manager

Ensures all work activities are properly planned using Appendix A.

Ensures implementation of this SPP is periodically audited and results reported to them.

Superintendent

Remains current on training for Overhead Utility Avoidance.

Oversees hazard evaluation, planning, selection of controls, training and emergency procedures.

Ensures all aspects of this SPP are properly and fully implemented prior to authorizing work to begin.

Ensures crews are properly trained and aware of overhead utility hazards according to this SPP.

Ensures all utility related activities are being performed per the utility pre-planning worksheet and DRA.

Ensures that the Overhead Utility DRA is revised whenever site conditions or tasks change.

Immediately corrects hazards or instructs work stoppage any time a deviation from this SPP is detected.

Maintains all required written records of compliance with this SPP in the project safety files.

Safety Professional

Provides training and education to all Key Personnel identified in this SPP.

Routinely performs documented assessments of the implementation of this SPP.

Corrects and communicates any deficiencies in this SPP or its implementation to the key project staff and District Safety Manager.

Project Engineer

Maintains site utility maps for all utilities within project limits.

Crew Performing Overhead Work

Participates in "Overhead Utility Avoidance" training.

Participates in Daily Risk Assessments to ensure plans address site conditions and work tasks.

Surveys work area and activities, materials, tools and equipment to detect recognizable hazards.

Observes work and communicates to the operator when an overhead line is approached.

Immediately exercises "stop work authority" whenever equipment breaches allowable clearance for work being performed.

Training Requirements

Training Type	Required	Recommended	Renewal	Instructor Qualifications
Overhead Utility Avoidance For Supervisors	Superintendents, Foremen and Safety Pros	Project Managers and Project Engineers	3 Years	Approved by District Safety Manager
Overhead Utility Awareness	All employees required to work under or around live utilities	None	None	Overhead Utility Avoidance Supervisor

Training Resources:

Overhead Utility Avoidance Course for Supervisors

Overhead Utility Awareness Training Handouts

Overhead Utility Avoidance Toolbox and Best Practice Guides

Lessons Learned Data Base

Records and Record Retention

Form / Record	Record Location	Retention Period
Utility Avoidance Pre-planning Worksheet	Work Site / ProCore	Duration of work plus 1 year
Site Utility Map	Work Site / ProCore	Duration of project plus 1 year
Employee Training Records	Job Site / CMS	Duration of employment

12. A. Utility Avoidance Pre-Planning Worksheet

Appendix A – Utility Avoidance Pre-planning Worksheet

This form to be used by project management team prior to performing any ground disturbing activities.

Job Number:	Job Name:
PM or Designee:	Date:

Pre-Planning Checklist

Potential Hazard Identification		Treatment of Hazard if "Yes"
Are underground utilities or other underground structures present in work area?	Yes☐ No☐	Ensure available project drawings, plans, photos and other historical data are used to develop a live site utility map.
Are overhead utilities present in work area?	Yes☐ No☐	Ensure available project drawings, plans, photos and other historical data are used to develop a live site utility map.
Are any high priority underground utilities present?	Yes☐ No☐	Ensure 10 foot Tolerance Zone is maintained and standby personnel from the utility company is present for duration of work.
Does scope of work have potential to strike underground utilities?	Yes☐ No☐	Complete Appendix C – Underground Utility Avoidance Permit.
Does scope of work have potential to strike overhead utilities?	Yes☐ No☐	Consult Appendix E -Table 1– Overhead Clearance Distances.
Will mobile equipment pass near or underneath overhead utilities?	Yes☐ No☐	Consult Appendix E - Table 2 – Overhead Clearance Distances.
Are there utilities serviced by 811 within project boundaries?	Yes☐ No☐	Call 811 (Dig Alert) arrange for utility location and marking. Call private locate company for any utilities on private property within project boundaries.
Will a subcontractor be performing the work?	Yes☐ No☐	Provide subcontractor with site utility map and ensure that personnel are trained and obtain their own dig alert locate tickets.
Will utility demolition be taking place?	Yes☐ No☐	Complete Demo Verification (SHCP-13) checklist before starting any ground disturbing activity.
Will any utilities be exposed?	Yes☐ No☐	Plan for utility protection. (i.e. shoring, bracing, or equivalent protection must be developed by Qualified Person).

12. B. APWA Uniform Color Codes

Appendix B – APWA Uniform Color Codes for Underground Utilities

APWA Uniform Color Codes

for temporary marking of underground utilities

WHITE – Proposed Excavation Limits or Route

RED - Electric Power Lines, Cables, Conduit, and Lighting Cables

YELLOW - Gas, Oil, Steam, Petroleum, or Gaseous Material

ORANGE – Communication, Alarm or Signal Lines, Cables, or Conduit

BLUE – Potable Water

GREEN – Sewers and Drain Lines

PINK – Temporary Survey Markings, Unknown / Unidentified Facilities

PURPLE – Reclaimed Water, Irrigation, and Slurry Lines

12. C. Underground Utility Avoidance Permit and GPR Permit

Appendix C – Underground Utility Avoidance Permit

AUTHORIZATION VALID FROM____________TO____________.

When any type of ground disturbing activities including, excavations/trenching, auguring, drilling, pile driving, tunneling, form staking etc. to a depth of **6 inches** or more of the surface are planned this permit will be completed. The following information will be addressed, reviewed, and authorized by the Site Supervisor prior to the activity starting.

THE USE OF GPR IS MANDATORY FOR ALL GROUND DISTURBING ACTIVITIES.

This request form must be completed and authorized prior to ground disturbing activities anywhere on site. The contractor disturbing soil is required to contact the locater and review as-builts. J.H.A. MUST be submitted prior to commencing all ground-penetrating activities on site. And prior to the start of the work in the field, the supervisor will conduct a Pre-Task Planning meeting with the crew performing the work.

SECTION 1 Site Information and Locates (811)

Project: _____

One Call (811) Ticket #_____Date Called:_____Past 30 days?_____Yes_____No

Private locates are **required** if work is located within private property lines not serviced by Dig Alert (811). Private locates must be renewed every 30 days.

Checklist

- ☐ GPR is mandatory for all ground disturbing activities. Has GPR been conducted?
- ☐ Work boundaries defined?
- ☐ Review Site Utility Plans, drawings, maps for work boundary. (Attach map)
- ☐ Utilities shown on plans are marked on ground?
- ☐ Photographs taken to document markings?
- ☐ Utility Avoidance Pre Plan completed?
- ☐ High Priority Utility(s)? (Note: Tolerance Zone increases from 5' to 10')
- ☐ **NO** utilities are located within Tolerance Zone proceed to section 3 below (skip section 2).
- ☐ Utilities **are** located within Tolerance Zone proceed to section 2 below.

SECTON 2

Requirements below must be met for work operation taking place within **Tolerance Zone**:

- ☐ Pot Hole to positively verify utility location
- ☐ Spotter/Observer must be used if using mechanized digging equipment within Tolerance Zone (only after potholing)
- ☐ Stand by on site for high priority utilities
- ☐ Affected crew reviewed site utility map and discussed utility avoidance methods.
- ☐ Identify location of shut offs for utilities.
- ☐ Emergency Plan in place?

Activity Description: _____

Mitigation (How will utility be protected?):_____

_____

Phone numbers of utilities within Tolerance Zone: _____

_____ _____

_____

Section 3 _____ _____

This work activity has been reviewed and is authorized to proceed by:

Arrive Supervisor **Date**

Subcontractor Supervisor **Date**

12. D. Utility Strike Report Form

UTILITY STRIKE REPORT FORM			
PROJECT/JOB #:	INCIDENT DATE:	TIME: ☐ A.M. ☐ P.M.	
SUPERVISOR'S NAME:	SUPERVISOR'S SIGNATURE		
DESCRIPTION OF INCIDENT:			

TYPE OF UTILITY STRUCK?	
☐ Gas ☐ Underground Electric ☐ Overhead Electric ☐ Underground Telecom ☐ Overhead Telecom ☐ Water ☐ Sewer ☐ Storm Drain ☐ Other Underground Structures	*High Priority? ☐ YES ☐ NO

CAUSE OF STRIKE?	
Deficient Work Practice	☐ Marks/Signage faded or not maintained ☐ Failure to maintain required tolerance/clearance distance ☐ Failure to use hand tools where required ☐ Equipment penetrated ground prior to verifying marks (potholing) ☐ Improper backfilling practices
Deficient Locating Practices	☐ Facility was not located or marked ☐ Facility location or marking not sufficient ☐ Incorrect facility records/maps ☐ Facility could not be found/located
Deficient Notification Practice	☐ Wrong information provided ☐ Notification to One Call Center/Utility owner made but not sufficient ☐ No notification made to One Call Center or Private Locate Service
Miscellaneous	☐ One call center or utility owner error ☐ Mobile equipment malfunction ☐ Deteriorated facility ☐ Abandoned facility ☐ Previous damage

TASK BEING PERFORMED?

☐ Pile Driving ☐ Drilling ☐ Boring ☐ Auger Cast ☐ Structural Foundation ☐ Utility Relocation
☐ Underground Installation ☐ Site Grading ☐ Concrete Demo ☐ Equipment in Transit ☐ Other

EQUIPMENT INVOLVED?

☐ Excavator ☐ Backhoe ☐ Dozer ☐ Trencher ☐ Vertical Drilling Equipment
☐ Horizontal Drilling Equipment ☐ Hand tools ☐ Dump Truck ☐ Skid Steer ☐ Other

RESULT OF IMPACT?

☐ Service Interruption ☐ Property Damage ☐ Fire ☐ Explosion ☐ Flood ***Cost if Known*** $_____

INJURIES?

☐ YES ☐ NO **If "Yes" an injury report must be completed in addition to this form.*

INCIDENT SKETCH

Draw an incident sketch below. Show and label roadway(s), utility marks, and excavation work.

You can also insert an image of the area (Google maps, MapQuest, Bing maps, etc.)

Note the location and direction of photographs.

Potholing Details: (if applicable)

Pothole 1:

Station: _____ +_____ Feet offset: _____Feet ☐RT ☐LT

Plan Elevation: _____ Utility Elevation: _____

Damaged Utility:

Station: _____ +_____ Feet Offset: _____ Feet ☐RT ☐LT

Plan Elevation: _____ Utility Elevation: _____

Pothole 2:

Station: _____ +_____ Feet Offset: _____ Feet ☐RT ☐LT

Plan Elevation: _____ Utility Elevation: _____

12. E. Overhead Power Line Clearance Chart

Appendix E – Overhead Clearance Distances

TABLE 1—OVERHEAD POWER LINE CLEARANCE CHART

	Note: Verify distances with local, state, or provincial regulations	An additional 20' from the regulatory distance
Voltage (nominal, kV, alternating current)	**Minimum Clearance Zone**	**20 Foot Buffer Zone**
Up to 50	**10**	**30**
Over 50 to 200	**15**	**35**
Over 200 to 350	**20**	**40**
Over 350 to 500	**25**	**45**
Over 500 to 750	**35**	**55**
Over 750 to 1000	**45**	**65**
Over 1000	**As established by the utility owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution**	**Established distance plus 20'**

See **Table 2** below for operations when mobile equipment is **traveling** with *no load* and the boom or mast is lowered.

TABLE 2—EQUIPMENT IN TRANSIT MINIMUM CLEARANCE DISTANCES

Voltage (nominal, kV, alternating current)	Minimum clearance distance (feet)
up to 0.75	4
over .75 TO 50	6
over 50 to 345	10
over 345 to 750	16
over 750 to 1,000	20
over 1,000	(As established by the utility owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution).

Excavation Daily Visual Inspection Checklist

No evidence of fissures, cracks, or sloughing of soil	
Effective protection from cave-ins (Slope, Bench, Shore, Shield)	
No evidence of damage to protective systems and components	
No potential for hazardous atmosphere	
No accumulated water in excavation	
All conditions from Competent Person Planning Worksheet maintained	

Work Location: _____

Competent Person Name: _____

Competent Person Signature: _____

Date: _____

Note: The Competent Person must document that all of the above criteria have been inspected prior to every work shift, and after any storm event or other hazard increasing occurrence. Competent Person can document their visual inspection on DRA or daily report as long as all of the above criteria are observed, and competent person certifies that conditions are safe.

13. Incident Investigation- J.8.3

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

Arrive - Incident Investigation Report

(To be completed within 24 hours by Supervisor)

GENERAL INFORMATION

Date: _____ **Contract Number:** _____

BU Name: _____ **Project Name:** _____

Project Address: _____

Program: ___CCIP ___CORP ___OCIP ___Other **Explain (if other):** _____

Site Contact Name: _____ **Phone:** _____ **Cell:** _____

Exec: _____ **Superintendent:** _____

Date of Incident: _____ **Time:** _____ ___AM ___PM **Shift:** _____

Jobsite/Area (refer to columns/beams/drawings as needed): _____

Weather Condition: _____ **Lighting Condition:** _____

INVOLVED PARTY INFORMATION

Name: _____

___Male ___Female **Date of Birth:** _____ **Height:** _____ **Weight:** _____

Address: _____

Home Phone: _____ **Employee ID# :** _____

Employee Job Title: _____ **Length Employed:** _____

Employer Name: _____ **Supervisor:** _____

Cell #: _____ **Employer Address:** _____

Shop Steward: _____ **Cell #:** _____

Speaks Fluent English: ___Yes ___No **Language:** _____

INCIDENT DESCRIPTION

Describe in detail how the incident occurred and the task being performed by the involved party when he/she claims to have been injured or became ill including how long and with whom they were performing the task. Include specifics such as equipment, structure, tools, materials, objects (size, shape and weight), positions, distances, sequence of events, etc. [Facts Only]

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

Date: _____ **Prepared By:** _____

Arrive - Incident Investigation Report

WITNESS INFORMATION

Name: _____ **Phone:** _____ **Cell:** _____

Company: _____

Name: _____ **Phone:** _____ **Cell:** _____

Company: _____

Name: _____ **Phone:** _____ **Cell:** _____

Company: _____

Name: _____ **Phone:** _____ **Cell:** _____

Company: _____

INCIDENT INFORMATION

Describe the nature and extent of <u>all</u> claimed injury(s) / illness (body part affected, type of injury, etc)

Was First Aid Administered? ___Yes ___No **By Whom?** _____

Was Employee/Third Party taken to Hospital / Clinic? ___Yes ___No

If yes, list name, phone and address: Name: _____ **Phone:** _____

Address: _____

Is employee in a Trade Union? ___Yes ___No **If yes, provide Trade & Local #:** _____

Additional Comments:

All incidents need to be immediately reported to your BU Safety Director & Claim Coordinator.
Copy to be submitted to BUSD and Claim Coordinator for filing. Original to be kept with job files.

Date: _____ **Prepared By:** _____

13. A. Initial Notification Form (0-60) J.8.1

INITIAL NOTIFICATION FORM

(TO BE FILLED-OUT IN THE FIRST 0-60 MINUTES OF INCIDENT)

Today's Date:	Report Filled out by:		
Project Number:	Employee:	Date of Incident:	Time of Incident:
Location of Incident:	Employer:	Foreman:	

Near Miss	☐	Injury/Illness (Severity)	☐	Property	☐	Fire	☐	Construction Equipment Lost	☐	Environmental	☐	Utility Hit (Type)	☐
Minor	☐	Minor	☐	Minor	☐	Minor	☐	Minor	☐	Minor	☐	Minor	☐
Major	☐	Major	☐	Major	☐	Major	☐	Major	☐	Major	☐	Major	☐
												Other	☐

Footnotes: (Major is property or equipment loss greater than $1,500)

Brief description of incident –

If property damage describe –

Is there equipment loss or construction equipment damage?

Describe immediate actions by project personnel –

Notify Immediately: Harbor Police/Fire Rescue: (619) 686-8000

14. Witness Statement J.8.3.a

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

J.8.3.a

WITNESS STATEMENT

Date and time statement was written*: _____

Name of person giving statement*: _____

Name of person taking statement*: _____

This statement is regarding (who/what)*: _____

Details (be specific and descriptive)*: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(please use additional pages if more space is required)

I declare that the statement above, which I have given to* _____ has been read by (to) me.

I understand the content of this statement and I declare that is truly and correctly records the information given by me.

Person Giving the Statement – Signature _____ Person Taking the Statement - Signature _____

Witness Address: _____ Street _____ _____ City _____

_____ State _____ _____ Zip Code _____

Witness Phone: _____ Home _____ _____ Work _____

*

15. MODIFIED WORK OFFER – J.8.3.c

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

MODIFIED WORK OFFER

Duration: DD/MM/YY **to** DD/MM/YY

Name: Print

Contractor will make a reasonable effort to provide you with suitable, meaningful, and productive modified work to assist in your recovery and promote a safe return to your pre-incident employment.

In keeping with your work restrictions of:

Walking / Standing:	☐ Only short distances ☐ No kneeling / squatting	**work capacity level:**
Lifting / Carrying:	No more Than ☐ 10 lbs ☐ 20 lbs ☐ 30 lbs ☐ 40 lbs ☐ 50 lbs	☐ **Sedentary:** - lifting 10 lbs max. - occasional lifting/carrying - primarily sitting ☐ **Light:** - lifting 20 lbs max. - frequent lifting/carrying up to 10 lbs - may require walking/standing ☐ **Medium:** - lifting 50 lbs max. - frequent lifting/carrying up to 20 lbs
Pushing / Pulling:	No more Than ☐ 10 lbs ☐ 20 lbs ☐ 30 lbs ☐ 40 lbs ☐ 50 lbs	
Manual Dexterity:	☐ Left ☐ Right ☐ Limited use of hand(s) Not able to: ☐ Write ☐ Sort	
Repetitive Motion:	☐ Left ☐ Right ☐ Short periods ☐ Self-paced	
Climbing Stairs / Ladders:	☐ No ladder climbing ☐ No stair climbing ☐ Short flights at own pace	
Hours of work permitted:		
Other:		

Contractor is offering you the following modified work placement. Your specific job duties include:

_____

_____

_____

We will continually review your progress and adjust the length of this placement as required, based on relevant medical information. Your rate of pay will remain the same.

Your next medical follow-up will be on DD/MM/YY with _____

During your modified work placement you will be supervised by: _____.

It is the responsibility of you and your supervisor to complete the "Employee Injury Management Form" and submit it to _____ in the HSE Department at the end of each week.

It is your responsibility to report any concerns or difficulties *immediately* to your supervisor and _____ in the HSE Department.

☐ Offer Accepted ☐ Offer Not Accepted*

**refusal could affect your right to collect benefits*

Employee:	Print	Signature	DD/MM/YY
Supervisor:	Print	Signature	DD/MM/YY
Superintendent	Print	Signature	DD/MM/YY
HSE Department:	Print	Signature	DD/MM/YY

16. EMPLOYEE INJURY MANAGEMENT FORM – J.8.3.d

EMPLOYEE INJURY IINJURY MANAGEMENT

PHYSICAL RESTRICTIONS

Walking / Standing:	☐ only short distances ☐ no kneeling / squatting
Lifting / Carrying:	No More Than ☐ 10 lbs ☐ 20 lbs ☐ 30 lbs ☐ 40 lbs ☐ 50 lbs
Pushing / Pulling:	No More Than ☐ 10 lbs ☐ 20 lbs ☐ 30 lbs ☐ 40 lbs ☐ 50 lbs
Manual Dexterity:	☐ left ☐ right ☐ limited use of hand(s) not able to: ☐ write ☐ sort
Repetitive Motion:	☐ left ☐ right ☐ short periods ☐ self-paced
Climbing Stairs / Ladders:	☐ no ladder climbing ☐ no stair climbing ☐ short flights at own pace
Other:	

EMPLOYEE DETAILS

Name: _____

Shift: ☐ Day ☐ Night

Hours: _____ a.m. / p.m. _____ a.m. / p.m.

Supervisor: Print

Work Capacity Level:

☐ **Sedentary:** Lifting 10 pounds maximum
occasional lifting/carrying
primarily sitting

☐ **Light:** Lifting 20 pounds maximum
frequent lifting/carrying up to 10 pounds
may require walking/standing

☐ **Medium:** Lifting 50 pounds maximum
frequent lifting/carrying up to 20 pounds

Week Starting	Date	Job(s) Performed	Within Restrictions		Medical Appointment Treatments (Time)	Comments
Monday			yes	no		
Tuesday			yes	no		
Wednesday			yes	no		
Thursday			yes	no		
Friday			yes	no		
Saturday			yes	no		
Sunday			yes	no		

This form is to be completed by the employee and his/her direct supervisor. **Original to be forwarded to project safety**, which will be sent to the project HSE manager at the end of each week. In the event that an employee or supervisor deviates from the restrictions, the injury management coordinator/project HSE manager must be notified immediately. Any changes to the restrictions by the medical professional must be reflected on this form.

Employee Signature: _____ Date: DD/MM/YY

Supervisor Signature: _____ Date: DD/MM/YY

17. Contractor Pre-Construction Orientation Form J.6

SAN DIEGO INTERNATIONAL AIRPORT LET'S GO.

J.6

CONTRACTOR PRE-CONSTRUCTION ORIENTATION

view Date:		*Company:*	
Project Manager:		*Project Manager:*	
Superintendent:		*Project Superintendent:*	
Safety Manager:		*Project Safety Manager:*	
Prime Contractor:		*Sub Tier Sub to:*	

Required Submissions

Each contractor shall submit at the Pre-Construction meeting the following information for review by the Construction Safety Manager **(Items 1-13 is mandatory for all contractors and is required before they can start work on the jobsite)** Items 14-22 may not be applicable to the scopes of all contractors):

REQUIRED SUBMISSIONS	Complete	Not Complete	NA	Notes
1. IIPP Must Include: - Responsibility – Accident/Exposure Investigation – Compliance – Hazard Correction - Communication – Training and Instruction - Hazard Assessment – Recordkeeping – Code of Safe Practices				
2. Written Hazard Analysis Plan for contractors scope of work *				
Public Protection Plan				
4. Hazard Communication Program *				
5. Housekeeping Policy				
6. Incident Analysis Program				
7. Incident Emergency Procedures/Response Plan				
8. Safety and Health Audit and Inspection Program				
9. List of competent persons required by the OSHA standards *				
10. Resume of Safety Representatives (as required by contract) *				
11. Drug and Alcohol Abuse Prevention Program with a list from the company showing who passed the test within the last 90 days.				
12. List of Current 30 hour OSHA Cards prior to Jobsite Orientations & Badging for Foreman and Superintendents.				
13. Heat Stress Program				
14. Cal OSHA Permits / Activity Notification Form				
15. Air Sampling Requirements				
16. Respiratory Protection Program				
17. Fall Protection Program				
18. Confined Space Program				
19. Energized Electrical Work				
20. Lockout/Tagout Program				
. Crane certification & Crane Operator				
22. Required Certifications for scope of work. (Powder-Actuated Tools, Forklift, Excavator, Backhoe, Aerial Lifts, etc.)				

18. Building L.I.F.E – J.8.3.e

21.0 BUILDING L.I.F.E. REQUIREMENTS

Subcontractors on the project agree to participate in the Contractor's Continuous Safety Improvement Process known as Building L.I.F.E. – Living Injury Free Everyday®.

Program Goals and Objectives:

- Implementation of a safety improvement process, focused on continuous Risk and Systems Analysis.
- Increase engagement & involvement of front line workers in our safety processes.
- Promote use of positive reinforcement & feedback as a means to influence safe behavior.

This Subcontractor agrees to participate in initial training and implementation associated with this program. Training will include but not be limited to management and frontline supervisory staff. This will typically happen at the Preconstruction Meeting, but will also happen when new supervisory staff is assigned.

Job Hazard Analysis must be completed on the Contractor's Building L.I.F.E.® JHA form and reviewed with this Subcontractor's work force as they are oriented on site. All subcontractors are required to perform a periodic review of their work to ensure the adequacy of their work plans, JHAs and PTPs. This review is a lean process called a "Kaizen Event" and is typically completed by a team of 3 to 4 of a Subcontractor's front-line employees (non-supervisory). After the review, the team will make suggestions to Subcontractor and Contractor management on ways to improve safety, logistics, material-handling, minimize waste, etc. which could lead to cost savings and increased productivity. Subcontractors should make every effort to accommodate the suggestions where feasible. Each task/JHA will require a Kaizen Event approximately one week after the task begins, and again at approximately 60 and 120 days only if the specific task is still being done by this Subcontractor. This Subcontractor should allow two to four hours for each Kaizen Event.

Once a month, Contractor will select 5 workers from the entire project workforce to attend a free lunch to discuss safety. When requested, ensure your employees attend during the lunchtime specified which is typically a half-hour.

Provide one dry-erase board with markers for each of your crews to use during morning safety huddles. Crew size should not exceed 10 people per foremen unless approved by Contractor.

Participation in a Craft 4 LIFE craft run and facilitated Safety Committee.

Once a month, Contractor may invite 20% of site employees to complete a five minute, 10-question Safety Perception Survey (Y/N questions).

19. Field Control Analytics Drug Testing- J.8.3.f

22.0 FIELD CONTROL ANALYTICS (FCA) AND MADATORY DRUG TEST

Field Control Analytics

Turner San Diego Business Unit Contractor Drug Testing Program
SDIA T1

Step One: Set up your project account with Field Control Analytics formerly FC Construction Services

- Visit **www.fcbackground.com/clientsignup/**
  (Internet Explorer 5.0 or higher required)
- Enter your Project Pass Code: **SDIAT120**

EXISTING CUSTOMERS: You will be required to provide login credentials to complete signup. If you do not know your login credentials contact Customer Support @ customer.support@fieldca.com

You will be required to provide the following information. You will be unable to complete signup without all.

- Billing address and contact information
- Contact information for all authorized users
- Name and contact information for the company that hired you (Prime Contractor)
- Credit card information for payment

ALLOW TWO FULL BUSINESS DAYS FOR ACCOUNT SETUP COMPLETION AND NOTICE TO CLIENT/EMPLOYER

Step Two: Initiate Project Drug Test

10 Panel Drug Test -$45.00 per employee *(see Pricing Agreement for details)*

$25.00 handling fee for employees without a properly authorized Consent Document

1. Upon setup completion, contractor will receive donor authorization form with designated clinic location.
2. Most drug test results are instant. Allow 1-3 days for non-conclusive results.
3. Use Web Instructions provided by FCA Services to view drug test results once received.

Other Important Information

- If a worker fails a drug test, he/she will not be authorized to work for the duration of the project.
- FCA notifies your General Contractor of all unpaid invoices.

- If you plan to use lower tier subcontractors, fax or email a list of those subcontractors to Turner Support at FCA. **Lower tier subcontractors who are tested but have not established an account with FCA will be billed to their hiring contractor.**

FCA Client Support Team
Phone: (972) 404-4479
Monday - Friday 6:00am – 6:00pm CST
customer.support@fieldca.com

Below is a brief introduction to FCB's website, JSA. The JSA allows you to verify any and all badges issued by FCB. Search by individual name, badge number or date range. Filter by subcontracting company or project (if known). The website houses expiration dates, Approval numbers, jobsite safety orientation dates and safety violations. Revoke workers online.

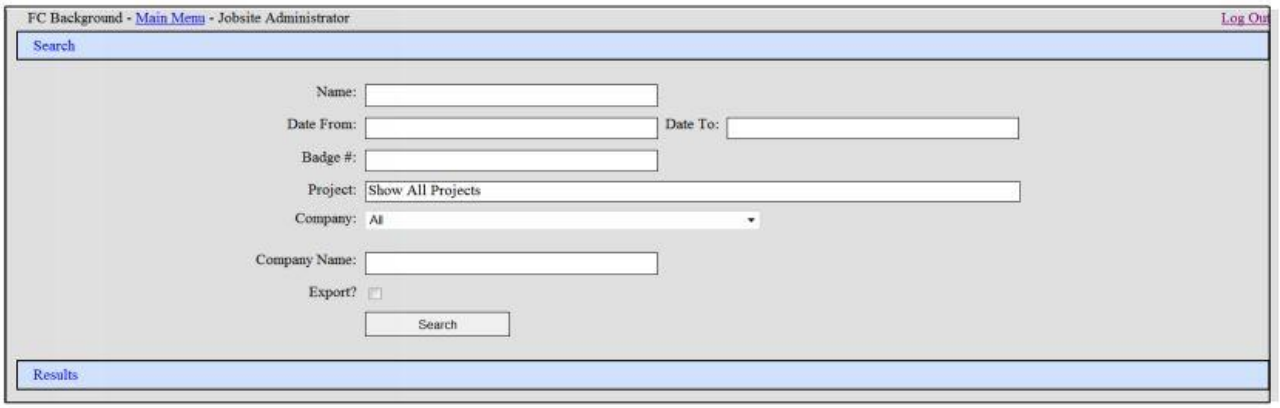
Follow this link:
https://www.fcbackground.com/fcremote/Login.asp

From the Main Menu

Select Tablet Friendly Jobsite Administrator

Search by Employee Name
Search by Subcontractor Company
(free text or drop down menu)

Search by Project Name (drop down menu)
Search by Date Range
Export data into Microsoft Excel



Search Results Yield the Following Information:

Date of Test (Screen Date)
Company/Employer Name
Worker/Employee Name
Approval Status *
Approval (Badge) Number

*Approval Statuses Include:

Active = Approved
Denied = Not Approved
Expired = New annual drug test required
Pending = Drug test in process
Inactive = No longer with project or employer
Revoked = Authorization Revoked, not authorized to work on any Turner project

Call (800) 388-8827 for website or technical support or email: customer.support@fcbackground.com

20. Arrive Emergency Response Plan -

arrive

SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

T1 Validation

Job Number – 200927

IIPP, Corp and Site Specific Safety Program

11/21/2020

Jobsite location:
2417 McCain Rd, Suite B
San Diego, CA 92101

Mailing Address:
2417 McCain Rd, Suite B
San Diego, CA 92101

Arrive Alliance Project Staff:

Dan McGuckin, *Project Director*	*619-247-8134*
Steve Fry, *Precon. PM*	*760-916-9007*
Josh Gilbreath, *Assist. Civil PM*	*619-318-2884*
Tom Carnahan, *General Super.*	*916-275-1976*
Doug Bixel, *Civil Super.*	*760-497-7078*
Catherine Osbourne, *Sen.Super.*	*510-913-3255*
Tanner Peyton, Civil Project Mgr.	*817-470-9464*
Danny Brown, *EH&S Director*	*702-379-6530*
Kristine Wunder, *EH&S Mgr.*	*858-337-9498*
Darla Wilson, *Executive Assist.*	*858-337-5707*
Shelby Eller, *Safety Engineer*	*661-808-7377*

What to do for A Injury/First Aid

1. Secure area/personnel from further danger if possible without endangering you or anyone else.
2. Get the employee medical attention and do not do this alone (Seek Assistance)
3. Call Harbor Police if Emergency Services is needed at 619-686-8000
4. If Airport Operations needs to be notified call 619-400-2710
5. Get the Emergency Red Book for guidance

6. **Minor First Aid**

3a. have subcontractor Foreman (preferable) or yourself administer first aid.

- Contact 1ST Aid Response at 888-630-5915

3b. ***Fill out Arrive Alliance- Incident Investigation Form,*** with data supplied by individual and/or witnesses and personal observation. Have the foreman or competent person fill out THEIR company report/form along with any relevant witness statements and turn it in to you.

- Secure the scene (area of interest)

3c. Call Kristine Wunder, EHS Manager, at 858-337-9498
3d. Send the 0-60 Initial Notification Report via cognito within 60 minutes.
3e. Individual must be drug screened, 1st Aid response can conduct this drug screen onsite.
3f. Individual to return to work.

7. **First Aid but needs further medical attention:** The above five initial steps still apply. Call 1st Aid Response, if guided by 1st Aid Response to take to Occupational Medicine, escort to Dr. Dunnum 858-457-4717. Lastly escort to Sharp Occupational Medicine (during weekdays before 8 a.m. or after 5 p.m. / non holidays) to Sharp After Hours (24hr. 7 days a week including holidays). Individual is to be Drug Tested (If going to clinic have clinic drug test otherwise complete the FC Background Authorization (1st Aid Response can conduct this drug screen onsite). A map to Dr. Dunnum and Sharp Medical is located inside all Red Book/Injury Go Packets. Give authorization form to the individual and ensure a representative for the subcontractor accompanies the employee to the medical facility. Request that the Subcontractor Foreman/Super also escort the worker.

4a. Contact Julie Lagos/Larry Singerman and Renee Schlockler ASAP as they will assist you with the process as well (Contact info below).

4b. Complete Injury/Incident Report, have the individual(s) complete witness statements, complete the Workers compensation Form (DWC 1) and secure the area the injury occurred for further investigation.

4c. Scan completed incident reports and witness statements to all parties. The Arrive Alliance form needs to be scanned (Photo) and e-mailed to Julie Lagos, Larry Singerman, Dan McGuckin, Steve Fry, Doug Bixel, Tim Carter, Darla Wilson and Kristine Wunder.

8. **Major First Aid** or life threatening situation call Harbor Police at 619-686-8000 or 911 immediately. (Crisis Plan is located in last tab of Red Book)

5a. Stay on phone with Harbor Police or 911 until paramedics/police arrive.
5b. Secure area with help from Arrive Alliance Partners or available personnel.
5c. Provide any necessary assistance to injured individuals.
5d. Assign someone to greet and direct paramedics/police to individual needing assistance.
5e. Debrief rescue personnel
5f. Notify Arrive Alliance Safety and Project Team if not already done so.
5g. Complete the Airport Authority 0-60 Initial Notification Form via cognito and send out.
5h. After individual is handled start paperwork ie. photos, interview with witnesses, incident report.
5i. Review Arrive Alliance and SDCRAA Crisis Management Plans.

What to do for A Injury/First Aid (Cont)

9. Complete Arrive Alliance Incident Report form. Complete Airport Authority Incident Report Form.

Contact Information:

Kristine Wunder, EHS Manager 858-337-9498, Personnel cell 619-852-7382
Steve Shingary, Regional Safety, 760-525-8597

Larry Singerman, Claims Manager 213-216-5769
Julie Lagos Claims coordinator 714-380-9421
Renee Schlockler, 858-864-2431

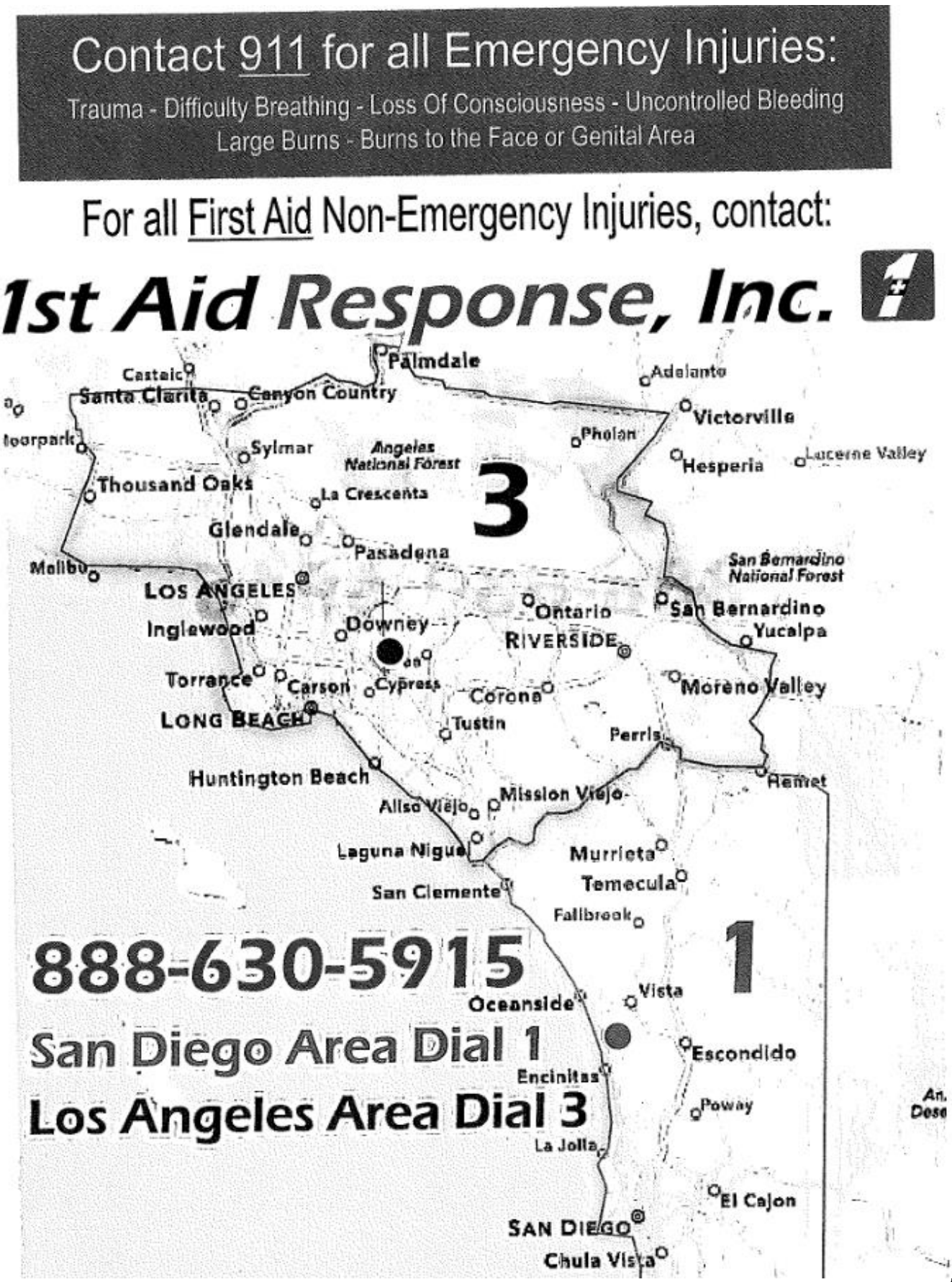
Phone calls to the above list are considered part of the reporting procedures. Sent text and email for group updates. There is an Crisis Management Plan, Safety Manual and Injury Go Packet located on site in the Bldg B Kitchen and Arrive laydown yard on the storage shed. This outlines the same procedure described above. The forms needed to complete the investigation are located in this folder.

Any further questions concerning the T1 Validation Project, Arrive Alliance Incident reporting protocols, please call Kristine Wunder, EHS Manager.

Arrive Alliance Project Staff:

Dan McGuckin, Project Director	**619-247-8134**
Steve Fry, Civil Precon PM	**760-916-9007**
David Cattle, Bldg Precon Manager	**949-250-1500**
Josh Gilbreath, Assist Civil PM	**619-318-2884**
Tom Carnahan, General Super.	**916-275-1976**
Doug Bixel, Civil Superintendent	**760-497-7078**
Catherine Osborne, Senior Super.	**916-275-1976**
James Antony, Assist Superintendent	**310-220-5233**
Hannah Kim, Civil Engineer	**858-472-6401**
Kristine Wunder, EH&S Manager	**858-337-9498**
Darla Wilson, Executive Assist	**858-337-5707**


Contact 911 for all Emergency Injuries:
Trauma - Difficulty Breathing - Chest Pain - Loss of Consciousness
Uncontrolled Bleeding - Burns to the Face or Genital Area
For all First Aid Non-Emergency Injuries, contact:
24 Hours
1st Aid RESPONSE INC.
7 Days
888-630-5915


Contact 911 for all Emergency Injuries:
Trauma - Difficulty Breathing - Loss Of Consciousness - Uncontrolled Bleeding
Large Burns - Burns to the Face or Genital Area
For all First Aid Non-Emergency Injuries, contact:
1st Aid Response, Inc.
Palmdale
Castaic
Santa Clarita
Canyon Country
Adelanto
Victorville
Phelan
Hesperia
Lucerne Valley
Sylmar
Angeles National Forest
Thousand Oaks
La Crescenta
3
Glendale
Pasadena
Malibu
LOS ANGELES
San Bernardino National Forest
Inglewood
Downey
Ontario
San Bernardino
Yucaipa
RIVERSIDE
Torrance
Carson
Cypress
Corona
Moreno Valley
LONG BEACH
Tustin
Perris
Huntington Beach
Mission Viejo
Aliso Viejo
Laguna Niguel
Murrieta
Temecula
San Clemente
Fallbrook
888-630-5915
1
Oceanside
Vista
San Diego Area Dial 1
Escondido
Encinitas
Los Angeles Area Dial 3
Poway
La Jolla
El Cajon
SAN DIEGO
Chula Vista

2 Dispatch 888-630-5915

1st Aid Response, Inc.

Pricing

Injury Response

First Aid Injury Response	270
Follow-Up Injury Response	220
Injury Consultation	50

Drug Testing

Immediate Drug Test (Collection, House Lab/MRO)	67
Immediate Drug Test (House Kit)	55
Immediate Drug Test (Client Kit)	45
Breath Alcohol	25

Respiratory

Qualitative Respiratory Package	115
Quantitative Respiratory Package	140
Medical Questionnaire with PFT	85
Qualitative Half Face Respirator Fit	30
Quantitative Full Face Respirator Fit	50
•Large group pricing available	

CPR/First Aid/AED

1-10 People	600
11-20 People	700
20+ People	Call for Price

Safety Awareness Training

Training Classes (multiple topics)	200 Per Hour
•25 people max per class	

Pre-Placement Testing

Pre-Placement Test	100
Pre-Placement Test with Immediate Drug Test	125
Electronic Adjudication Management System (EAMS)	15

Other Fees

Minimum charge for Mobile Response	55
Dry Run	55
After Hour Fee M-F (4:30pm - 5am), Weekends/Holidays	200

1stAidResponse.com

*All Services are mobile to your location.
The above prices are subject to change without notice.

06/2016

1st Aid Response, Inc.
All Services Provided 24/7

Injury Response

- Triage injury over the phone
- Average response time within 1 hour
- Maximize time by treating employee at your location
- Manage First Aid injuries using First Aid first
- Phone follow-up to ensure injury is healing properly
- Care instructions in Spanish/English, along with take home supplies for employee

Drug Testing

- An effective drug testing program promotes a safe, productive workplace
- DOT/Non-DOT: Pre-Employment, Random, Post Accident, Return to Work, Reasonable Cause and Follow-Up
- Immediate Result
- Breath Alcohol Testing

Respiratory

- Meets OSHA requirements for Respirator use
- Questionnaire and Medical Evaluation
- Pulmonary Function Test (PFT)
- Hands-on Respirator Training
- Portacount Fit Testing for Full Face Respirators
- Half Face/Full Face Respirators and Cartridges available for purchase
- Same day appointments available
- Laminated Certification Card issued

CPR/First Aid/AED

- CPR meets OSHA requirements
- American Heart Association/American Red Cross Guidelines
- CPR/First Aid/AED hands-on training including scenario based challenges
- Participants receive a CPR/First Aid Quick Reference Guide and knowledge of the current CPR standards
- Laminated Certification Card issued

Safety Awareness Training

- Prezi Power Point Presentation
- Videos and hands-on instruction
- Quiz completed by all employees
- Courses include: Asbestos, Boom/Scissorlift, Confined Space, Fall Protection, Forklift, Lead
- Drug and Alcohol Supervisor Training (Complies with DOT Regulations)

Pre-Placement Testing

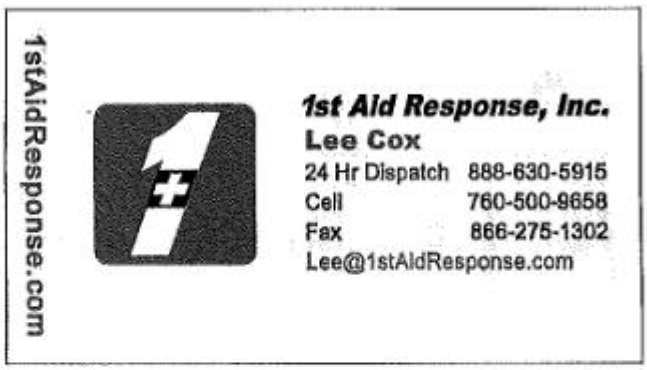
P²T

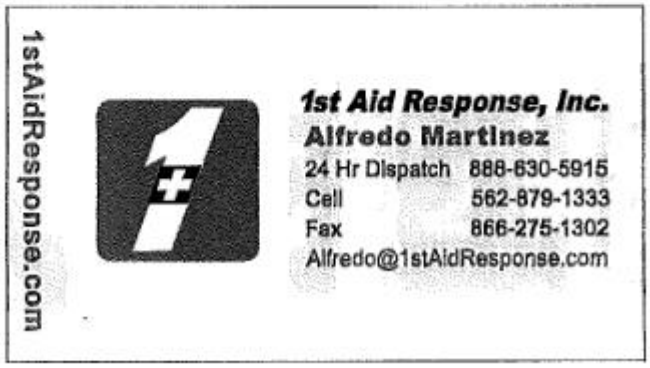
Consent Form, Medical Questionnaire, and Physical Ability Test

-Vital Signs	-Static Strength Test
-Aerobic Capacity	-Dynamic Lifting Test
-Push/Pulling	-Non-Material Handling
-Distance Walk/Lift & Carry	-Proper lifting techniques

Additional testing is available upon request, e.g. Ladder Handling

Business Cards





For Work Injuries (7/24)

Dunnum Occupational Care

4510 Executive Drive, Suite 107

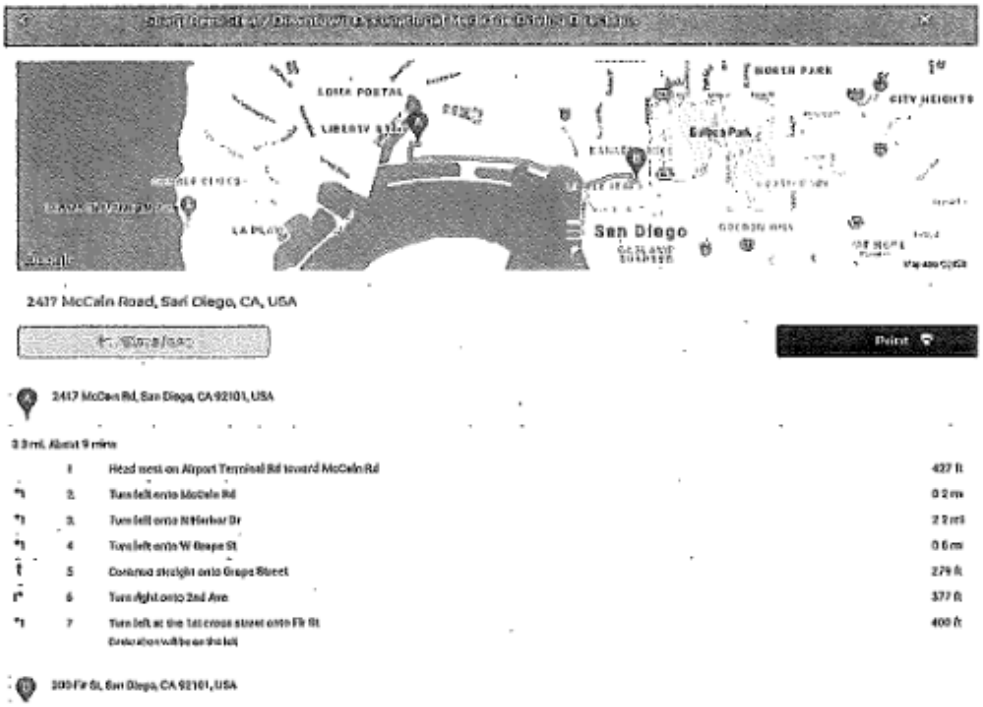
(858) 457-4717

Chancellor Park Building 4510, Suite 107

arrive
SAN DIEGO AVIATION ALLIANCE
Turner FLATIRON Gensler

ADP Package 1 – Terminal & Roadways
VALIDATION PHASE HSE SITE SPECIFIC PLAN

SITE TRAILER, Suite B	SITE TRAILER, Suite B
CLINIC	*HOSPITAL*
SHARP Occupational Medicine 300 Fir Street San Diego, CA 92101 (619) 446-1524	SHARP Memorial Hospital 7901 Frost Street San Diego, CA 92123 (858) 939-3400
Directions	Directions
• Turn Left on McCain Rd • Use the Left 2 lanes to turn Left onto N Harbor Dr. • Use the Left 2 lanes to turn Left onto W. Laurel St. • In 1.0 Miles turn Right onto Fourth Ave. • Turner Right onto Fir St. • SHARP Is on the Right	• Turn Left on McCain Rd. • Turn Right onto N Harbor Dr. • Turner Right onto Laning Rd. • Turner Right onto Rosecrans St. • Continue onto Camino Del Rio W. • Continue on I-8 East. • Take CA -163 North • Take Exit 6 from CA -163 N. • Use the Right lane to turn Right onto Mesa College Dr. • Make a Sharp Right onto Health Center Dr. • Turn Left onto Frost St. • Turn Right and the Hospital is on your Right.



In the event of a WORK-RELATED INJURY or ILLNESS

Immediately contact your supervisor then go to:

SHARP Rees-Stealy Medical Centers

300 Fir St.,
San Diego, CA 92101

Occupational Health Services
8 a.m. to 5 p.m., Monday through Friday
(619) 446-1524

Urgent Care Center
5 p.m. to 10 p.m., Monday through Friday
8 a.m. to 10 p.m., weekends
8 a.m. to 8 p.m., holidays
(619) 446-1575

After the hours listed above, please go to the nearest Sharp Hospital Emergency Room.

Sharp Memorial Hospital
7901 Frost St.
San Diego, CA 92123
(858) 939-3400

Sharp Chula Vista Medical Center
751 Medical Center Ct.
Chula Vista, CA 91911
(619) 502-5800

Sharp Coronado Hospital
250 Prospect Pl.
Coronado, CA 92118
(619) 522-3600

Sharp Grossmont Hospital
5555 Grossmont Center Dr.
La Mesa, CA 91942
(619) 740-6000

www.sharp.com/srs

Speed Training
Crisis Management

Training Objective
At the end of this training session, the participant will know where to access the Crisis Management Plan, understand when a Crisis Hot Line Call is to be made, and the protocol for making a crisis hotline call.

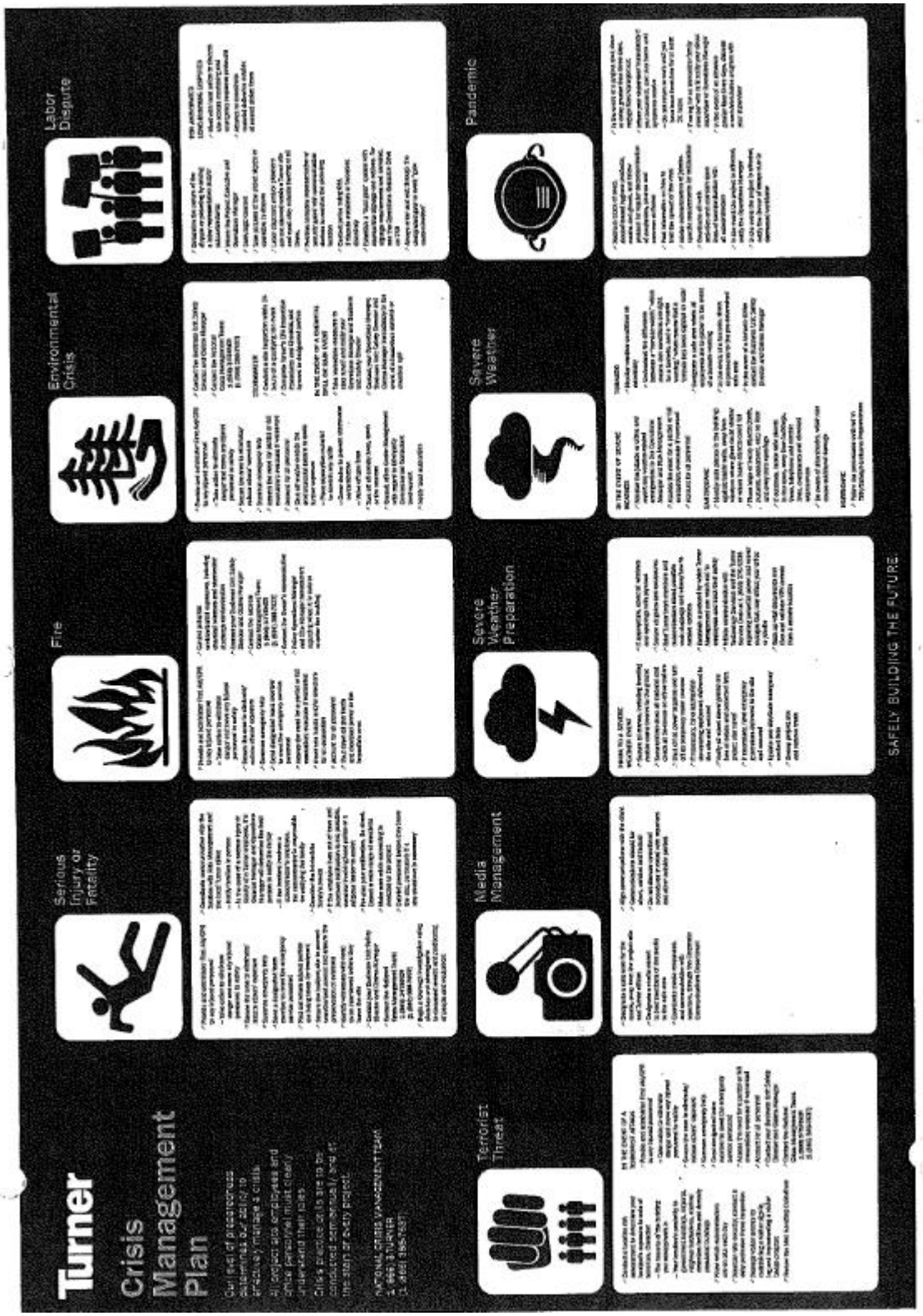
Crisis Management
Turner's Crisis Management Plan provides an outline of actions that must be taken to prepare for a crisis and response plan in the event of a crisis. The plan defines the action steps necessary and the responsibility assigned for such actions. A crisis is any event that has created and/or may still pose an immediate threat to life, property or business as usual. The San Diego office and each jobsite has a specific Crisis Management Plan (one hard copy and saved on the San Diego drive). In addition, each site has an Emergency Red Book that is a grab and go for all types of emergencies.

Turner's Crisis Hotline:
(866) 3-TURNER | (866) 388-7637

In the event you cannot get through to the toll free number, please dial direct at **(678) 589-7248.**

Handouts
- Crisis Management Plan Pocket Guides
- CSO Alert Crisis Management Calls and Protocol
- CSO Alert Line Strikes

When to Call
- **Ambulance** needed - If the injured (or ill) worker is transported to a medical facility, via ambulance.
- **Amputations** - any body part completely or partially severed or cut off. This includes fingertips with or without bone loss, and amputations for medical reasons such as irreparable damage.
- **Bomb** threat or **Terrorist** threats/attacks.
- **Building Shutdown** - such as airlines terminal, occupied building, school, retail, etc.
- **Environmental Crisis**
  - Federal/State Environmental Protection Agency/ Ecology (including storm water) arrives on site.
  - Chemical release or spill, or unauthorized discharge:
    - Threatens the environment
    - Negatively impacts community/owner relations
    - Creates regulatory intervention
    - Creates media attention
- **Equipment failure or collapse** - cranes, scaffolds, etc.
- **Eye loss**
- **Fall of 6'** or greater (or catch if the fall potential was 6' or greater).
- **Fatality**
- **Fire department** is on the scene and engaged.
- **Heart attack**
- Incident was severe enough to cause **property damage greater than 10K.**
- **In-patient hospitalization** of any worker (OSHA defines as the "formal admission to the in-patient service of a hospital or clinic for care or treatment").
- **Law enforcement** is on the scene and engaged.
- **Media** shows up.
- **Severe weather** incident.
- **Structure collapse or failure.**
- **Union of Labor Issues** (i.e. picket)
- **Utility Strikes**
  - The utility company has to be contacted regarding the line strike.
  - Any Emergency, Medical, Law Enforcement or Fire Dept. personnel has to be contacted.
  - Worker injured as a result of a line strike.
  - There is a service or business interruption as a result of the line strike.
  - There is a project shutdown or evacuation as a result of the line strike.
  - If the project/client/facility had a power interruption of any kind, no matter how brief, as a result of the line strike.
- **Violence** on the job.


Turner
Crisis Management Plan
Serious Injury or Fatality
Fire
Environmental Crisis
Labor Dispute
Terrorist Threat
Media Management
Severe Weather Preparation
Severe Weather
Pandemic
SAFELY BUILDING THE FUTURE

PLEASE POST IMMEDIATELY

CSO ALERT

Crisis Management Calls and Protocol
1-866-3-TURNER (1-866-388-7637)

Alert: This CSO Alert supersedes the previous from July 2012. Turner's Crisis Management Protocols are updated to align with new OSHA regulations pertaining to record keeping which are scheduled for release on January 1, 2015. Turner's protocols are effective immediately. The protocols will assist local offices and project sites on when to call the Crisis Hot Line. The Crisis Line call must be made as soon as possible. A determination will need to be made quickly on whether certain injuries/illnesses will be called in to OSHA, and who will be responsible to make that call. In an effort to provide further clarification, support, and streamline our process on crisis management calls, the National CSO has created the protocols below on when to call the Crisis Hot Line and recommendations on the scripting of the calls with the CSO.

When to call:

- If the injured (or ill) worker is transported to a medical facility via ambulance (includes personal health issues)
- Fatality
- Heart attack
- Any in-patient hospitalization of any worker (OSHA defines as the "formal admission to the in-patient service of a hospital or clinic for care or treatment").
- Any amputations (any body part completely or partially severed or cut off. This includes fingertips with or without bone loss, and amputations for medical reasons such as irreparable damage.)
- Loss of an eye
- Incident was severe enough to cause property damage greater than 10K
- Structure collapse or failure
- Equipment failure or collapse (cranes, scaffolds, etc.)
- Building Shutdown (such as airline terminal, occupied building, school, retail, etc.)
- Any fall of 6' or greater (or catch if the fall potential was 6' or greater)
- Law enforcement is on the scene and engaged
- Media shows up
- Fire department is on the scene and engaged
- Environmental Crisis:
    - Federal/State Environmental Protection Agency/Ecology (including stormwater) arrives on site
    - Chemical release or spill, or unauthorized discharge:
        - Threatens the environment
        - Negatively impacts community/owner relations
        - Creates regulatory intervention
        - Creates media attention
- Union or Labor issue i.e. picket
- Severe weather incident
- Bomb threat or Terrorist threats/attacks
- Violence on the job
- Utility Strikes (Gas, Sewer, Water, Electric, Phone/Data):
    - The utility company has to be contacted regarding the line strike
    - Any Emergency Medical, Law Enforcement or Fire Dept. personnel has to be contacted
    - Worker injured as a result of a line strike
    - There is a service or business interruption as a result of the line strike
    - There is a project shutdown or evacuation as a result of the line strike
    - If the project client facility had a power interruption of any kind-no matter how brief-as a result of the line strike

All employees who are using safety documents that are posted on this folder [illegible] stamp on the hard document indicating when it was printed and the version date. Employees must regularly check TKN throughout the course of the project to obtain any update versions.

PLEASE POST IMMEDIATELY

CSO ALERT

Script for follow up call between BU/Project/CSO: At a minimum the OM, BUSD, Claims Manager, Regional Claims Director, PX, PM, Superintendent, and Site Safety Manager should be on the call in addition to Risk Management Claims and Safety Directors.

1. Give a brief background on project to include:
    a. Scope of the project?
    b. Name of Owner?
    c. What is Turner's contractual safety responsibility? (Especially if an agency job)
    d. What phases of work are being performed?
    e. Size of the project (volume/building type)?
    f. Percent complete?
    g. Full time safety manager on site – Yes/No?
    h. Insurance type?
    i. Type of contract?
2. Injured: who, what, when, and current status. Also family care, who is initiating?
3. Description of the incident, contractors involved, their contract status with Turner?
4. Impacts to the project:
    a. OSHA and Media on site?
    b. Shut down of adjacent property or buildings? Time estimate to restore?
    c. What City services are to be engaged, if any?
    d. What impact does this have for the owner?
    e. Did injury/illness necessitate reporting to OSHA? If so, is project prepared for a possible follow-up inspection by OSHA?
5. Is PJD or EVP or BU GM involvement needed?
6. What experts are needed and who is legal counsel engaged?
7. Who is taking the lead as spokesperson with media?
    a. Is statement from Chris McFadden needed?
    b. Is other media support from Chris McFadden needed?
8. Who is dealing with OSHA, EPA, DOT, etc.?
9. Drug/Alcohol testing done on injured worker(s) and on any associated uninjured workers involved (i.e. crane operator)?
10. Is there a crime scene involved in this incident? If so, who controls and releases back to Turner/owner to return work?
11. Follow up actions planned and performed
    a. Who has lead from Turner?
    b. If crane involved, is a re-inspection necessary before putting back in service?
    c. Blood borne pathogen issues and cleanup?
    d. Does site need to be secured? If so, how & who?
    e. Any actions needed to safe up a structure, erect barricades, etc.?
    f. Will job be shut down if a fatality?
    g. Crisis counseling requested?
    h. Is environmental testing needed before return to work?
    i. Will additional training or tool box talks be held?
    j. Further Risk Management calls needed and scheduled?
    k. Meeting with top management of subcontractor(s) involved?
    l. Is Attorney-Client privilege needed? What is the protocol for this specific matter?
    m. If bomb threat, who is responsible for "sweeping" building and site and issuing an "all clear"?
    n. Is action from JHA required before return to work?
12. Insurance carrier involvement – like nurse case manager and investigator needed?
13. Owner notification and involvement? Who is taking the lead?

J.8.1

INITIAL NOTIFICATION FORM

(TO BE FILLED-OUT IN THE FIRST 0-60 MINUTES OF INCIDENT)

Today's Date:				Report Filled out by:									
Project Number:		Employee:				Date of Incident:		Time of Incident:					
Location of Incident:				Employer:				Foreman:					
Near Miss	☐	**Injury/Illness (Severity)**	☐	**Property**	☐	**Fire**	☐	**Construction Equipment Lost**	☐	**Environmental**	☐	**Utility Hit (Type)**	☐
Minor	☐	Minor	☐	Minor	☐	Minor	☐	Minor	☐	Minor	☐	Minor	☐
Major	☐	Major	☐	Major	☐	Major	☐	Major	☐	Major	☐	Major	☐
												Other	☐
Footnotes: (Major is property or equipment loss greater than $1,500)													
Brief description of incident –													
If property damage describe –													
Is there equipment loss or construction equipment damage?													
Describe immediate actions by project personnel –													

Notify Immediately: Harbor Police/Fire Rescue: (619) 686-8000

Arrive Alliance J.8.5

NEAR MISS REPORT				
PROJECT NAME & NUMBER:				
SUBCONTRACTOR:				
NAME OF PERSON INVOLVED:				
OCCUPATION:				
LENGTH OF TIME EMPLOYED:		TIME IN OCCUPATION:		
DATE OF INCIDENT:		TIME OF INCIDENT: (Circle AM or PM)	AM/PM	
TYPE OF INCIDENT:	☐ NEAR MISS	☐ EQUIPMENT DAMAGE	☐ OTHER	
LOCATION OF INCIDENT:				
NATURE OF THE INCIDENT:				
HOW THE INCIDENT OCCURRED:				
HOW COULD A RECURRENCE BE PREVENTED:				
SUPERVISOR'S COMMENTS:				
CORRECTIVE ACTIONS:				
LESSONS LEARNED:				
REVIEWER SIGNATURE & DATE:				

J.8.6

State of California
Department of Industrial Relations
DIVISION OF WORKERS' COMPENSATION

Estado de California
Departamento de Relaciones Industriales
DIVISION DE COMPENSACIÓN AL TRABAJADOR

WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información gravada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

Employee—complete this section and see note above ***Empleado—complete esta sección y note la notación arriba.***

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____
2. Home Address. *Dirección Residencial.* _____
3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____
4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.
5. Address and description of where injury happened. *Dirección/lugar dónde ocurió el accidente.* _____
6. Describe injury and part of body affected. *Describa la lesión y parte del cuerpo afectada.* _____
7. Social Security Number. *Número de Seguro Social del Empleado.* _____
8. ☐ Check if you agree to receive notices about your claim by email only. ☐ *Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico.* Employee's e-mail. _____ *Correo electrónico del empleado.* _____
   You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. *Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.*
9. Signature of employee. *Firma del empleado.* _____

Employer—complete this section and see note below. ***Empleador—complete esta sección y nota la notación abajo.***

10. Name of employer. *Nombre del empleador.* _____
11. Address. *Dirección.* _____
12. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____
13. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____
14. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____
15. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia adminstradora de seguros.* _____
16. Insurance Policy Number. *El número de la póliza de Seguro.* _____
17. Signature of employer representative. *Firma del representante del empleador.* _____
18. Title. *Título.* _____ 19. Telephone. *Teléfono.* _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within one working day of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

Empleador: Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de un día hábil desde el momento de haber sido recibida la forma del empleado.

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

☐ Employer copy/*Copia del Empleador* ☐ Employee copy/*Copia del Empleado* ☐ Claims Administrator/*Administrador de Reclamos* ☐ Temporary Receipt/*Recibo del Empleado*

your employer or the claims administrator has not created or selected an MPN.

Disclosure of Medical Records: After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

Problems with Medical Care and Medical Reports: At some point during your claim, you might disagree with your PTP about what treatment is necessary. If this happens, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, the steps to take depend on whether you are receiving care in an MPN, HCO, or neither. For more information, see "Learn More About Workers' Compensation," below.

If the claims administrator denies treatment recommended by your PTP, you may request independent medical review (IMR) using the request form included with the claims administrator's written decision to deny treatment. The IMR process is similar to the group health IMR process, and takes approximately 40 (or fewer) days to arrive at a determination so that appropriate treatment can be given. Your attorney or your physician may assist you in the IMR process. IMR is not available to resolve disputes over matters other than the medical necessity of a particular treatment requested by your physician.

If you disagree with your PTP on matters other than treatment, such as the cause of your injury or how severe the injury is, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, notify the claims administrator in writing as soon as possible. In some cases, you risk losing the right to challenge your PTP's opinion unless you do this promptly. If you do not have an attorney, the claims administrator must send you instructions on how to be seen by a doctor called a qualified medical evaluator (QME) to help resolve the dispute. If you have an attorney, the claims administrator may try to reach agreement with your attorney on a doctor called an agreed medical evaluator (AME). If the claims administrator disagrees with your PTP on matters other than treatment, the claims administrator can require you to be seen by a QME or AME.

Payment for Temporary Disability (Lost Wages): If you can't work while you are recovering from a job injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

Stay at Work or Return to Work: Being injured does not mean you must stop working. If you can continue working, you should. If not, it is important to go back to work with your current employer as soon as you are medically able. Studies show that the longer you are off work, the harder it is to get back to your original job and wages. While you are recovering, your PTP, your employer (supervisors or others in management), the claims administrator, and your attorney (if you have one) will work with you to decide how you will stay at work or return to work and what work you will do. Actively communicate with your PTP, your employer, and the claims administrator about the work you did before you were injured, your medical condition and the kinds of work you can do now, and the kinds of work that your employer could make available to you.

Payment for Permanent Disability: If a doctor says you have not recovered completely from your injury and you will always be limited in the work you can do, you may receive additional payments. The amount will depend on the type of injury, extent of impairment, your age, occupation, date of injury, and your wages before you were injured.

Supplemental Job Displacement Benefit (SJDB): If you were injured on or after 1/1/04, and your injury results in a permanent disability and your employer does not offer regular, modified, or alternative work, you may qualify for a nontransferable voucher payable for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law.

Death Benefits: If the injury or illness causes death, payments may be made to a

(Medical Provider Network- MPN), usted puede cambiar a otros médicos dentro de la MPN después de la primera visita.

- Si usted está recibiendo tratamiento en un Organización de Cuidado Médico (Healthcare Organization- HCO), es posible cambiar al menos una vez a otro médico dentro de la HCO. Usted puede cambiar a un médico fuera de la HCO 90 o 180 días después de que su lesión es reportada a su empleador (dependiendo de si usted está cubierto por un seguro médico proporcionado por su empleador).
- Si usted no está recibiendo tratamiento en una MPN o HCO y no hizo una designación previa, usted puede cambiar a un nuevo médico una vez durante los primeros 30 días después de que su lesión es reportada a su empleador. Póngase en contacto con el administrador de reclamos para cambiar de médico. Después de 30 días, puede cambiar a un médico de su elección si su empleador o el administrador de reclamos no ha creado o seleccionado una MPN.

Divulgación de Expedientes Médicos: Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes serán revelados. Si usted solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

Problemas con la Atención Médica y los Informes Médicos: En algún momento durante su reclamo, podría estar en desacuerdo con su *PTP* sobre qué tratamiento es necesario. Si esto sucede, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, los pasos a seguir dependen de si usted está recibiendo atención en una *MPN*, *HCO* o ninguna de las dos. Para más información, consulte la sección "Aprenda Más Sobre la Compensación de Trabajadores," a continuación.

Si el administrador de reclamos niega el tratamiento recomendado por su *PTP*, puede solicitar una revisión médica independiente *(Independent Medical Review-IMR)*, utilizando el formulario de solicitud que se incluye con la decisión por escrito del administrador de reclamos negando el tratamiento. El proceso de la *IMR* es parecido al proceso de la *IMR* de un seguro médico colectivo, y tarda aproximadamente 40 (o menos) días para llegar a una determinación de manera que se pueda dar un tratamiento apropiado. Su abogado o su médico le pueden ayudar en el proceso de la *IMR*. La *IMR* no está disponible para resolver disputas sobre cuestiones aparte de la necesidad médica de un tratamiento particular solicitado por su médico.

Si no está de acuerdo con su *PTP* en cuestiones aparte del tratamiento, como la causa de su lesión o la gravedad de la lesión, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, notifique al administrador de reclamos por escrito tan pronto como sea posible. En algunos casos, usted arriesg perder el derecho a objetar a la opinión de su *PTP* a menos que hace esto de inmediato. Si usted no tiene un abogado, el administrador de reclamos debe enviarle instrucciones para ser evaluado por un médico llamado un evaluador médico calificado *(Qualified Medical Evaluator-QME)* para ayudar a resolver la disputa. Si usted tiene un abogado, el administrador de reclamos puede tratar de llegar a un acuerdo con su abogado sobre un médico llamado un evaluador médico acordado *(Agreed Medical Evaluator- AME)*. Si el administrador de reclamos no está de acuerdo con su *PTP* sobre asuntos aparte del tratamiento, el administrador de reclamos puede exigirle que sea atendido por un *QME* o *AME*.

Pago por Incapacidad Temporal (Sueldos Perdidos): Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. puede recibir pagos por incapacidad temporal por un periodo limitado. Estos pagos pueden cambiar o parar cuando su médico diga que Ud. está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado una noche o no puede trabajar durante más de 14 días.

Permanezca en el Trabajo o Regreso al Trabajo: Estar lesionado no significa que usted debe dejar de trabajar. Si usted puede seguir trabajando, usted debe hacerlo. Si no es así, es importante regresar a trabajar con su empleador actual tan

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad

If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Use the attached form to file a workers' compensation claim with your employer. **You should read all of the information** below. Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If you file a claim, the claims administrator, who is responsible for handling your claim, must notify you within 14 days whether your claim is accepted or whether additional investigation is needed.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Do this right away to avoid problems with your claim. In some cases, benefits will not start until you inform your employer about your injury by filing a claim form. Describe your injury completely. Include every part of your body affected by the injury. If you mail the form to your employer, use first-class or certified mail. If you buy a return receipt, you will be able to prove that the claim form was mailed and when it was delivered. Within one working day after you file the claim form, your employer must complete the "Employer" section, give you a dated copy, keep one copy, and send one to the claims administrator.

Medical Care: Your claims administrator will pay for all reasonable and necessary medical care for your work injury or illness. Medical benefits are subject to approval and may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, medicines, equipment and travel costs. Your claims administrator will pay the costs of approved medical services directly so you should never see a bill. There are limits on chiropractic, physical therapy, and other occupational therapy visits.

The Primary Treating Physician (PTP) is the doctor with the overall responsibility for treatment of your injury or illness.

- If you previously designated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or Health Care Organization (HCO), in most cases, you will be treated in the MPN or HCO unless you predesignated your personal physician or a medical group. An MPN is a group of health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases, the claims administrator can choose the doctor who first treats you unless you predesignated your personal physician or a medical group.
- If your employer has not put up a poster describing your rights to workers' compensation, you may be able to be treated by your personal physician right after you are injured.

Within one working day after you file a claim form, your employer or the claims administrator must authorize up to $10,000 in treatment for your injury, consistent with the applicable treating guidelines until the claim is accepted or rejected. If the employer or claims administrator does not authorize treatment right away, talk to your supervisor, someone else in management, or the claims administrator. Ask for treatment to be authorized right now, while waiting for a decision on your claim. If the employer or claims administrator will not authorize treatment, use your own health insurance to get medical care. Your health insurer will seek reimbursement from the claims administrator. If you do not have health insurance, there are doctors, clinics or hospitals that will treat you without immediate payment. They will seek reimbursement from the claims administrator.

Switching to a Different Doctor as Your PTP:

- If you are being treated in a Medical Provider Network (MPN), you may switch to other doctors within the MPN after the first visit.
- If you are being treated in a Health Care Organization (HCO), you may switch at least one time to another doctor within the HCO. You may switch to a doctor outside the HCO 90 or 180 days after your injury is reported to your employer (depending on whether you are covered by employer-provided health insurance).
- If you are not being treated in an MPN or HCO and did not predesignate, you may switch to a new doctor one time during the first 30 days after your injury is reported to your employer. Contact the claims administrator to switch doctors. After 30 days, you may switch to a doctor of your choice if

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Utilice el formulario adjunto para presentar un reclamo de compensación de trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran dependiendo de la índole de su reclamo. Si usted presenta un reclamo, l administrador de reclamos, quien es responsable por el manejo de su reclamo, debe notificarle dentro de 14 días si se acepta su reclamo o si se necesita investigación adicional.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Haga esto de inmediato para evitar problemas con su reclamo. En algunos casos, los beneficios no se iniciarán hasta que usted le informe a su empleador acerca de su lesión mediante la presentación de un formulario de reclamo. Describa su lesión por completo. Incluya cada parte de su cuerpo afectada por la lesión. Si usted le envía por correo el formulario a su empleador, utilice primera clase o correo certificado. Si usted compra un acuse de recibo, usted podrá demostrar que el formulario de reclamo fue enviado por correo y cuando fue entregado. Dentro de un día laboral después de presentar el formulario de reclamo, su empleador debe completar la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos.

Atención Médica: Su administrador de reclamos pagará por toda la atención médica razonable y necesaria para su lesión o enfermedad relacionada con el trabajo. Los beneficios médicos están sujetos a la aprobación y pueden incluir tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio, las medicinas, equipos y gastos de viaje. Su administrador de reclamos pagará directamente los costos de los servicios médicos aprobados de manera que usted nunca verá una factura. Hay límites en terapia quiropráctica, física y otras visitas de terapia ocupacional.

El Médico Primario que le Atiende *(Primary Treating Physician- PTP)* es el médico con la responsabilidad total para tratar su lesión o enfermedad.

- Si usted designó previamente a su médico personal o a un grupo médico, usted podrá ver a su médico personal o grupo médico después de lesionarse.
- Si su empleador está utilizando una red de proveedores médicos *(Medical Provider Network- MPN)* o una Organización de Cuidado Médico *(Health Care Organization- HCO)*, en la mayoría de los casos, usted será tratado en la *MPN* o *HCO* a menos que usted hizo una designación previa de su médico personal o grupo médico. Una *MPN* es un grupo de proveedores de asistencia médica quien da tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una *HCO* o una *MPN*. Hable con su empleador para más información.
- Si su empleador no está utilizando una *MPN* o *HCO*, en la mayoría de los casos, el administrador de reclamos puede elegir el médico que lo atiende primero a menos de que usted hizo una designación previa de su médico personal o grupo médico.
- Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede ser tratado por su médico personal inmediatamente después de lesionarse.

Dentro de un día laboral después de que Ud. Presente un formulario de reclamo, su empleador o el administrador de reclamos debe autorizar hasta $10000 en tratamiento para su lesión, de acuerdo con las pautas de tratamiento aplicables, hasta que el reclamo sea aceptado o rechazado. Si el empleador o administrador de reclamos no autoriza el tratamiento de inmediato, hable con su supervisor, alguien más en la gerencia, o con el administrador de reclamos. Pida que el tratamiento sea autorizado ya mismo, mientras espera una decisión sobre su reclamo. Si el empleador o administrador de reclamos no autoriza el tratamiento utilice su propio seguro médico para recibir atención médica. Su compañía de seguro médico buscará reembolso del administrador de reclamos. Si usted no tiene seguro médico, hay médicos, clínicas u hospitales que lo tratarán sin pago inmediato. Ellos buscarán reembolso del administrador de reclamos.

Cambiando a otro Médico Primario o *PTP*:

- Si usted está recibiendo tratamiento en una Red de Proveedores Médicos

spouse and other relatives or household members who were financially dependent on the deceased worker.

It is illegal for your employer to punish or fire you for having a job injury or illness, for filing a claim, or testifying in another person's workers' compensation case (Labor Code 132a). If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Resolving Problems or Disputes: You have the right to disagree with decisions affecting your claim. If you have a disagreement, contact your employer or claims administrator first to see if you can resolve it. If you are not receiving benefits, you may be able to get State Disability Insurance (SDI) or unemployment insurance (UI) benefits. Call the state Employment Development Department at (800) 480-3287 or (866) 333-4606, or go to their website at www.edd.ca.gov.

You Can Contact an Information & Assistance (I&A) Officer: State I&A officers answer questions, help injured workers, provide forms, and help resolve problems. Some I&A officers hold workshops for injured workers. To obtain important information about the workers' compensation claims process and your rights and obligations, go to www.dwc.ca.gov or contact an I&A officer of the state Division of Workers' Compensation. You can also hear recorded information and a list of local I&A offices by calling (800) 736-7401.

You can consult with an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org.

Learn More About Workers' Compensation: For more information about the workers' compensation claims process, go to www.dwc.ca.gov. At the website, you can access a useful booklet, "Workers' Compensation in California: A Guidebook for Injured Workers." You can also contact an Information & Assistance Officer (above), or hear recorded information by calling 1-800-736-7401.

pronto como usted pueda medicamente hacerlo. Los estudios demuestran que entre más tiempo esté fuera del trabajo, más difícil es regresar a su trabajo original y a sus salarios. Mientras se está recuperando, su *PTP*, su empleador (supervisores u otras personas en la gerencia), el administrador de reclamos, y su abogado (si tiene uno) trabajarán con usted para decidir cómo va a permanecer en el trabajo o regresar al trabajo y qué trabajo hará. Comuníquese de manera activa con su *PTP*, su empleador y el administrador de reclamos sobre el trabajo que hizo antes de lesionarse, su condición médica y los tipos de trabajo que usted puede hacer ahora y los tipos de trabajo que su empleador podría poner a su disposición.

Pago por Incapacidad Permanente: Si un médico dice que no se ha recuperado completamente de su lesión y siempre será limitado en el trabajo que puede hacer, es posible que Ud. reciba pagos adicionales. La cantidad dependerá de la clase de lesión, grado de deterioro, su edad, ocupación, fecha de la lesión y sus salarios antes de lesionarse.

Beneficio Suplementario por Desplazamiento de Trabajo *(Supplemental Job Displacement Benefit- SJDB)*: Si Ud. se lesionó en o después del 1/1/04, y su lesión resulta en una incapacidad permanente y su empleador no ofrece un trabajo regular, modificado, o alternativo, usted podría cumplir los requisitos para recibir un vale no-transferible pagadero a una escuela para recibir un nuevo un curso de reentrenamiento y/o mejorar su habilidad. Si Ud. cumple los requisios, el administrador de reclamos pagará los gastos hasta un máximo establecido por las leyes estatales.

Beneficios por Muerte: Si la lesión o enfermedad causa la muerte, es posible que los pagos se hagan a un cónyuge y otros parientes o a las personas que viven en el hogar que dependían económicamente del trabajador difunto.

Es ilegal que su empleador le castigue o despida por sufrir una lesión o enfermedad laboral, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. (Código Laboral, sección 132a.) De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

Resolviendo problemas o disputas: Ud. tiene derecho a no estar de acuerdo con las decisiones que afecten su reclamo. Si Ud. tiene un desacuerdo, primero comuníquese con su empleador o administrador de reclamos para ver si usted puede resolverlo. Si usted no está recibiendo beneficios, es posible que Ud. pueda obtener beneficios del Seguro Estatal de Incapacidad *(State Disability Insurance- SDI)* o beneficios del desempleo *(Unemployment Insurance- UI)*. Llame al Departamento del Desarrollo del Empleo estatal al (800) 480-3287 o (866) 333-4606, o visite su página Web en www.edd.ca.gov.

Puede Contactar a un Oficial de Información y Asistencia *(Information & Assistance- I&A)*: Los Oficiales de Información y Asistencia *(I&A)* estatal contestan preguntas, ayudan a los trabajadores lesionados, proporcionan formularios y ayudan a resolver problemas. Algunos oficiales de *I&A* tienen talleres para trabajadores lesionados. Para obtener información importante sobre el proceso de la compensación de trabajadores y sus derechos y obligaciones, vaya a www.dwc.ca.gov o comuníquese con un oficial de información y asistencia de la División Estatal de Compensación de Trabajadores. También puede escuchar información grabada y una lista de las oficinas de *I&A* locales llamando al (800) 736-7401.

Ud. puede consultar con un abogado. La mayoría de los abogados ofrecen una consulta gratis. Si Ud. decide contratar a un abogado, los honorarios serán tomados de algunos de sus beneficios. Para obtener nombres de abogados de compensación de trabajadores, llame a la Asociación Estatal de Abogados de California *(State Bar)* al (415) 538-2120, o consulte su página Web en www.californiaspecialist.org.

Aprenda Más Sobre la Compensación de Trabajadores: Para obtener más información sobre el proceso de reclamos del programa de compensación de trabajadores, vaya a www.dwc.ca.gov. En la página Web, podrá acceder a un folleto útil, "Compensación del Trabajador de California: Una Guía para Trabajadores Lesionados." También puede contactar a un oficial de Información y Asistencia (arriba), o escuchar información grabada llamando al 1-800-736-7401.

CSO ALERT

April 2016

Line Strikes

FINDINGS

In 2015 after multiple events occurring that involved line strikes, Turner's excavation policy was re-evaluated and updated. The updated excavation policy and dig permit are attached. When this procedure is followed we see continued success on reducing and eliminating the potential for line strikes. In the past few months we have again had multiple incidents involving line strikes. These incidents have shown both an increase in frequency and severity. When we drive to the root cause of the line strikes we have found there has been a deviation from the procedures for excavations outlined in the Turner Corporate EH&S manual. It is imperative that we reiterate with our project teams our excavation and ground disturbance policy and procedures to ensure that we stop these line strikes. These incidents need to STOP!

ACTION REQUIRED

Prior to any digging the PX/PM will review the excavation policy and dig permit requirements with all Turner staff on the project.

Verify ALL these procedures have been put into place.

Prior to job start, a safety meeting will be held with the subcontractor crew and the developed Pre-Task Plan and Excavation Permit will be reviewed and signed by all members.

Subcontractor workers shall be made aware that they are empowered to stop the operation at any time if they feel something is unsafe or they see something that is incorrect

Locator markings shall be re-verified at this time. If the markings have been removed or destroyed, 811 will need to re-mark the area before work can continue.

Once the locations of the utilities are found, their depth and direction will be marked on the as-built drawings, the excavator/operator given a copy and a copy will be posted in the job trailer. The drawing will be updated as necessary.

All utilities on site will be potholed to ensure their location is correctly marked.

The subcontractor competent person shall be onsite at all times while excavation is underway. Turner team members should review the progress at periodic intervals throughout the day.

A smooth faced excavator bucket should be used while excavating near utilities.

At the end of the day (12 hour period), the excavation permit will be closed. A new permit must be completed each day.

The competent person and the Turner Superintendent will review the PTP and Permit daily and will walk the area at the beginning of each shift.

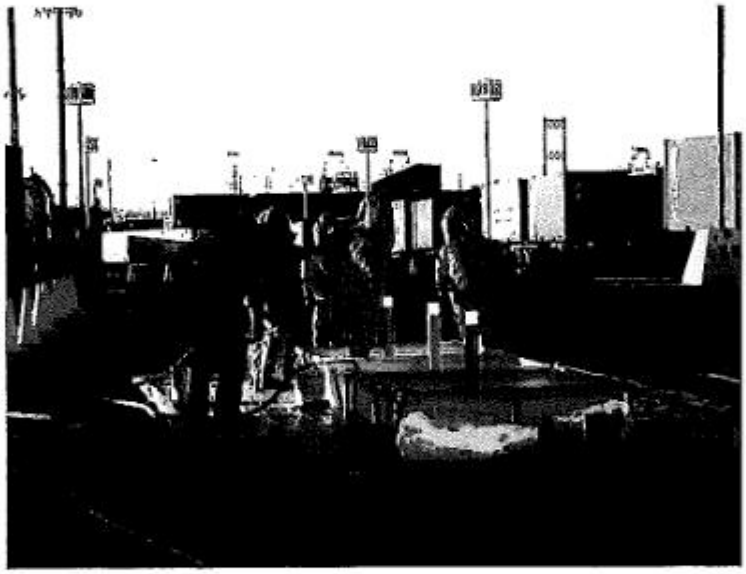
If additional information is needed, please contact your Business Unit Director of EH&S.

Patriot Environmental Services | Environmental Services & Emergency Response

HOME ABOUT US COVID-19 RESPONSE ENVIRONMENTAL SERVICES CAREERS CONTACT LOCATIONS MORE...

CORONAVIRUS (COVID-19) DECONTAMINATION AND REMEDIATION SERVICES

As the number of Coronavirus (COVID-19) cases continue to rise, companies are looking for comprehensive environmental solutions to minimize risk to their business, their employees and the general public. With strategic locations throughout California and Nevada, Patriot can safely and securely disinfect virus-infected sites, and properly manage hazardous and infectious waste streams 24/7/365.



We offer turnkey emergency response services performed by our experts who are trained in accordance with OSHA standards and infectious disease cleanup protocol outlined by the CDC. Our personnel routine perform similar emergency response and decontamination services for many of our customers, and are experienced with cleanup operations of any size.

Our Prepared & Professional team offers:

- Highly-trained, OSHA certified experts (OSHA 29 CFR 1910.120, 29 CFR 1910.1030, 29 CFR 1910.132)
- Patriot-owned PPE, cleaning solutions and equipment

- Contaminated media consolidation, overpacking, transportation and disposal services
- Efficient disinfecting and decontamination services performed under current CDC recommendations

Thank you for your interest in Patriot's Coronavirus (COVID-19) response and decontamination services. Please complete the form below for more information and a call back from one of our experts.

Emergencies: 1.800.624.9138
Phone Number: 562.436.2814
Fax Number: 562.436.2888

Hours of Operations:
M-F: 8AM - 6PM
Sat-Sun: closed

HQ Office Location
508 East E. Street, Unit A
Wilmington, CA 90744

Site Map
Privacy Policy

Emergency Response Services
Industrial Cleaning Services
Waste Management Services
Debris Removal
Remediation Services
Hydro Excavation
Wastewater Management
OSRO
Oilfield Services
Confined Space Rescue
Laboratory Cleanup Services
Safety Consulting Services
Railroad Services
COVID-19 Services

Patriot Environmental Services

Search

San Diego, California

Contact Name:
Lance Klein
Regional Operations Manager

Address:
3464 Pickett Street
San Diego, CA 92110

Phone Number:
Main: 619.449.9014

Fax Number:
Fax: 619.296.1774

Click Here To Contact

Arrive Alliance
OSHA Inspection Procedures

These procedures are to be followed completely when OSHA appears on a Arrive Alliance Project:

1. Ask the Compliance Officer(s) why OSHA is there. (Is it a scheduled complaint or referral inspection?) If a complaint, ask for a copy, which they are required to give you.

2. Notify immediately ***Kristine Wunder***, **EH&S Manager** at ***858-337-9498.*** The EH&S Manager will make every effort to arrive at the Project prior to the actual start of the inspection. Additionally, contact the Project Manager, Project Executive, Operations Manager and the SDCRAA Safety Director.

3. If the Compliance Officer(s) is there as part of an incident investigation, injury, or fatality on the jobsite, **the EH&S Manager should contact the Crisis Hotline.**

4. The Project Superintendent, Assistant Superintendent or EH&S Manager shall accompany the OSHA Compliance Office during the inspection and all other times OSHA is on site. This also applies if OSHA is on site to only inspect a Subcontractor.

5. The Arrive Alliance OSHA Inspection Report is to be started at the beginning of and completed **immediately** after the inspection. Accurate and complete reporting is very important. Report on everything the Compliance Officer writes down and if OSHA takes a photograph, Arrive Alliance shall take the same photograph.

6. Do not agree or disagree with any alleged Arrive Alliance safety violation that the Compliance Officer finds. Anything you say can be repeated in a court of law.

7. Follow up for the prompt correction of all safety hazards and unsafe acts found before, during and after the OSHA inspection. Every attempt shall be made to immediately correct all safety hazards during the inspection.

8. Do not give OSHA copies of any documents without the express approval of the EH&S Manager.

9. When accompanying the OSHA Inspector on the Site Tour, NEVER walk in front of the Inspector. You may be exposing yourself to a Safety Violation unknowingly that could result in a fine.

10. If the EH&S Manager is unable to accompany the Arrive Alliance Project Superintendent, Area Superintendent or Contact the Regional Safety Director for Turner or Flatiron to see if either is available during the OSHA inspection, call **immediately** if any problems or questions arise. Also call at the end of each inspection day or at the end of the inspection, whichever is sooner, with an updated report of OSHA inspection.

11. All OSHA correspondence and/or citations are to **be sent directly** to the Regional Safety Directors Andres Orozco aorozco@tcco.com, Steve Shingary sshingary@flatiron.com and copy Cindy DePrater cdeprater@tcco.com, Alice Boyd acboyd@tcco.com, Robbie Vargo rvargo@tcco.com, and Richard Preiss rpreiss@pecklaw.com.

11. Complete the Arrive Alliance OHSA Inspection Report **as soon as possible after the OSHA inspection has been completed**. Send the original Report to the Regional Safety Directors and copy Cindy DePrater cdeprater@tcco.com, Alice Boyd acboyd@tcco.com, Robbie Vargo rvargo@tcco.com and Richard Preiss rpreiss@pecklaw.com.

Arrive Alliance
OSHA Inspection Form

Project:_____ Project No.:_____

Project Superintendent:_____

Project EH&S Manager/Coordinator:_____

Inspection Dates & Times:_____
_____
_____

I. **Pre-Inspection**

A. Person & Title contacted by OSHA_____
_____

B. Did inspector show his credentials? Yes ( ) No ( )
If No, comment:_____

C. Names of OSHA Inspector(s) and their Area Offices:_____
_____

D. What was the reason for the inspection:
1. Employee complaint? Yes ( ) No ( )
(If yes, attach copy. OSHA is required by law to give you a copy)
2. Random scheduled inspection? Yes ( ) No ( )
3. Other (comment):_____
_____

B. Did OSHA review record keeping: Yes ( ) No ( )
If Yes which of the following records were reviewed:
1. Required OSHA poster, was it posted? Yes ( ) No ( )
2. Turner's Project Safety Program Yes ( ) No ( )
3. OSHA Form #300: Yes ( ) No ( )
4. Minutes of Project Safety Meetings: Yes ( ) No ( )
5. Minutes of Weekly Tool Box Talks: Yes ( ) No ( )
6. Copies of Safety Coordinator Inspection Reports: Yes ( ) No ( )
7. Hazard Communication Program: Yes ( ) No ( )
8. Correspondence to contractors informing them to correct unsafe working conditions: Yes ( ) No ( )
9. Other (comments):_____
_____
_____
_____

II. **Opening Conference**

A. Names of Contractors, their representatives and titles:
(or attach a list) _____
_____
_____

Arrive Alliance
OSHA Inspection Form

III. **Inspection Tour**

A. Who from Arrive Alliance accompanied the OSHA Inspector?_____

_____

Who else joined the OSHA Inspection Group?_____

_____

B. Did the Inspector take any photographs? Yes ( ) No ( )
Did Arrive Alliance take the same photographs? Yes ( ) No ( )

C. Were safety hazards and unsafe acts observed? Yes ( ) No ( )
If Yes, what were they and who had responsibility?_____

_____

_____

D. Was immediate corrective action taken? Yes ( ) No ( )
If No, comments:_____

_____

E. Special comments regarding inspection:_____

_____

_____

IV. **Closing Conference**

A. Did OSHA hold closing conference with Arrive Alliance? Yes ( ) No ( )
With other contractors? Yes ( ) No ( )

B. Names of contractors, their representatives & titles:
(or attach a list)_____

_____

C. What alleged OSHA Violations were discussed and with whom?
(or attach a list)_____

_____

Note: It is of the utmost importance that correct assignments of OSHA Violations are made at this time. Neglecting this shall cause contesting of citations that may be wrongfully issued to The Turner Construction Company.

_____ _____
Project Supt/Coordinator/EH&S Manager Date

This OSHA Inspection Report is to be started at the beginning of and completed immediately after an OSHA inspection.

Orig: Regional Safety Director
cc: Business Unit Operations Manager
cc: Turner Risk Management (cdeprater@tcco.com, acboyd@tcco.com rvargo@tcco.com)
cc: Compliance rpreiss@pecklaw.com

HOW TO RESPOND
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. Run
- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide
- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

CALL 911 WHEN IT IS SAFE TO DO SO

3. Fight
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

HOW TO RESPOND
WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:
- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:
- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS
OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes