

RPF Emergency Services
RPF
Commitment to Safety

Corporate Safety and Health Manual
Commitment to Safety

RPF Emergency Services (RPF) recognizes that employees drive our business. As our most critical resource, employees will be safeguarded through training and procedures that foster protection of health and safety. All work conducted by RPF's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

RPF Emergency Services is firmly committed to the safety of our employees. We are committed to providing a safe working environment and will do everything possible to prevent workplace accidents.

We value our employees not only as employees but also as human beings critical to the success of their families and the local community.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state and local policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, RPF will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, RPF subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds RPF in higher regard with customers and increases productivity. This is why we will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance along with working conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way with RPF operations. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

Project Manager

Safety Manager

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The primary responsibility of RPFs employees is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe and obey established policies for health, safety and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property, or on company time, is forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

Whether indoors or outside, you are responsible for keeping your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

When working indoors the following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

Injury Reporting

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

RPF provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.

Off-Site Safety

If your duties take you to an offsite location you are expected to continue to maintain a high standard for safety.

- a. Employees are required to follow all company standard safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards:
 - Note emergency exit location(s) when indoors.
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs).
 - Look for features on a property that could present a unique hazard to the task at hand.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

RPF is committed to providing safety and health-related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Company-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task

4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above

Periodic Inspections

It is the policy of that worksites are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as it relates to employees, contractors and vendors.

Employees are responsible for cooperating during these inspections. Managers and supervisors are responsible for initiating corrective actions to improve items discovered during such walkthroughs.

Incident Reporting

1. Any work-related injury or suspected injury must be reported to your supervisor, Job Site Foreman and to Human Resources. An incident report form must be completed. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.
2. Human Resources will call ahead to the clinic for an injured employee. The employee must return any clinic provided paperwork to the supervisor the next day who will in turn provide to HR.
3. After each practitioner appointment, the employee must report to their supervisor and Human Resources to review their progress.
4. RPF provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to learn from the incident. The injured employee will be asked to participate in the learning exercise.

Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or falls ill due to a work-related condition. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

RPF has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

RPF wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs. We have a 24 hour reporting policy and any reported incident out of 24 hours may result in an insurance denial.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. RPF will not accept a general note stating only that you are to be off work.
- Under this program, temporary light duty work is available while you are temporarily unable to work in your regular job capacity. Transitional or light duty work will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain other employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences are approved must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.

- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor and the Human Resources Department.

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - Internal Emergency Number **205.637.6949**
 - Human Resources **205.637.6459**
 - Operator "0"
- If indoors, know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not be reprimanded if you act in good faith and it turns out to be a false alarm.
- First aid supplies and emergency equipment are located 520 Mineral Trace, Hoover, AL 35244 or at DMS locations whose addresses are TBD or use by those who are authorized and properly trained.

Evacuation

- Employees will be notified of a possible fire, either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a potential fire, employees should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers.
- Supervisors should be the last persons to leave the area after checking the job site to be sure that all personnel has evacuated.
- Any employee having a mobility, visual, hearing or other condition which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the affected area, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.

- In the event of inclement weather, the incident commander will arrange for all personnel to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call Joseph Miller to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

P=Pull the safety pin

A=Aim the nozzle at the base of the fire

S=Squeeze the operating lever

S=Sweep side to side covering the base of the fire

** When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

** Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate immediately.*

- Have someone notify the incident commander of where the fire is located. They will relay this information to the fire department.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved and careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to receive emergency responders. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- If a severe weather report is issued, the site supervisor will make an announcement via site communications.
- Employees will be instructed where to go for safety and should proceed there after all equipment has been shut down and secured. When the severe weather warning is cancelled, management will notify employees that it is safe to return to work areas.

FIRE DEPARTMENT: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

DOCTOR: _____ **ADDRESS:** _____

TELEPHONE: _____

JOB-SITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

SITE SUPERINTENDENT: _____

Cell/Home TELEPHONE: _____

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

Cell/Home TELEPHONE: _____

Harassment Policy

RPF does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers or other persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors; and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or their appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable enough to do so, tell the harasser that their actions are not welcome and they must stop.
2. Report the incident immediately to your supervisor or the Human Resources department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given RPF's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

RPF has a zero-tolerance policy for violence in the workplace. Employees that engage in threatening or violent behavior will face disciplinary action, up to and including termination.

- Any employee who feels that they have been threatened should immediately report their concern to their supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources. Always stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by upon request.

Vehicle Use Policy

To: All drivers

Effective: September 1, 2018

This policy applies to:

- Vehicles owned, leased or rented to RPF and affiliates.
- Personally owned vehicles driven by employees on behalf of RPF and affiliates.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and RPF and affiliates.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for RPF and affiliate business:

- Your Personal Auto Liability insurance is the primary payer. RPF's insurance is in excess of your coverage.
- You should carry at least **\$250,000.00** per occurrence liability coverage. Evidence of insurance coverage is to be provided to management each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- RPF is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
- Report the accident to RPF as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Employee's Signature

Date

Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]







The following chart serves as a guideline for evaluating an employee’s motor vehicle record (MVR). An employee with an MVR grade of “poor” may not be insurable by our insurance carrier. If driving is a required part of an employee’s position at RPF , the inability to be insured could jeopardize employment. Note that any major violation will result in a poor score.




Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> ▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer

Hazard Communication

1. All employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At RPF, the SDS collection is located at our Tuscaloosa office. Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More does not mean better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your jobsite manager and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

Health Hazard	Flame	Exclamation Mark	Gas Cylinder	Corrosion	Exploding Bomb
 <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration 	 <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating <ul style="list-style-type: none"> • Emits flammable gas • Self-reactives • Organic peroxides 	 <ul style="list-style-type: none"> • Irritant (skin and eye) <ul style="list-style-type: none"> • Skin sensitizer • Acute toxicity (harmful) <ul style="list-style-type: none"> • Narcotic effects 	 <ul style="list-style-type: none"> • Gases under pressure 	 <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	 <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			<p>Flame Over Circle</p>	<p>Environment*</p>	<p>Skull & Crossbones</p>

toxicity		<ul style="list-style-type: none"> • Respiratory tract irritant • Hazardous to ozone layer 	 <ul style="list-style-type: none"> • Oxidizers 	 <ul style="list-style-type: none"> • Aquatic toxicity <p><i>*under EPA jurisdiction</i></p>	 <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)
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Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which can lead to AIDS, and hepatitis.
2. Because you cannot tell by looking at a person if they are infected with a pathogenic disease, you must take precautions following an illness or injury where bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill or injured person to provide support, just be sure to stay out of contact with any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself. Notify your supervisor immediately and wait for instructions.

Personal Protective equipment (PPE)

The PPE guidelines for your specific position may vary from the following recommendations. However, keep these general guidelines in mind when working with and wearing PPE.

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

1. Safety Footwear – Must be worn at all times in designated areas to prevent injuries. The most common foot injuries include punctures, crushing, sprains and lacerations.
 - Footwear should be comfortable to avoid fatigue and stress-related problems.
 - Workers should wear steel-toed boots with a cap that covers the entire length of the toes, from the tips to beyond the natural bend of the foot. Choose footwear with soles based on the type of specific hazards in the work area.
 - Footwear for those operating chain saws should be made of cut-resistant materials.
 - Working in cold weather may require workers to wear insulated footwear, as normal footwear does not provide enough protection from colder temperatures.

2. Leg Protection – Those employees working with chain saws must wear protective leg coverings made with cut-resistant materials. Protection must extend from the upper thigh down to the top of the boot, adequately covering the leg.
 - Leg protection is available in a variety of forms, including chaps, logger pants, and leggings. The protective material also comes in a variety of forms including ballistic nylon, polyester, Kevlar, Engtek, etc.
3. Eye Protection – Needed for protection against impact injuries, chemicals, dust and other workplace hazards.
 - Eye protection must be worn when painting, grinding, drilling, welding, sawing, working in a dusty environment or when handling chemicals.
4. Hand Protection – Select hand protection that provides adequate protection for hazards present in the work area.
 - Protection should fit properly and comfortably.
 - Leather gloves provide the most adequate protection in most situations, yet light cotton gloves may be more appropriate when working in environments where hand injuries are less common. Wear rubber or neoprene gloves when handling chemicals.
5. Hearing Protection – Wear hearing protection to prevent noise-induced hearing loss that is permanent and irreversible. Logging workers who operate equipment on a regular basis are exposed to harmful noise levels that could cause significant damage.
 - Select ear muffs or ear plugs to protect against hearing loss.
6. Head Protection – Some tasks may require protection to safeguard against head injuries.
 - Inspect head protection equipment regularly.
 - Do not store headwear in the windows of vehicles, as sunlight and heat can cause it to become brittle and not provide sufficient protection against hazards.
 - Do not modify or paint the shell of head protection. This can also diminish its ability to adequately protect your head.
7. Respiratory Protection – Wear respiratory protection to safeguard against hazards to the lungs and throat. Wear the appropriate level of protection for the task at hand.
 - Working with chemicals requires a cartridge respirator with filters designed for specific hazards.
 - Dust masks protect against airborne dusts and other contaminants such as bacteria.

- Do not perform operations requiring respirators unless you have been fitted and trained on RPF's respiratory protection program.
- Inspect respirators for cracked or worn parts before and after each use, and after cleaning.
- Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
- Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
- Store respiratory equipment in a clean and sanitary location.

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, have its stored energy dissipated and the controls locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device it means "Keep your hands off."

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and your personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working on or in the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use their own padlock along with lock-out tongs to lock out the equipment. When the work is completed, they must remove only their own lock.)
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

Respirable Crystalline Silica

Employees will take steps to limit their exposure to respirable crystalline silica in accordance with OSHA standards. A final rule from OSHA that sets the permissible exposure limit (PEL) for respirable silica to 50 micograms per cubic meter of air (50 $\mu\text{g}/\text{m}^3$) came into effect on June 23, 2018. Starting on this date, employees must follow RPF 's written exposure plan for respirable silica at all times. Also starting on this date, employees who are exposed to levels of respirable silica at or above the PEL for 30 or more days a year will be offered medical examinations at least once every three years. These medical examinations will be offered to employees exposed to silica levels at or above OSHA's action level for respirable silica (25 $\mu\text{g}/\text{m}^3$) for 30 or more days a year beginning on June 23, 2020.

Fire Prevention

- Smoking is only allowed in designated smoking areas.
- No flammable chemicals are allowed inside buildings at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.
- Always allow the engine of machinery cool for 10 minutes before refueling.
- Move at least 15 feet away from fuel sources before starting machinery with small gasoline engines such as chainsaws.
- Always carry a chemical fire extinguisher when working with fuel.
- Do not start or run an engine of any size in an enclosed area to prevent carbon monoxide (CO) poisoning.
- Gasoline, diesel and other fuels must be transported in approved, marked containers. Secure these containers in the vehicles with the lids closed.

Equipment Hazards

1. *Pinch Points* – Formed when two rotating objects move together; at least one of them moving in a circle. Belt drives, chain drives and gear drives are all pinch points.
 - a. Body parts such as fingers, hands and feet can get caught in pinch points or may be drawn into a pinch point by way of clothing that gets caught.
 - b. Do not take chances by reaching over or working near rotating parts, as machines can quickly cause damage once limbs or clothing get caught.
 - c. Always turn off machinery to perform repairs, and replace guards and shields that have been removed for maintenance.
2. *Wrap Points* – Formed when parts of a machine rotate in a way that could catch clothing. Entanglement in a wrap point can cause the worker to be pulled into the machine or clothing to be tightly wrapped enough that the worker is crushed or suffocated.
 - d. Check equipment for potential wrap points and shield against them.
 - e. Paint wrap points a bright color to remind yourself of the hazard.
 - f. Avoid loose clothing.
3. *Shear and Cut Points* – Formed when the edges of two objects move close enough together to cut into material.
 - g. Stay alert for cut and shear points, as often they cannot be guarded.
4. *Crush Points* – Formed when two objects move together or one object moves toward a stationary object.
 - h. Shield equipment to prevent a fatal crushing injury.
 - i. Use safety controls that keep heavy equipment in place during servicing.
5. *Free-Wheeling Parts* – Occur when machine parts continue to move for a short time after the power is shut off.
 - j. Do not touch these machines until the parts have stopped moving completely.
6. *Vibrations* – Workers who spend hours operating vibrating machinery run the risk of developing shoulder, neck and back pain, poor circulation in the legs and degeneration of the spinal discs.
 - k. Alternate between tasks to avoid using vibrating equipment for an extended period of time.
 - l. Add extra padding to equipment seats to absorb some of the vibrations.
 - m. Learn to recognize the symptoms of segmental vibration (localized injury to the fingers and hands when using pneumatic hand tools) and hand-arm vibration (also known as “white-finger” disease or Reynaud’s disease. Workers experience tingling and numbness in the fingers, especially when exposed to cold temperatures).

Manual Felling

1. Make sure you and those around you have the correct PPE for the job.
2. Scan the area for potential hazards that could complicate the felling.
3. Investigate the tree itself for any abnormalities that could pose a hazard.
4. Designate a fall area. Make sure the area is clear and provides the tree with an unobstructed path to the ground.
5. Consider the shape of the tree and angle of the ground. Avoid felling a tree down a steep slope or to any other area that may cause it to move significantly after contacting the ground.
6. Identify a safe retreat route that takes you back and away from the side of the tree at a 45 degree angle before making any cuts.
7. Avoid potential kickbacks by never passing directly behind a falling tree
8. When making a cut be sure to leave a felling hinge.
9. For most situations, an Open-faced notch is the safest cut to fell a tree with.
10. After making the cuts walk quickly at least 20 feet away from the tree.
11. Make sure you apply the chain break to the saw before moving away from the tree.
12. Never completely turn your back on a falling tree. Always maintain some form of eye contact.

Limbing/Bucking

1. Before beginning work, look for overhead hazards such as loose hanging limbs stuck in nearby trees that have yet to fall after the initial felling.
2. If working on an incline, always work from the uphill side of the tree or log to prevent rolling or sliding.
3. Use Tongue and Grove cuts to prevent the tree from rolling unexpectedly.
4. Check for spring poles, branches or entire smaller trees pinned underneath a heavy object that may move suddenly when freed. To release a spring pole:
 - a. Visualize an imaginary vertical line that comes straight up from the stump.
 - b. Then visualize a horizontal line at the highest point of the bend.
 - c. Come down at 45 degree angle from where two lines intersect. This point is the middle of the bend.

- d. Shave or gradually cut away at the underside of the bend allowing the tension on the fibers to slowly release.
5. Check for back or sideways pressure on limbs. A limb lock can be used to release built up pressure, preventing the limb from moving wildly under pressure or from pinching the saw. There are two cuts used:
 - e. Cut on the top of the limb close to the trunk of the tree.
 - f. Then cut into the bottom further up on the limb.
6. The two cuts should bypass one another to release stored tension in the fibers.

Explosives

1. Only designated persons shall handle or use explosives.
2. While transporting explosives, do not smoke or carry matches or other flame producing products. Also, do not have firearms or loaded cartridges.
3. Do not transport blasting caps in the same vehicle as the explosives.
4. Do not have any matches or flame producing materials in the area.
5. Do not use alcohol, narcotics or other dangerous drugs when using explosives.
6. Before you blast, make sure all extra explosives are out of the area and all others are safely away and under cover.
7. Always give adequate warning before blasting.

Yarding/Skidding

1. No log should be moved until each employee is in the clear.
2. Generally, chokers must be hooked and unhooked from the end of the log on the uphill side, but if the choker is hooked or unhooked from the downhill side, the log must be securely chocked to prevent movement.
3. Towed equipment must be attached to each machine or vehicle in such a manner as to allow a full 90-degree turn of the equipment.
4. Each employee must be in the clear, and the yarding machine operator must have clearly received and understood the signal to move the yarding line before logs or yarding lines are moved.
5. Winching must be done within the stability limits of the machine.
6. Each yarded tree must be placed in a location that does not create a hazard for an employee. This must be done in an orderly manner so the trees are stable before bucking or limbing is begun.

Log Loading/Transporting

1. Only the machine operator and other essential personnel are allowed in the loading area. If a transport vehicle operator is allowed to remain in the vehicle cab while logs are carried or moved over the cab, the vehicle operator must be protected from falling logs by an effective means.
2. Each tie down must be left in place over the peak log until the unloading lines or stakes are put in place, and tie downs must be released only from the side on which the unloading machine operates, unless the tie down is released by remote control or the employee making the release is protected by rack, stanchions or other effective devices.
3. Each stake or chock used to trip loads must be activated from the side opposite the release of the load.
4. The transport vehicle must be positioned to provide working clearance between the vehicle and the deck.
5. The load must be positioned to prevent slippage or loss during handling and transport.

Chain Saws

1. Read the instruction manual and receive the proper training before operating the machinery.
2. Inspect the equipment before each use. Note that the safety guards are in working good order and are not damaged. Replace any parts that are broken or damaged.
3. Assure that there is someone within ear shot in case of an emergency.
4. To get a feel for how the machine operates, practice using it on small logs.
5. Clear the area of stones, debris and garbage.
6. Sharpen the blade, if necessary.
7. Plan your move away from the tree. You will need at least 25 feet to avoid injury.
8. Wear long pants, long-sleeved shirts, eye protection (goggles or safety glasses), ear protection (earplugs or ear muffs), non-slip gloves, hard hat and steel-toed boots with non-slip soles.
9. Pull back long hair and remove hanging jewelry that could get caught on the equipment.
10. Start the saw by placing it between your knees or resting it on the ground with the chain away from any obstacles.
11. Position your body a safe distance away from the blades.
12. Hold the tool with both hands – your right hand on the rear handle and trigger, and your left hand grasping the front handlebar.

Job-Specific Safety Precautions

13. Remove your hand from the trigger between cuts.
14. Turn off the engine before setting the saw on the ground.
15. Be alert and wary of kickbacks. Kickback occurs when the guide bar hits an object and projects the saw back at the user – occurs when hitting a knot in the wood, operating the saw too slowly, twisting the saw, having a loose chain, or not using the proper grip.
16. Only use a chain saw with an anti-kickback chain to prevent injuries.
17. Refuel away from the work area after the saw has cooled for several minutes.

Electric Power Tools

1. Do not use powered equipment or tools on which you have not been trained.
2. Keep power cords away from the path of saws, mowers, knives and grinders.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not operate spark-inducing tools, such as grinders, near containers labeled "Flammable."
10. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
11. Do not use extension cords or other three-pronged power cords that have a missing prong.
12. Do not use an adapter, such as a cheater plug, that eliminates the ground.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not use a power hand tool while wearing wet cotton or leather gloves.
15. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.

16. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Immediately stop and clean the lenses.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring test." Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.

Job-Specific Safety Precautions

8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

Equipment Transport

1. Do not load and unload equipment by yourself; always have another employee assist you.
2. Secure machinery on trailers before proceeding.
3. Use blocks or chucks to keep wheeled vehicles from shifting during transportation.

Lifting

1. Plan the move before lifting to ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.

Job-Specific Safety Precautions

15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Fatigue

Depending on the surrounding environment and the type of work being done, fatigue can set in after being on the job for several hours. This can not only affect your physical strength, it can also affect your mental sharpness. To avoid fatigue (muscle tightness, aches, pains and mental cloudiness), take short breaks throughout the day to allow your body to recover.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use it.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down it.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
8. Do not stand on improvised climbing devices to reach high places. Use a ladder or stepstool.
9. Do not stand on the top two rungs of any ladder.
10. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
11. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.

Pneumatic & Hydraulic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Job-Specific Safety Precautions

3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.

Shoveling & Digging

1. Locate underground utilities before digging on a worksite. Contact each utility company to mark the lines so you avoid hitting them while performing excavation tasks.
2. Inspect shovels before each use by looking specifically for cracked handles and dull edges. If shovels are not in good working condition, use a different tool.
3. Select the proper shovel for the task at hand.
4. Remain cautious when shoveling wet soil, as it is extremely heavy.
5. Keep your feet apart to keep your balance while shoveling.
6. Turn your front foot in the direction where you want to move the load to avoid back injuries from twisting unnecessarily.
7. Lift loads with your legs and then step toward the spot where you want to deposit the load.
8. Keep your back straight throughout the entire shoveling process.

Heavy Equipment Operation

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if the horn or backup alarm does not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Keep heavy equipment in gear when going down grade. Do not use neutral.
6. Display the Slow Moving Vehicle (SMV) sign when operating heavy equipment on roads.

Labor Personnel Safety

1. Wear reflective clothing if you are working near traffic or roadways.
2. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
3. Do not work outdoors during electrical storms or periods of exceptionally high wind.
4. Drink plenty of clear liquids during your breaks.
5. Take breaks in shaded areas to cool your body down.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other visible signs of damage.
3. Each time you use your gloves, wash them using cold tap water and a normal hand washing motion before removing them. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
7. Do not smoke while handling chemicals labeled "Flammable."

Heat-Related Illnesses

1. Wear loose, light colored clothing and a hat.
2. Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
3. Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
4. Watch for the following signs and symptoms of heat-related illnesses:
 - a. Heat cramps – Severe muscle spasms in the back, stomach, arms and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting and fast pulse.
 - c. Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
5. Treat heat illness as soon as possible by doing the following:
 - d. Heat cramps – Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - e. Heat exhaustion – Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - f. Heat stroke – Call 9-1-1 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing is wet, injury or illness can even occur at temperatures above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:
 - a. Uncontrollable shivering
 - b. Slurred speech

- c. Clumsy movements
 - d. Fatigue
 - e. Confused behavior
3. Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - f. Inner layer – synthetic weave to keep perspiration away from the body.
 - g. Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - h. Outer layer – material designed to break the wind and allow for ventilation.
 4. Wear a hat to avoid losing almost 40 percent of your body heat.
 5. Place heat packets in gloves, vests, boots and hats to add heat to the body.
 6. Watch out for the effects of cold temperatures on common body functions such as:
 - i. Reduced dexterity and hand usage
 - j. Cold tool handles reducing your grip force
 - k. The skin's reduced ability to feel pain in cold temperatures
 - l. Reduced muscle power and time to exhaustion

We are firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and . You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be a strict compliance with all applicable federal, state, local and policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, RPF will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, we subscribe to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds us in higher regard with customers and increases productivity. This is why we will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way with operations. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of this safety manual and handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature

Date

LIGHTNING PROCEDURE

RPF has made a commitment to protecting our employees a written plan for the determination, training, and actions involving lightning at or near our projects. It is the intent of this document to explain our Lightning Procedure. If at any time you are unsure about this procedure please notify a member of management.

If there is potential for lightning to affect the project the following shall be performed:

- 1. Lightning detected at 30 miles and approaching:**
 - a. Site safety shall notify Supervisory staff that lightning is possibly approaching and its estimated time of arrival (ETA). Supervisors shall make preparations to minimize risk potentials. Assess the movement and direction of the storm.
- 2. Lightning detected at 20 miles and approaching:**
 - a. Site safety shall re-notify Supervisory staff that lightning is now at 20 miles and approaching. Site Supervisor shall notify their employees and start removing critical equipment to a safe area. Equipment shall be shut down and electric equipment shall be stored.
- 3. Lightning detected at 15 miles and approaching:**
 - a. Site safety shall notify Supervisory staff that lightning is now at 15 miles and approaching. Site Supervisors shall immediately begin to evacuate the employees to a safety area such as an office, trailer or in the employees parked vehicles.
- 4. Lightning detected at 10 miles and approaching:**
 - a. Site Safety shall notify Supervisory Staff to evacuate the project and move all employees to a safe, protected area.
- 5. Monitoring of the lightning**
 - a. Site safety shall monitor lightning and notify Site Supervision when it is farther that 10 miles away. Site Supervision shall continue work activities.

Special Circumstances: Site management realizes that there might be “special circumstances” that require deviations from this policy. If a “special circumstance” is encountered a Management huddle shall be performed to discuss the special circumstance, the reason for the deviation, work to be performed, how to perform the work safely and how to minimize employee hazard potential. Ensure that this meeting is documented.

Responsibilities

The following safety team shall be meet and discuss when any deviation from this Lightning Plan is requested:

1. Superintendent
2. Project Manager
3. Site Safety Manager (if applicable)

Incident/ Accident Report

ONE REPORT PER INJURED EMPLOYEE. NOTIFY SAFETY DEPT. IMMEDIATELY UPON NOTIFICATION OF INCIDENT.

JOB INFORMATION			
Incident <input type="checkbox"/>	Subcontractor Incident	If applicable, specify if this is a OCIP Project or a CCIP Project	
Job Name:		Job #:	
Region:	Office:	Division:	
Jobsite Address:			

INCIDENT TYPE			
Injury / Illness	Property Damage	Vehicle / Equipment	Chemical Spill
Stolen Property	Water Damage	Injury to Public	Other

SUBCONTRACTOR INFORMATION		N/A
Company Name:		
Company Address:		
Company Phone Number:	Subcontractor Trade:	
Supervisor's Name:	Phone Number:	
Date incident reported to subcontractor:		

EMPLOYEE INFORMATION		N/A
Employee Name:		
Employee Address:		
Employee Phone Number:		
Date of Birth:	Gender: Male Female	
Job Title:	Rate of Pay:	
Date of Hire:	Employee #:	
Superintendent Name:	Phone Number:	
Foreman Name:	Phone Number:	

INCIDENT/ACCIDENT INFORMATION		
Date of Incident	Time of Incident: AM PM	
Time Employee Began Work: AM PM	Date reported:	
Physical location where incident took place (ladder, lift, scaffolding, etc.):		
Weather conditions:		
Activity in progress at time of incident:		
Description of incident (state only the facts and do not include assumptions):		

Incident/ Accident Report

INJURY SPECIFICS		N/A			
Severity:	Near Miss	Onsite First Aid	Medical First Aid	Recordable	Restricted or lost time
Part of body injured (specify side of body, if appropriate):					
Type of injury (e.g., laceration, contusion, strain, fracture, foreign body in eye):					
What object or substance directly harmed the employee (e.g., utility knife, metal stud, hammer, wrench)?					
					Weight of object:

WITNESS INFORMATION		N/A	
Witness Name:	Phone Number:		
Witness Company Name:			
Witness Name:	Phone Number:		
Witness Company Name:			

INJURY TREATMENT		N/A		
Did the employee seek any unauthorized medical treatment for this injury?	Yes	No	N/A	
Medical Facility Name:				
Facility Address:	Treating doctor's name:			
Did the employee receive authorized off-site medical treatment?	Yes	No	N/A	
Medical Facility Name:				
Medical Facility Address:				
Treating doctor's Name:				
Was the employee given a prescription medication?	Yes	No	N/A	
Was the employee given stitches to repair a laceration, if applicable?	Yes	No	N/A	
Was the employee placed on Restricted Duty or No Work Status?	Yes	No	N/A	
<i>If yes, please specify the work restrictions or how long taken out of work.</i>				
Was the employee drug tested?	Yes	No	N/A	

ADDITIONAL COMPANIES OR PERSONS AFFECTED BY INCIDENT		N/A	
Name:			
Name:			

DAMAGES LIST		N/A	
Property:			N/A
Equipment:			N/A
Vehicle:			N/A
Buildings/Facilities:			N/A
Other:			N/A

LESSONS LEARNED
How could this incident/accident have been prevented? (Don't just say "Be more careful.")
What corrective actions have been taken to prevent this type of accident from happening again?
Where else could this happen?
Report completed by:
Report Date:

Incident/ Accident Report

PHOTO INFORMATION SHEET	
Project Name:	Project Number:
Date of incident:	
	Insert photo below. Horizontal images work best. If necessary, drag and drop the corners of image to resize.
Photo No:	
Time of Day:	
Location:	
Brief description: (provide direction of photo)	
Note:	
Photographer:	

PHOTO INFORMATION SHEET	
Project Name:	Project Number:
Date of incident:	
	Insert photo below. Horizontal images work best. If necessary, drag and drop the corners of image to resize.
Photo No:	
Time of Day:	
Location:	
Brief description: (provide direction of photo)	
Note:	
Photographer:	

Incident/ Accident Report

WITNESS STATEMENT

Witness Name:

Please describe in detail what happened to the best of your knowledge.

Signature:

Date

Incident/ Accident Report

WITNESS STATEMENT

Witness Name:

Please describe in detail what happened to the best of your knowledge.

Signature:

Date

Incident/ Accident Report

INJURED EMPLOYEE STATEMENT

Employee Name:

Please describe in detail what happened to the best of your knowledge.

Signature:

Date:

Transitional Duty Program



RPF Emergency Services (RPF) believes in taking care of our injured Employees and providing transitional duty work for our Employees on a temporary basis. The Transitional Duty Program is a "win-win" situation for both RPF and the injured Employee:

- ◆ You benefit by earning wages while recuperating on the job.
- ◆ RPF benefits by having experienced, trained Employees remain in the workforce.

Here's how the program works . . .

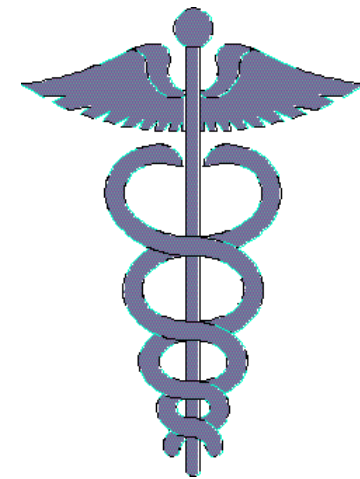
Whenever possible, early return-to-work assignments will be made available to Employees as a positive means of rehabilitation following a work-related injury.

Each time you visit the doctor, we will ask the physician to tell us if you have any medical restrictions.

With those restrictions in hand, we will then look for available, appropriate work for you. Our goal is to find you productive work that does not put you at risk for re-injury.

- ◆ **Immediate, quality medical attention for our injured Employees.**
- ◆ **Progressive return-to-work program that allows injured Employees to work and earn wages while recovering from injuries/illnesses.**
- ◆ **Timely processing of medical bills and Workers' Compensation benefits.**

If You Are Injured on the Job . . .



Benefits for the Injured Employee

Reporting Your Injury/Illness

Medical Care

If you have been injured, RPF wants to do everything possible to ensure your quick, safe return to work.

Our goals are to:

- ◆ Provide quality medical care.
- ◆ Help you to return to work as soon as possible.
- ◆ Analyze the root cause of the accident and take corrective actions to prevent this accident from happening again.

Benefits:

If your injury/illness is determined to be work-related, our Workers' Compensation insurance will cover the following:

- ◆ All authorized medical bills including doctors' visits, hospitalizations, surgery, physical therapy and prescription medication.
- ◆ A percentage of your pre-injury/ illness average weekly wage up to a State designated maximum amount; Workers' Compensation benefits begin after a waiting period in accordance with State law.

Your State allowed Workers' Compensation benefits information can be reviewed at:

www.mywcinfo.com

Timely Reporting is key:

If you are injured on the job, **immediately** report the injury to your Manager/Supervisor even if the injury/illness is minor. By reporting the injury on time, you ensure that:

- ◆ You get the proper medical care immediately.
- ◆ Your Manager/Supervisor knows that the injury is work-related.
- ◆ Your Manager/Supervisor can analyze the accident immediately to prevent others from suffering similar injuries.

Medical Treatment:

When you report the injury your Manager/Supervisor will:

- ◆ Provide guidance on where to go to receive medical care if needed.
- ◆ Complete the Accident Reporting & Treatment (ART) Form with you.
- ◆ Arrange for transportation to a designated medical provider.
- ◆ Inform the Safety Coordinator of your injury/illness.

Getting good, timely medical care is the first important step to recovery. We have selected providers who specialize in treating work-related injuries and have a network of specialists available if needed. You will be taking the Accident Reporting and Treatment (ART) Form with you to the medical provider. We have asked the doctor(s) to complete the diagnosis, treatment plan, and any medical restrictions. In addition, the doctor will note if follow-up treatment is needed.

After you have received medical care, we want you to return to our facility with the completed form. At that point, you can discuss the next steps with your Manager/Supervisor.

What are your responsibilities?

- ◆ Adhere to medical restrictions both **at work and at home**.
 - ◆ Keep all medical appointments as scheduled.
 - ◆ See the Safety Coordinator and/or your immediate Manager if you have questions or problems.
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Dear Medical Provider/Physician:

You now have a RPF employee in your care. As with all your patients, we know our employee will be receiving the best medical treatment possible.

Our employees like to return to work as soon as medically feasible; and we have specifically designed and implemented a Transitional Duty program to meet our injured employees' physical and medical needs. **We ask that you give us detailed medical restrictions for our employee to follow at work and at home as noted in the Medical Provider Section below.** We also request that you do this so we can process the claim properly.

Health Care Provider _____ Date _____ Arrival Time _____^{am}
 Type of injury _____ Body part injured _____
 Treatment and Comments (PLEASE PRINT) _____

<input type="checkbox"/> No Restrictions Needed		<input type="checkbox"/> Restrictions (as noted below) in Effect for _____ days		<input type="checkbox"/> No Work
Lifting and Carrying No specific limits Limited to _____ pounds No lifting or carrying	Standing and Sitting Standing limited to _____ minutes/hr _____ hrs/day Sitting limited to _____ minutes/hr _____ hrs/day	Bending No specific limits Limited to _____ minutes/hr Limited to _____ hrs/day	Pushing and Pulling No specific limits Limited to _____ pounds No pushing or pulling	Other Limitations No repetitive body motion (list body part) _____ or limited to _____ hrs/day No reaching above shoulders No reaching below knees Work hours limited to _____ hrs/day, _____ days/wk Other (explain) _____

Follow-up appointment on _____ at _____^{am} _____^{pm} with _____
 Medical Provider Signature _____ Print Name _____ Date _____

We will closely monitor the restrictions that you note on this form. If you require greater detail concerning this employee's work responsibilities and/or our Transitional Duty program, please contact us directly.

As part of our on-going efforts of loss prevention and control we require all injured employees submit to a drug and alcohol screen. Please administer the screening per our protocols.

Your cooperation is highly valued and greatly appreciated.

After signing this form, please make a copy for your records.

Thank you,

Joseph Miller

205.345.6060

RESPIRATOR FIT TEST RECORD

Company: _____

Address: _____

City: _____

State: _____ Zip: _____ Tel: _____

Date: _____

Fit testing conducted in compliance with OSHA Standard 1910.134(F).

If other local, state or federal regulations apply (such as MSHA), you may list them here:

Name of Fit Tester: _____

Signature: _____

Type of OSHA accepted fit test protocol used: (Qualitative): _____ Saccharin

_____ Bitrex™

Isoamyl Acetate

Irritant Smoke

(Quantitative): Portacount Model # _____ Occupational Health Dynamic Model #: _____

Name (please print)	Signature	Respirator Fit Tested (Make, Model, Style, Size)	Fit Test		Could not be fit tested due to:
			Pass	Fail	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Comments: _____

DAILY EXCAVATION INSPECTION REPORT

Job Number: _____ Temperature: _____

Job Location: _____ Weather Conditions: _____

Excavation No. _____		Location: _____		
Depth _____	Soil Type _____	Protection Method _____		
Item	Are Safety Items in Satisfactory Condition?			Action Taken
	Yes	No	N/A	
Slope Condition				
Shoring				
Shielding				
Access & Egress				
Barricades				
Water Removal				
Spoils 2' Back				
Utilities Marked				
Protection of Structures				
Surface at Top of Excavation				
Protection of Vehicle Traffic				
Employee Safety Equipment				
Hazardous Atmosphere				
Air Monitoring Equipment				
If subcontractor is performing excavation, does the subcontractor's work comply with the trenching standards? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain: _____				

Excavation No. _____		Location _____		
Depth _____	Soil Type _____	Protection Method _____		
Item	Are Safety Items in Satisfactory Condition?			Action Taken
	Yes	No	N/A	
Slope Condition				
Shoring				
Shielding				
Access & Egress				
Barricades				
Water Removal				
Spoils 2' Back				
Utilities Marked				
Protection of Structures				
Surface at Top of Excavation				
Protection of Vehicle Traffic				
Employee Safety Equipment				
Hazardous Atmosphere				
Air Monitoring Equipment				
If subcontractor is performing excavation, does the subcontractor's work comply with the trenching standards? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain: _____				

To the best of my knowledge and upon reasonable inspection, the requirements of OSHA Excavation and Trenching Safety Standards have been met as of the date below.

_____ Date _____ Time _____

Competent Person

Silica Exposure Control Plan

Project Information and Competent Persons

Project name:

Project number:

Location:

COMPETENT PERSONS:

- Superintendent:
- Project Manager:
- Asst. Project Manager:
- Safety Manager:
- Foreman:

POLICY ON TOOLS AND CONTROLS

All tools will be equipped with either an integrated vacuum or water system. If none are available, you must contact the safety department.

All employees will be required to follow Table 1. If the activity is not listed in Table 1, you must contact the safety department.

All employees working around potential silica exposure will be required to wear a P95 respirator.

List of Tools and Controls

List the activities, tools and controls that will be used. Note that fans are not an approved control measure.

1. Cutting/Sawing

2. Demolition

3. Jackhammering

4. Hammer Drilling

5. Drilling/Coring

6. Chipping/Bushing

7. Grinding

8. Milling

9. Mixing / Pouring

10. Polishing

11. Sanding

12. Sacking / Patching

13. Earthmoving

14. Sweeping/Cleaning up

15. Other

Restricted Access

How will employees and other trades be protected from silica generating activities?

Housekeeping

How will employees or subcontractors perform clean up? Note that dry sweeping and compressed air are not allowed.

Medical

Prior to the start of potential silica exposure activities, the competent person will perform the following:

- Find local approved clinic _____
- Complete RP Medical Clearance and Fit Test Form
- Send completed form to safety department
- Offer voluntary silica surveillance to employees wearing a respirator
 - YES – Required to visit clinic for baseline exam
 - NO – Required to complete just RP Questionnaire and Fit Test

Training

Before starting any potential silica exposure activities, the competent persons will ensure all employees have completed the following:

- Silica Awareness Training
- Respirator (RP) Training on P95
- Tools and Controls Training
- Reviewed the Silica Exposure Plan

Annual Review and Update

Date completed and initials

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