



EMPLOYEE SAFETY MANUAL

WARDELL BROTHERS CONSTRUCTION

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Management Commitment and Involvement Policy Statement

The management of this organization is committed to provide employees with a safe and healthy workplace. Employees must report all accidents, injuries, and unsafe conditions to their supervisors.

Management will give top priority to and provide the financial resources for the correction of unsafe conditions. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Simoron Wardell, Safety Program Coordinator (801) 791-1269

Launi Silvester, Assistant Safety Program Coordinator (801) 829-3098

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our Safety Program Coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Signature of CEO/President _____

Dallas Wardell

Dallas Wardell

Yearly Safety Plan

Monthly Safety Meetings are scheduled the first Monday of every month providing important information regarding Annual Refresher, New Miner, and Jobsite training in addition to any additional focus topics. Simoron Wardell, the Safety Program Coordinator will conduct and present the monthly focus topics. Launi Silvester, the Assistant Safety Program Coordinator is responsible for taking notes and gathering the required paper work for each meeting.

January

MSHA Annual Refresher Training + First Aid/CPR Certification

New Miner Training: Introduction to work environment, mine tour, mining method/operation

Annual Refresher Training: Traffic patterns and control/Any Changes at the mine

Jobsite Training: Winter driving and weather related accidents

Site Specific Equipment

1. **Loader:** Always check for any damage by walking around Loader before driving (see PDF for more tips)
2. **Excavator:** Check for proper Lubing before driving, best weight position discussed
3. **Water Truck:** Watch for rocks in tires. Make sure to water lightly to avoid getting stuck
4. **Crusher:** Keep belts clean of build up to avoid tears

Site Specific Devils Hollow & Wanship

1. **Site MPH:** 10
2. **Drive following correct route, right hand traffic**
3. **Parking at Devils Hollow:** Employees park at campground site
4. **Light Plants:** Employees requesting an additional Light Plant
5. **Proper Cell Phone usage:** Texting and driving – not permitted
6. **Drugs and/or Alcohol:** Zero tolerance, random drug screening will be scheduled
7. **Proper Cell Phone usage:** Texting and driving – not permitted
8. **Security (Devils Hollow):** Lock entrance gate at the end of the day
9. **Clean up:** Keep working area, Control Room, and company vehicles clean
10. **PPE, Company Policy:**
 - A. Hard Hats – 100% of the time (check expiration dates) employees can buy their own and be reimbursed by the company
 - B. Steel toed shoes or work boots
 - C. Safety Glasses
 - D. Gloves
11. **Fire Extinguishers:**
 - A. Monthly Inspection required
 - B. Check the pin, needle, clip, hose, and sign
 - C. Store at least 10 ft away from Light Plants
12. **First Aid, 911 info:**
 - A. Location
 - B. Injured and/or in danger
 - C. Name
 - D. Witness? If so, stay on location – ask if they need help

February

New Miner Training: Instruction on recognition and avoidance of electrical and other hazards

Annual Refresher Training: Ground conditions and control

Jobsite Training: Overhead Power and underground utility dangers and procedures

March

New Miner Training: Emergency Procedures, escape and firefighting

Annual Refresher Training: Mobile equipment, conveyor systems, crushers, and excavators

Jobsite Training: Working Safely with Pipe

April

New Miner Training: Health and safety aspects of tasks assigned (Welding/cutting/hand tools)

Annual Refresher Training: Working in areas of high walls

Jobsite Training: Trench safety

May

New Miner Training: Statutory rights of miners and miner representatives

Annual Refresher Training: Maintenance and repair, material handling, working around moving objects

Jobsite Training: Protecting your hands and feet

June

New Miner Training: Introduction to WBC rules and procedures for reporting hazards/resp. of supervisors

Annual Refresher Training: Accident prevention/use of PPE

Jobsite Training: Watch out for pinch points

July

New Miner Training: Hazard training, MSDS sheets and container requirements

Annual Refresher Training: Task training (Loaders and Dozers)

Jobsite Training: Housekeeping. Slips/trips/falls

August

New Miner Training: Protecting yourself from the weather-heat exhaustion

Annual Refresher Training: Task Training (Water truck, dump truck, and excavator)

Jobsite Training: Suspended loads/rigging

September

New Miner Training: Lockout/Tagout Procedures

Annual Refresher Training: Task Training (Crusher and belts)

Jobsite Training: Intoxication and lack of rest and the dangers associated

October

New Miner Training: Ladders and fall protection

Annual Refresher Training: Elevated walkways, ramps, and travel ways.

Jobsite Training: Heavy lifting

November

New Miner Training: Hazard recognition and signage. No smoking zones.

Annual Refresher Training: Guarding

Jobsite Training: Public safety during construction

December

New Miner Training: Fueling and lubricating machines properly and safely

Annual Refresher Training: Gravel Pit tour and site specific hazards

Jobsite Training: Distracted driving

Safety and Health Training

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to promote and develop understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

Personal Protective Equipment (PPE)

Employees may be given the following equipment for any given particular job. This form will be used and signed by each employee receiving protective equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

I have received the following Personal Protective Equipment for my safety:

- Hard Hat with Suspension**
- Traffic Safety Vest**
- Safety Glasses**
- Leather Gloves**
- Hearing Protection (earplugs)**

I agree to use this safety equipment as required by OSHA, State, Local, and Company Safety regulations. I also agree to care for and maintain this equipment in good condition. I understand that any unserviceable safety equipment may be turned in for new equipment, but if lost, must be replaced at my own expense. Upon termination of my employment with the company, I agree to return all equipment to my supervisor.

Employee's Signature (Print): _____ Date: _____

Employee's Signature: _____

Issuer's Signature: _____ Date: _____

Trench Excavation

Wardell Brothers Construction has established this portion of their safety plan based on OSHA's standards under Subpart Title Excavations, Subpart B.

Under no circumstances should any WBC employee enter a trench excavation if it exceeds 5 feet in depth or if it is less than 5 feet in depth and has a potential for a cave-in without proper trench stabilization and access. The potential for a cave-in must be verified by the competent person onsite.

WBC employees shall strictly adhere to all of the below standards established by OSHA when entering a trench.

Protection of employees in excavations.

1926.652(a)(1)

Each employee in an excavation shall be protected from cave-ins by an adequate protective system designed in accordance with paragraph (b) or (c) of this section except when:

1926.652(a)(1)(i)

Excavations are made entirely in stable rock; or

1926.652(a)(1)(ii)

Excavations are less than 5 feet (1.52 m) in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

1926.652(a)(2)

Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

1926.652(b)

Design of sloping and benching systems. The slopes and configurations of sloping and benching systems shall be selected and constructed by the employer or his designee and shall be in accordance with the requirements of paragraph (b)(1); or, in the alternative, paragraph (b)(2); or, in the alternative, paragraph (b)(3); or, in the alternative, paragraph (b)(4), as follows:

1926.652(b)(1)

Option (1) - Allowable configurations and slopes.

1926.652(b)(1)(i)

Excavations shall be sloped at an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal), unless the employer uses one of the other options listed below.

1926.652(b)(1)(ii)

Slopes specified in paragraph (b)(1)(i) of this section, shall be excavated to form configurations that are in accordance with the slopes shown for Type C soil in Appendix B to this subpart.

1926.652(b)(2)

Option (2) - Determination of slopes and configurations using Appendices A and B. Maximum allowable slopes, and allowable configurations for sloping and benching systems, shall be determined in accordance with the conditions and requirements set forth in appendices A and B to this subpart.

1926.652(b)(3)

Option (3) - Designs using other tabulated data.

1926.652(b)(3)(i)

Designs of sloping or benching systems shall be selected from and in accordance with tabulated data, such as tables and charts.

1926.652(b)(3)(ii)

The tabulated data shall be in written form and shall include all of the following:

1926.652(b)(3)(ii)(A)

Identification of the parameters that affect the selection of a sloping or benching system drawn from such data;

1926.652(b)(3)(ii)(B)

Identification of the limits of use of the data, to include the magnitude and configuration of slopes determined to be safe;

1926.652(b)(3)(ii)(C)

Explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data.

1926.652(b)(3)(iii)

At least one copy of the tabulated data which identifies the registered professional engineer who approved the data, shall be maintained at the jobsite during construction of the protective system. After that time the data may be stored off the jobsite, but a copy of the data shall be made available to the Secretary upon request.

1926.652(b)(4)

Option (4) - Design by a registered professional engineer.

1926.652(b)(4)(i)

Sloping and benching systems not utilizing Option (1) or Option (2) or Option (3) under paragraph (b) of this section shall be approved by a registered professional engineer.

1926.652(b)(4)(ii)

Designs shall be in written form and shall include at least the following:

1926.652(b)(4)(ii)(A)

The magnitude of the slopes that were determined to be safe for the particular project;

1926.652(b)(4)(ii)(B)

The configurations that were determined to be safe for the particular project;

1926.652(b)(4)(ii)(C)

The identity of the registered professional engineer approving the design.

1926.652(b)(4)(iii)

At least one copy of the design shall be maintained at the jobsite while the slope is being constructed. After that time the design need not be at the jobsite, but a copy shall be made available to the Secretary upon request.

1926.652(c)

Design of support systems, shield systems, and other protective systems. Designs of support systems, shield systems, and other protective systems shall be selected and constructed by the employer or his designee and shall be in accordance with the requirements of paragraph (c)(1); or, in the alternative, paragraph (c)(2); or, in the alternative, paragraph (c)(3); or, in the alternative, paragraph (c)(4) as follows:

1926.652(c)(1)

Option (1) - Designs using appendices A, C and D. Designs for timber shoring in trenches shall be determined in accordance with the conditions and requirements set forth in appendices A and C to this subpart. Designs for aluminum hydraulic shoring shall be in accordance with paragraph (c)(2) of this section, but if manufacturer's tabulated data cannot be utilized, designs shall be in accordance with appendix D.

1926.652(c)(2)

Option (2) - Designs Using Manufacturer's Tabulated Data.

1926.652(c)(2)(i)

Design of support systems, shield systems, or other protective systems that are drawn from manufacturer's tabulated data shall be in accordance with all specifications, recommendations, and limitations issued or made by the manufacturer.

1926.652(c)(2)(ii)

Deviation from the specifications, recommendations, and limitations issued or made by the manufacturer shall only be allowed after the manufacturer issues specific written approval.

1926.652(c)(2)(iii)

Manufacturer's specifications, recommendations, and limitations, and manufacturer's approval to deviate from the specifications, recommendations, and limitations shall be in written form at the jobsite during construction of the protective system. After that time this data may be stored off the jobsite, but a copy shall be made available to the Secretary upon request.

1926.652(c)(3)

Option (3) - Designs using other tabulated data.

1926.652(c)(3)(i)

Designs of support systems, shield systems, or other protective systems shall be selected from and be in accordance with tabulated data, such as tables and charts.

1926.652(c)(3)(ii)

The tabulated data shall be in written form and include all of the following:

1926.652(c)(3)(ii)(A)

Identification of the parameters that affect the selection of a protective system drawn from such data;

1926.652(c)(3)(ii)(B)

Identification of the limits of use of the data;

1926.652(c)(3)(ii)(C)

Explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data.

1926.652(c)(3)(iii)

At least one copy of the tabulated data, which identifies the registered professional engineer who approved the data, shall be maintained at the jobsite during construction of the protective system. After that time the data may be stored off the jobsite, but a copy of the data shall be made available to the Secretary upon request.

1926.652(c)(4)

Option (4) - Design by a registered professional engineer.

1926.652(c)(4)(i)

Support systems, shield systems, and other protective systems not utilizing Option 1, Option 2 or Option 3, above, shall be approved by a registered professional engineer.

1926.652(c)(4)(ii)

Designs shall be in written form and shall include the following:

1926.652(c)(4)(ii)(A)

A plan indicating the sizes, types, and configurations of the materials to be used in the protective system; and

1926.652(c)(4)(ii)(B)

The identify of the registered professional engineer approving the design.

1926.652(c)(4)(iii)

At least one copy of the design shall be maintained at the jobsite during construction of the protective system. After that time, the design may be stored off the jobsite, but a copy of the design shall be made available to the Secretary upon request.

1926.652(d)

Materials and equipment.

1926.652(d)(1)

Materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function.

1926.652(d)(2)

Manufactured materials and equipment used for protective systems shall be used and maintained in a manner that is consistent with the recommendations of the manufacturer, and in a manner that will prevent employee exposure to hazards.

1926.652(d)(3)

When material or equipment that is used for protective systems is damaged, a competent person shall examine the material or equipment and evaluate its suitability for continued use. If the competent person cannot assure the material or equipment is able to support the intended loads or is otherwise suitable for safe use, then such material or equipment shall be removed from service, and shall be evaluated and approved by a registered professional engineer before being returned to service.

1926.652(e)

Installation and removal of support -

1926.652(e)(1)

General.

1926.652(e)(1)(i)

Members of support systems shall be securely connected together to prevent sliding, falling, kickouts, or other predictable failure.

1926.652(e)(1)(ii)

Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support system.

1926.652(e)(1)(iii)

Individual members of support systems shall not be subjected to loads exceeding those which those members were designed to withstand.

1926.652(e)(1)(iv)

Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees, such as installing other structural members to carry the loads imposed on the support system.

1926.652(e)(1)(v)

Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.

1926.652(e)(1)(vi)

Backfilling shall progress together with the removal of support systems from excavations.

1926.652(e)(2)

Additional requirements for support systems for trench excavations.

1926.652(e)(2)(i)

Excavation of material to a level no greater than 2 feet (.61 m) below the bottom of the members of a support system shall be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the support system.

1926.652(e)(2)(ii)

Installation of a support system shall be closely coordinated with the excavation of trenches.

1926.652(f)

Sloping and benching systems. Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling, or sliding material or equipment.

1926.652(g)

Shield systems -

1926.652(g)(1)

General.

1926.652(g)(1)(i)

Shield systems shall not be subjected to loads exceeding those which the system was designed to withstand.

1926.652(g)(1)(ii)

Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.

1926.652(g)(1)(iii)

Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields.

1926.652(g)(1)(iv)

Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.

1926.652(g)(2)

Additional requirement for shield systems used in trench excavations. Excavations of earth material to a level not greater than 2 feet (.61 m) below the bottom of a shield shall be permitted, but only if the shield is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the shield.

(a) **Scope and application.** This appendix contains specifications for sloping and benching when used as methods of protecting employees working in excavations from cave-ins. The requirements of this appendix apply when the design of sloping and benching protective systems is to be performed in accordance with the requirements set forth in § 1926.652(b)(2).

(b) **Definitions.**

Actual slope means the slope to which an excavation face is excavated.

Distress means that the soil is in a condition where a cave-in is imminent or is likely to occur. Distress is evidenced by such phenomena as the development of fissures in the face of or adjacent to an open excavation; the subsidence of the edge of an excavation; the slumping of material from the face or the bulging or heaving of material from the bottom of an excavation; the spalling of material from the face of an excavation; and raveling, i.e., small amounts of material such as pebbles or little clumps of material suddenly separating from the face of an excavation and trickling or rolling down into the excavation.

Maximum allowable slope means the steepest incline of an excavation face that is acceptable for the most favorable site conditions as protection against cave-ins, and is expressed as the ratio of horizontal distance to vertical rise (H:V).

Short term exposure means a period of time less than or equal to 24 hours that an excavation is open.

(c) **Requirements (1) Soil classification.** Soil and rock deposits shall be classified in accordance with appendix A to subpart P of part 1926.

(2) **Maximum allowable slope.** The maximum allowable slope for a soil or rock deposit shall be determined from Table B-1 of this appendix.

(3) **Actual slope.** (i) The actual slope shall not be steeper than the maximum allowable slope.

(ii) The actual slope shall be less steep than the maximum allowable slope, when there are signs of distress. If that situation occurs, the slope shall be cut back to an actual slope which is at least ½ horizontal to one vertical (½H:1V) less steep than the maximum allowable slope.

- (iii) When surcharge loads from stored material or equipment, operating equipment, or traffic are present, a competent person shall determine the degree to which the actual slope must be reduced below the maximum allowable slope, and shall assure that such reduction is achieved. Surcharge loads from adjacent structures shall be evaluated in accordance with § 1926.651(i).
- (4) **Configurations.** Configurations of sloping and benching systems shall be in accordance with Figure B-1.

TABLE B-1 MAXIMUM ALLOWABLE SLOPES

SOIL OR ROCK TYPE	MAXIMUM ALLOWABLE SLOPES (H:V)(1) FOR EXCAVATIONS LESS THAN 20 FT DEEP (3)
STABLE ROCK	VERTICAL (90°)
TYPE A (2)	3/4:1 (53°)
TYPE B	1:1 (45°)
TYPE C	1 1/2:1 (34°)

Footnote (1) Numbers shown in parentheses next to maximum allowable slopes are angles expressed in degrees from the horizontal. Angles have been rounded off.

Footnote (2) A short-term maximum allowable slope of 1/2H:1V (63°) is allowed in excavations in Type A soil that are 12 feet (3.67m) or less in depth. Short-term maximum allowable slopes for excavations greater than 12 feet (3.67m) in depth shall be 3/4H:1V (53°).

Footnote (3) Sloping or benching for excavations greater than 20 feet deep shall be designed by a registered professional engineer.

Figure B-1

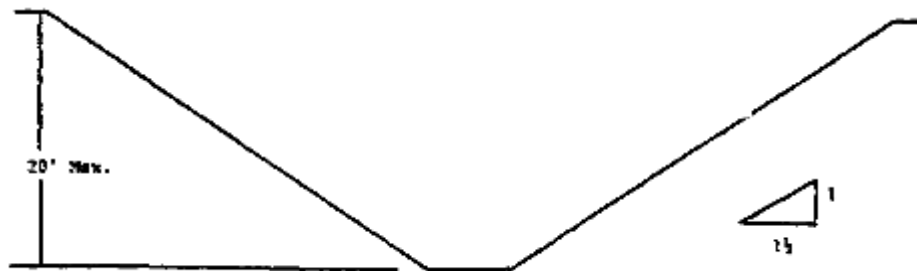
All Wardell Brothers Construction's Trench Excavations are to be done using the guidelines for Stable Rock or Type C soil. This determination is to be done by the competent person onsite.

Slope Configurations

(All slopes stated below are in the horizontal to vertical ratio)

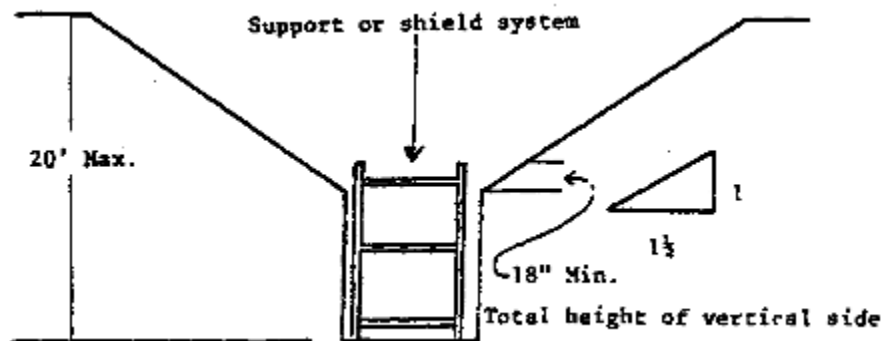
B-1.3 Excavations Made in Type C Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1 1/2:1.



SIMPLE SLOPE

2. All excavations 20 feet or less in depth which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1 1/2:1.



VERTICAL SIDED LOWER PORTION

Wardell Brothers Construction Trench Safety Summary

- All trench excavations over 5 feet deep or that have a potential for a cave-in require the proper sloping or an adequate protective system.
- All trench excavations are to be done using the guidelines for stable rock and type C soil. This determination is to be done by the competent person onsite.
- Excavated or other materials and equipment must be at least 2 feet back from the edge of a trench.
- A safe way to exit must be provided within 25 feet of workers in a trench. All ladders must be inside of the protective system unless the trench between the ladder and the protective system is properly sloped for type C soils.
- The competent person must inspect and document the safeness of the trench each day.
- The top of the protective system must be at least 18 inches above the surface of the excavation.
- The trench bottom should not be more than 2 feet from the bottom of the protective system.

Emergency Medical Services

To assure that our employees are provided with necessary medical services in the event of an emergency, we have arranged for services with (**Work Med**).

Whenever medical services are not readily available, we will provide for certified first-aid people to be in each location adequate for the number of employees and exposures presented. These first-aid people will be certified equal to the training provided by the American Red Cross. The names of such certified people are available from Launi Silvester and such names will be made known to all employees.

These certified first-aid people (when applicable) will be trained at least every two years.

Our company has suitable first-aid kits and supplies available to assist our employees in the event of an emergency where it is required by law. The location(s) of such first-aid kits are available from Launi Silvester and will be made known to all employees when applicable.

The first-aid supplies contained in our emergency kits meets the minimum required first-aid supplies as indicated by law for our operations and number of employees.

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in the first-aid kits unless specifically approved, in writing.

The type of equipment, transportation and/or effective communication systems used by our company (if applicable), are indicated on the form, Injury or Illness Emergency Procedures.

All telephone numbers for emergency use are listed on the Emergency Numbers posters.

Hazardous Substances

We will maintain a list of all hazardous substances known to be present in our workplace on the form Hazardous Substance List using the identity referenced on the MSDS. This will be documented and kept with our Safety Administrator. We will also maintain a list indicating which hazardous substances are in each department or area of our workplace on form Hazardous Substances Locations. These forms along with form Hazardous Substance History will provide a comprehensive history of the hazardous substances found in our company from the time we initiate this program.

We will specifically train each employee regarding any hazards of non-routine tasks that they may be involved with that have any exposure to hazardous substances and will document that training. The training will be performed by those designated for training or other specialists as the need may arise.

Wherever there are unlabeled pipes involving hazardous substances, we will follow the same procedure as outlined in the previous paragraph.

We will inform employers whose employees may share the same work area of the hazardous substances to which their employees may be exposed while performing their work and any protective steps they should take by using form *Hazcom Notice to Employers*.

This written document of our Hazardous Substances Communication Program is available at all times, upon request, to all employees, their designated representatives, the Chief of the Division of Occupational Safety and Health and NIOSH.

Employee Information and Training

Each employee will be provided with information and training on hazardous substances in their work area(s) at the time of implementation of this program, at the time of their initial assignment if subsequent to the implementation of this program, and whenever a new hazard is introduced into their work area.

The information and training provided will consist of the following:

1. The requirements of our company to comply with the Written Hazard Communication Program as contained in the General Industry Safety Orders.
2. Of any operations in their work areas where hazardous substances are present. Where this written program is kept and its availability to them.
3. Training will be provided by reviewing the MSDS for each substance applicable to the individual employee with special attention to:
4. How to detect the presence or release of the particular hazardous substance, i.e., visual appearance, odor, etc.
5. Physical and health hazards of the substances reviewed, and specific ways to protect themselves from these hazards, including any specific work practices, emergency procedures, and personal protective equipment to be used.

Lockout Procedure Company Policy

Purpose

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

The company loss prevention disciplinary procedures will be followed for violation of this policy.

Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized employee shall refer to the company procedure form Lockout/Tagout Guide to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
4. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, *(a separate OSHA Incident form will be filled out and will be logged on OSHA'S FORM 300, which will be kept in the main office on 427 East 100 North, Morgan Utah)*. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.
- Drug and Alcohol tests will be required for all injuries and accidents for all parties involved.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

Employee Disciplinary Process

Each employee needs to comply with the safety and health rules pertaining to their specific job and to the general safety rules of the company. Any employee who fails to follow the training and rules for safety and health will be disciplined:

Progressive Discipline

To the extent possible or practicable under given circumstances, the Company will follow a policy of progressive discipline for unsafe conduct and related matters. Thus, the Company will attempt to resolve such problems first by oral or written warnings, followed progressively by suspension, discharge or other appropriate remedies as needed. Nevertheless, at any time and according to its sole discretion, the Company reserves the right to not follow any progressive discipline whatsoever and to utilize any form of discipline it deems appropriate, including immediate discharge.

Examples of Unsafe Conduct:

1. Performing any unsafe act while on Company premises (including parking lots) or while engaged in Company-sponsored activities.
2. Failing to use the provided safety devices or failing to follow safety regulations and procedures. Such unsafe acts include the following:
 - a. Unauthorized use of equipment, vehicles, machines, or materials.
 - b. Failure to wear protective eye wear, safety lifting belts, or other safety equipment provided by the Company as a shield against recognized hazards.
 - c. Committing safety violations that endanger other employees.
 - d. Smoking outside of smoking areas designated by the Company.
 - e. Using motor vehicles unsafely.

THIS SAFETY MANUAL MAY BE CHANGED OR MODIFIED AT ANY TIME PER DIRECTION OF THE PRESIDENT OF WARDELL BROTHERS CONSTRUCTION.

Employee Name (Print) _____

Employee Signature _____ Date _____