

Michigan Gutters Inc.

SAFETY PROGRAM



Michigan Gutters Inc.

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CONTRACTOR SAFETY PROGRAM

SAFETY AND HEALTH POLICY

Michigan Gutters Inc. believes that **NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY.**

If a job represents a potential safety or health threat every effort will be made to plan a safe way to do the task. Work will be placed on hold until a safety plan is determined. If the employee needs consult on how to preform the work in a safe manner, direction shall be given by The Safety Coordinator. If possible, A written safety plan from the Safety Coordinator will be summited with the job order prior to the work performed.

Every procedure must be a safe procedure. Shortcuts in safe procedures by either foremen or workers will not be tolerated.

If a worker observes any unprotected job, which may pose a potential threat to their health or safety, he or she must inform management and management must take adequate precautions.

IF A JOB CANNOT BE DONE SAFELY IT WILL NOT BE DONE.

OUR FUTURES ARE ONLY BUILT THROUGH OUR PEOPLE. WE AIM TO PROTECT THEM.

SAFETY AND HEALTH OBJECTIVES

Michigan Gutters Inc. plans to achieve worker safety and health through the following:

- A. Using a qualified safety person.
- B. Making regular job site safety inspections.
- C. Enforcing the use of safety equipment.
- D. Following safety procedures and rules.
- E. Providing on-going safety training.
- F. Enforcing safety rules and using appropriate discipline.

JOB SITE INSPECTIONS

The safety person or other designated person will tour each job site and observe potential safety/health hazards, including the potential hazards of ladder placement, electrical lines, other construction, ect.,and develop a plan for safeguarding this company's workers which may include the following:

1. Removing the hazard.
2. Guarding against the hazard as required by MIOSHA.
3. Providing personal protective equipment and enforcing its use.
4. Training workers in safe work practices.
5. Coordinating protection of workers through other contractors.

A record of all safety inspections and correctional steps will be kept.

CONTRACTOR SAFETY COORDINATOR

Jason Ball

Is the designated person to administer the safety and health program for this organization. The responsibility for the position are as follows:

1. Being knowledgeable of potential job hazards.
2. Assuring compliance with MIOSHA construction safety and health standard requirements.
3. Making regular safety inspections.
4. Establishing safety procedures.
5. Correlating regular safety training with lead persons.
6. Maintaining safety records.

PERSONAL PROTECTIVE EQUIPMENT

1. Head protection will be worn on job sites when there are potentials of hazards from flying objects or entanglement, burning, or electrical hazards.
2. Eye protection will be worn when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.
3. Protective footwear shall be worn to protect from falling objects, chemicals, or stepping on sharp objects. Athletic or canvas-type shoes shall not be worn.
4. Protective gloves or clothing shall be worn when required to protect against a hazard.
5. Safety belts and lanyards shall be utilized for fall protection as required in MIOSHA Construction Safety Standards.

SAFETY RULES

ALL OF OUR SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION BEING TAKEN.

1. Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be the result.
2. Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, and safety shoes are necessary for protection against foot injuries.
3. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
4. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
5. Watch where you are walking. Don't run
6. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
7. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
8. A good job is a clean job, and a clean job is the start of a safe job. So keep your working area free from rubbish and debris.
9. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
10. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.

12. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.

Know where firefighting equipment is located and be trained on how to use it.

13. Lift correctly – with legs, not the back. If the load is too heavy GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.

14. Nobody but operator shall be allowed to ride on equipment unless proper seating is provided.

15. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.

16. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with use thereof.

17. Do not enter an area which has been barricaded.

18. If you must work around power shoves, trucks, and dozers, make sure operators can always see you. Barricades are required for areas where equipment or traffic could disrupt ladder placement.

19. Never oil, lubricate, or fuel equipment while it is running or in motion.

20. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out of service.

21. Barricade danger areas. Cones or perimeter tape may be required.

22. Use the “four and one” rule when using a ladder. One foot on the base for every four feet of height.

24. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
25. Ladders must extend three feet above landing on roof for proper use. Ladder stabilizers shall be placed as recommended by manufacturer. It is the policy of MGI to utilize ladder stabilizers whenever possible.
26. Defective ladders must be properly tagged and removed from service.
27. Keep ladder base free of debris, hoses, wires, materials, etc. Build scaffolds according to manufacturers' recommendations and MIOSHA Construction Safety Standard Part 12 – Scaffolding.
28. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
29. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
30. The use of safety belts with safety lines when working from unprotected high places is mandatory. OSHA fall protection standards will be followed at all times. Always keep your line as tight as possible, and ensure anchors are properly installed or utilized.
31. Never throw anything "overboard." Someone passing below may be seriously injured.
32. Know what emergency procedures have been established for your job site (location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.).
33. Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a non-respirable atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate detector before entry, that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.

JOB SAFETY TRAINING

- A. After inspecting a job site, the safety person or other designated person will identify and evaluate all potential hazards for:
 - 1. Injury Severity Potential.
 - 2. Probability of an accident.
- B. This person will also appraise the skill and knowledge level of exposed workers.
- C. Appropriate Training will be given.
 - 1. Hazards will be pointed out.
 - 2. Necessary precautions will be explained.
 - 3. The higher the hazard the more detailed will be the training.
- D. Records will be maintained for all training sessions with descriptions of topics covered and names of workers trained.

SAFETY DISCIPLINE

A. Four-Step System

First Violation:

Oral warning; notation for personnel file.

Second Violation:

Written warning; copy for file or Personnel Office.

Third violation:

Written warning; one day suspension without pay

Fourth Violation:

Written warning and one-week suspension, or termination if warranted.

POWER LOCKOUT PROCEDURE

Lockout procedure for Michigan Gutters Inc.

I. PURPOSE

The purpose of this procedure is to assure that employees are protected from unintended machine motion or unintended release of energy which could cause injury.

II. MANAGEMENT RESPONSIBILITIES

- A. Each supervisor shall train new employees and periodically instruct all of their employees regarding provisions and requirements of this lockout procedure.
- B. Each supervisor shall effectively enforce compliance of this lockout procedure including the use of corrective disciplinary action where necessary.
- C. Each supervisor shall assure that the locks and devices required for compliance with the lockout procedure are provided to their employees.
- D. Prior to setting up, adjusting, repairing, servicing, installing, or performing maintenance work on equipment, machinery, tools, or processes, the supervisor shall determine and instruct the employees of the steps to be taken to assure they are not exposed to injury due to unintended machine motion or release of energy.

III. EMPLOYEES RESPONSIBILITY

- A. Employees shall comply with the lockout procedure.
- B. Employees shall consult with their supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.
- C. Employees shall obtain and care for the locks and other devices required to comply with the lock out procedure.

IV. GENERAL

- A. The power source of any equipment, machine, too, or process to be set-up, adjusted, repaired, serviced, or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury, such a power source shall be locked out by each employee doing the work. Sources of energy, such as springs, air hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.
- B. Safety locks are for the personal protection of the employees and are only to be used for locking out equipment.
- C. Safety locks, adapters, and “Danger Tags” can be obtained from a supervisor.
- D. Equipment locks and adapters can be obtained from a supervisor. The sole purpose of the “Equipment” lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted. The locks are not to used permanently.

IV. PERFORMING TEST AND ADJUSTMENTS DURING LOCKOUT

- A. Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if it is necessary to continue work after completing the test or adjustments.
- B. If the employee leaves the job before its completion, such as job reassignment, the employee shall remove his/her personal lock and adaptor and replace it with and “Equipment” lock and adaptor. In addition, the employee will prepare and attach a “Danger Tag” indicating the reason the equipment is locked out (should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the “Equipment” lock, adaptor and the “Danger Tag”).
- C. Upon completion of the work, each employee will remove his/her lock, rendering the machine operable when the last lock is removed.
- D. After Locking out the power source, the employee shall try the equipment, machine or process controls to ensure no unintended motion will occur; or test the

equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective.

E. When two or more employees work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves, etc. in the non-operative (off) position.

F. An employee who is assigned to a job and upon arrival finds an "Equipment Lock," "Adaptor," and "Danger Tag" affixed to the equipment shall take the following action:

1. Affix his/her personal lock to the "Equipment Adaptor"
2. Determine who placed the equipment out of service and contact all parties who have lock on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.
3. Try the controls to ensure no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine, or process by use of appropriate test equipment to determine that the energy isolation has been effective (Such testing equipment is only to be employed by trained qualified personnel).

D. The employee responsible for removing the last lock, before doing so, shall assure that all guards have been replaced, the equipment, machine, or process is cleared for operation, and appropriate personnel notified that power is being restored. This employee is also responsible for removing the "Equipment" lock and returning it to the supervisor.

V. EMERGENCY SAFETY LOCK REMOVAL

A. The superintendent, or other designated management person, will be authorized to remove all employee's lock under the following conditions:

1. Receipt of a written request signed by the appropriate supervisor which shall state the reason the employee is not able to remove the lock.
2. The supervisor is responsible for making certain all the requirements for restoring power are followed.

CONFINED SPACE ENTRY

No employee shall enter areas defined below without authorization:

1. A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY; and
2. Is large enough and so configured that a person can bodily enter into and perform assigned work; and
3. Has LIMITED or RESTRICTED means for ENTRY or EXIT; and
4. May have a POSSIBLE HAZARDOUS ATMOSPHERE that may expose employees to the risk of death, incapacitation, impairment of ability to self rescue caused by:
 - a. Flammable Gas
 - b. Airborne combustible dust
 - c. Atmospheric oxygen concentration below 19.5 or above 23.5%
 - d. A toxic atmosphere or substance
 - e. Danger of engulfment

UNTIL AN AUTHORIZED PERSON EVALUATES THE AREA AND AUTHORIZES ENTRY.

GENERAL CONFINED SPACE ENTRY PROCEDURE

1. There shall be no unauthorized entry into a confined space by any person.
2. And authorized person shall examine, test and evaluate a potential entry space and determine if it is a "NON-PERMIT SPACE" and meets the following requirements.
 - a. It does NOT contain any atmospheric hazards or dangers of engulfment capable of causing death or serious physical harm;
 - b. The space has been PROVEN SAFE, has been VERIFIED, DOCUMENTED, and has a CERTIFIED GUARANTEE of a safe environment.
3. If the conditions in #2 have been satisfied, the ALTERNATE ENTRY PROCEDURE may be followed.
4. If the conditions in #2 are not met and has any of the following, the PERMIT ENTRY PROCEDURE must be followed:

THE SPACE:

- a. Contains or has a potential to contain a HAZAROUS ATMOSHERE.
- b. Contains a material that has a potential for ENGULFING an entrant.
- c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor which slopes downward and tapers to a smaller cross section; or
- d. Contains any other recognized serious safety or health hazard.

EMERGENCY PROCEDURES

In case of an emergency on site the following procedures should be instituted at each site:

1. Method of communication should be determined at each site, line of site, telephone, radio, etc.
2. Emergency telephone numbers are as followed:
 - a. Police.....911
 - b. Fire.....911
 - c. Medical911
3. All jobs shall have someone trained in CPR and basic first aid.
4. If an employee has an injury that is deemed not an emergency, HR shall be called and the proper steps followed to report the workplace injury. If further medical evaluation is needed, that is not deemed emergent, the employee shall be directed to Munson Medical Center Occupational Health, at 550 Munson Ave., Traverse City.
5. In an emergency, designate person to direct emergency crews to site of emergency. Once able, HR shall be notified of the accident.

WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL

The following hazard communication program has been established for MGI. This program will be available for review by all employees.

I. HAZARD DETERMINATION

MGI will be relying on Material Safety Data Sheets from suppliers to meet determination requirements.

II. LABELING

- A. The Warehouse Manager will be responsible for seeing that all containers coming in are properly labeled.
- B. All labels shall be checked for:
 - 1. Identity
 - 2. Hazard
 - 3. Name and address of responsible party
- C. Each employee shall be responsible for seeing that all portable containers used in their work areas are labeled with identity and hazard warning.

III. MATERIALS SAFETY DATA SHEETS (MSDS)

- A. The Warehouse Manager will be responsible for compiling the master MSDS file. It will be kept in the warehouse office.
- B. Copies of the MSDS's for all hazardous chemicals to which employees may be exposed will be kept in a file at the warehouse office.
- C. MSDS's will be available for review to all employees during each work shift. Copies will be available upon request to the Office Manager.
- D. The employee will be provided with the required MIOSHA right-To-Know posters and postings notifying employees of new or revised MSDS's within five (5) days of receipt of new or revised MSDS's.

IV. EMPLOYEE INFORMATION TRAINING

- A. The Human Resource Manager shall coordinate and maintain records of training conducted for MGI.
- B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class. In that class, each employee will be given information on:
 - 1. Chemicals and their hazards in the workplace.
 - 2. How to lessen or prevent exposure to these chemicals.
 - 3. What the company has done to lessen or prevent workers' exposure to these chemicals.
 - 4. Procedures to follow if they are exposed.
 - 5. How to read and interpret labels and MSDS's.
 - 6. Where to locate MSDS's and from whom they may obtain copies.
- C. The employee will be informed that:
 - 1. The employer is prohibited from discharging, or discriminating against, an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
 - 2. As an alternative to requesting and MSDS from the employer the employee may obtain a copy from the Department of Public Health.
- D. Attendance will be taken at training sessions. These records will be kept by the Human Resource Manager.
- E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

V. HAZARDOUS NON-ROUTINE TASKS

- A. On occasion, employees are required to do work in hazardous areas (e.g. confined spaces). A written Safety plan will be REQUIRED prior to starting working such areas, each employee will be given information about the hazards involved in these areas.
 - 1. The information will include:
 - a. Specific chemical hazards.
 - b. Protection/safety measures the employee is required to take to lessen risks.
 - c. Measures the company has taken to lessen the hazards, including ventilation, respirators , the presence of another employee, and emergency procedures.
- B. It is policy of MGI that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

VI. INFORMING CONTRACTORS

- A. It is the responsibility of the crew foreman to provide any other contractors with employees exposed to our chemicals with the following information:
 - 1. Hazardous chemicals with which they may come in contact.
 - 2. Measures the employees should take to lessen the risks.
 - 3. Where to get MSDS's for all hazardous chemicals.
- B. It is the responsibility of the Crew foreman to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.