



Health and Safety Plan

GreenCo Services, LLC

2016

FOREWORD

Beginning January 1, 2016, GreenCo Services, LLC (GreenCo) uses [PA Program and Policy Guide \(PAPPG\)](#) (FEMA PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE – PAPPG) as one of many sources for ensuring that GreenCo meets federal requirements for safety and in establishing our reporting standards to our clients.

Our safety program is aimed at avoiding accidents during debris recovery operations and protecting our workers from exposure to hazardous materials. Our policies and procedures governing our safety strategy go beyond the minimum safety standards advocated for personnel to follow.

As you can see from this document, GreenCo’s health and safety strategy specifies how we disseminate safety information to all emergency workers and how we will monitor compliance with the minimum safety standards.

You will also see this safety manual includes specific corrective actions to be taken if workers do not comply with the GreenCo minimum safety standards.

Our health and safety strategy provides our workers with information on how to identify hazardous conditions and specific guidelines on the appropriate and proper use of personal protective equipment.

Upon notification of contract award, one of the first things that GreenCo representatives will do is to review the health and safety strategy and requirements as stated in our client’s overall debris management plan and compare them to the health and safety regulations for GreenCo and its employees and subcontractors. Always, the more stringent requirements for protecting the health and safety of workers and citizens will be chosen as the standard to follow.

GreenCo takes the health and safety of our workers seriously. Steadfast commitment to Safety and Quality Management is an integral part of GreenCo’s approach to every project. We expect this commitment from each of our employees and our subcontractors.

However, effective Safety Management and Quality control is not achieved by merely being committed. We continuously ensure that expectations are clearly defined, upheld by all parties, and measured through accountability.

We have developed an excellent in-house safety-training program. Its safety manual provides GreenCo employees and subcontractors a comprehensive guide to safety on our projects. We are confident that our first year safety report to OSHA will yield a perfect record.

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HEALTH AND SAFETY COMPANY POLICY

It is the policy of GreenCo to maintain safe working conditions, as free from hazard as possible, and to comply affirmatively with all applicable Federal, State and local safety regulations.

Each GreenCo team is responsible for accident prevention within their job area. The prevention of accidents and the concept of loss control is the primary responsibility of all those who supervise others in the performance of their work. Providing safety equipment and devices is not an end. Supervisors must be constantly alert to see that equipment is properly used, and that safe working practices are followed.

In addition, every employee has a responsibility to his/herself, his/her fellow workers, and to the company, to practice the safety standards that have been established in the mutual interest of the employee and GreenCo, LLC.

Our policy objective is to establish sound safety and health practices for the protection of our employees whom we regard as our most important asset. Their safety receives our strongest support and participation.

David Green, Owner/President

GreenCo

RESPONSIBILITY FOR SAFETY

The responsibility for safety is vested in line management, with each level of management being accountable to its superior for safety performance.

Safety Coordinator- is responsible for establishing an overall safety policy and for overseeing all jobs to assure strict adherence to all safety requirements.

Project Manager- is responsible for assuring that uniform compliance of the safety program is met.

Job Supervisor- is responsible for coordinating individual project safety programs with the overall program. The Job Supervisor must maintain effective control so that the safety requirements are uniformly applied throughout the work site, with prompt action being taken on safety matters.

Job Foreman- is responsible for the safety of assigned employees and the safety conditions of assigned work area. The Job Foreman ensures that safety practices and conditions are being observed, taking the necessary corrective action regarding non-compliance to the safety program.

SAFETY STANDARDS

All employees, including subcontractors, must know the following GreenCo safety standards:

Accident Reporting

1. All injuries must be reported, no matter how slight, and must obtain immediate and authorized treatment.
2. No medical bills will be paid unless the injury is reported and an accident report is filed.
3. Failure to report an accident, or false statement as to an injury, may be grounds for dismissal.
4. The injured employee's foreman must perform investigation and completion of an accident report.

Medical Aid

1. Maintain an approved first aid kit in each field office and identify the location of these medical kits with an exterior sign on the office. Keep supplies replenished.
2. Maintain a list of qualified first aid trained company personnel on the project.
3. Maintain and post the names, telephone numbers and addresses of physicians, hospitals and emergency services on the jobsite bulletin board in the field office.

Fire Protection and Control

1. Approved fire extinguishers must be provided on the project. They must be easily accessible, properly identified and maintained in operating condition. Whenever the extinguisher is used, it should be turned in to be recharged.
2. Enforce "NO SMOKING" rules whenever there is fueling or storage of volatile materials. Post "NO SMOKING" signs. All storage cans must have their contents identified.

Spill Plan

In the event of a spill the following steps will be taken:

1. Notify employees, staff and proper agencies, depending on the type of spill, and call a Clean-up contractor as needed.
2. Small Spills:
 - a. Employees using the proper protective clothing and safety equipment will pick up chemicals with absorbent materials.
 - b. Waste will be placed in a labeled waste drum.
3. Large Spills
 - a. Evacuate site if necessary.
 - b. Employers will notify fire department or the proper authorities.
 - c. If safe, trained employees using the proper safety equipment will attempt to prevent the spill from running off site.
 - d. Contact Clean-up contractor to remove spill if necessary.

Housekeeping

1. Good housekeeping must be a primary concern to all company employees. It should be planned at the beginning of a job, carefully supervised and followed to the final cleanup.
2. Provide adequate and proper storage space for tools and materials.
3. Maintain sufficient containers for waste materials and place them so they can be used easily.

Personal Protective Equipment (PPE)

1. Employees will use personal Protective Equipment (PPE) when needed and its use must be constantly enforced. This equipment should be the best and most comfortable type available.
2. Personal Protective Equipment (PPED) includes but is not limited to the following: hard hats, safety glasses, face shields, hearing protection, respirators, belts, life jackets and traffic control vests.

Safety Talks

1. Weekly safety meetings must be held with all employees on the project
2. Subject matter should include but not be limited to:
 - a. Accident and “near misses” that have occurred within the company

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- b. Safety and work performance
 - c. Nature of hazards being found
 3. General safety meeting should occasionally be held, wherein the safety coordinator or key people lead the discussion. The project superintendent should oversee these meetings.

Equipment

1. Care and maintenance of all equipment must adhere to the equipment manual.
2. Use of seatbelts is a mandatory condition of employment when using a company vehicle.
3. Federal and State codes require equipment for handling and hoisting material to be periodically inspected by a competent and designated person.

Involvement of Others

1. Subcontractors: Coordination between subcontractors and the Contractor is mandatory to preserve our safety objectives. Include subcontractor members in safety meetings that involve their jobs.
2. Law Enforcement: Advise law enforcement of possible traffic problems and obtain their assistance in traffic control if needed.
3. General Public: To protect the public and client personnel; advise area residents of work to be done; survey dwellings and properties near the project in order to prevent claim; provide adequate fencing, barricades and lighting; remove and secure all ladders; barricade all excavation.

Summary

In part the regulations contained in this written program are supplementary to applicable federal, state and local codes. In the event of variance, the more strict requirements shall apply.

Unsafe acts or procedures cannot and will not be tolerated while employed by this company. Willful neglect of safety rules and unsafe acts will be cause for termination.

SAFETY AND HEALTH RULES

1. All Employees shall follow our safety practices/rules, render every possible aid to safety operations and report all unsafe conditions or practices to management.
2. Supervisors shall insist on employees observing and obeying every rule, regulation and order as is necessary to the safe conduct of the work, and shall take such action as it necessary to obtain observance.
3. All employees shall be given accident prevention instructions.
4. Anyone known to be under the influence of drugs or intoxicating substances, which impair the employee's ability to safely perform the assigned duties, shall not be allowed on the job while in that condition.
5. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of material and in working with equipment.
7. No employee shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness or other causes that might unnecessarily expose the employee or others to injury.
8. Employees shall not enter voids, chambers, tanks or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in the proper place, adjusted and shall report deficiencies promptly.
10. Workers shall not handle or tamper with any electrical equipment, machinery or air/water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
11. All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, the large muscles of the leg instead of the small muscles of the back shall be used.
13. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
14. Materials, tools or other objects shall not be thrown from buildings or structures until the proper precautions are taken to protect others from falling objects.
15. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions for those products.
16. Before leaving any job, be sure it is in a safe condition.
17. Work shall be arranged so employees are able to face a ladder and use both hands while climbing
18. Gasoline shall not be used for cleaning purposes.
19. No burning, welding or other source of ignitions shall be applied to an enclosed tank or vessel until it has first been determined that no possibility of explosion exists and authority for the work is obtained from their supervisor.
20. Any damage to scaffolds, false work or other supporting structures shall be immediately reported to the supervisor and repaired before use.
21. No work will be done above six (6) feet without fall protection.

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22. No work will be done underground below five (5) feet without protections such as shoring.
 23. Work will not be on energized equipment or circuits without the source of energy being locked out.
 24. Employees will not enter a “confined” space without fully implemented Confined Space Program/procedures.
 25. No vehicle will be operated without seatbelts being used.

PERSONAL PROTECTION EQUIPMENT

All personnel, including management and supervisory personnel shall wear personal protective equipment when in areas so designated and posted by signs. Also, all visitors will wear personal protective equipment when in areas so designated.

Eye and Face Protection

Appropriate eye protections shall be worn by all employees and visitors exposed to flying particles, chips, dust, etc.

In addition to safety glasses, a full face shield should be worn by employees involved in air-blast clearing, chipping, chiseling, concrete breaking, equipment wash down, grinding, handling and using chemicals, high-speed sawing, power brushing or buffing, sandblasting and steam cleaning.

Appropriate tinted goggles should be worn for all torch cutting or burning operations. All employees performing, assisting or observing welding, burning or cutting operations will wear a welding hood.

Hearing Protection

Hearing protection shall be required where sound levels exceed acceptable Federal, State and local standards. There are many products available to protect ears from loud noises; earmuffs, earplugs and insert devices.

Foot Protection

Employees and authorized visitors shall wear approved steel-toed shoes or boots when necessary. The soles should be strong and in good enough condition to prevent slipping on smooth, wet or loose surfaces and to resist penetration by nails and debris.

Head Protection

Approved hardhats shall be worn by all employees and visitors. Brims are recommended as they provide additional protection to the face, ears and back of the neck.

DISCIPLINARY PROCEDURES

To ensure that employees are doing everything in their power to abide by the safety rules, employees will be subject to disciplinary action for violations of safety rules.

For Employees

- Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under company guidelines. However, nothing precludes management from terminating an employee for safety violations. This is not a progressive disciplinary system and any safety violation may lead to an employee's termination without prior instruction or warning. Management reserves the right to impose whatever disciplinary action it deems appropriate.
- Verbal warning with documentation in personnel file.
- Written warning outlining the nature of the offense and necessary corrective action with documentation in personnel file.
- Disciplinary suspension with documentation in personnel file.
- Termination.

For Supervisory Personnel

Supervisory personnel shall be subject to disciplinary action for the following reasons:

- Repeated safety rule violation by their department employees
- Failure to provide adequate training prior to job assignment
- Failure to report accidents and provide medical attention to employees injured at work.
- Failure to control unsafe conditions or work practices
- Failure to maintain good housekeeping standard and cleanliness in their departments.

EMPLOYEE ORIENTATION

In order to assure that all new and transferred employees receive necessary health and safety information, GreenCo conducts a clear and thorough orientation process. All Federal, State and local safety standards (OSHA, ADA, EEOC, and State Labor Codes) are discussed.

The safety coordinator and/or jobsite supervisor will be responsible for ensuring that all required training is conducted. The department or jobsite manager should review the orientation checklist and incorporate it into the new employee's personnel file. Refer to the orientation checklist.

Procedure

The orientation procedure will inform the new employee of the following:

- Required personal protective equipment as well as where and when it is to be used;
- General safety procedure and specific job hazards;
- Safety rules;
- Hazard Communication Program; and
- Injury Prevention Program

Employee Training Schedule

Once an employee has been oriented to the safety and health procedures on the jobsite, the employee must be trained in the specific job(s) he/she will be responsible for. The purpose of the safety training is to teach employees how to work safely, thereby reducing injuries. Safety training shall be part of basic job training and will be done on an annual basis.

Responsibility

Safety training for new employees is a team effort. The safety coordinator will assure that appropriate training material is provided to the jobsite supervisor.

Training Topics

All aspects of safety shall be covered in new employee training. The following includes but is not limited to:

- Company Policy/Procedures
- Specific Job Hazards/Safe Work Practices
- Hazard Communications
- Accident Prevention Program
- Emergency Action Plans/Response
- Fire Prevention
- Personal Protective Equipment
- Medical Services and First Aid
- Use of Hand Tools
- Cranes and Heavy Equipment
- Power Operated Tools and Equipment
- Ladders and Scaffolding
- Electrical Hazards
- Respiratory Protection Program
- Welding and Cutting Operations
- Steel Erection
- Concrete Construction
- Lockout/Tagout
- Confined Spaces

Documentation

It is very important to maintain orientation and training records. Training session forms will contain the following information:

- Date of job training
- Location (building, room, floor, etc.) of training
- Time session started and ended
- Listing of topics reviewed or discussed
- Name of the instructor (for each topic) if more than one instructor was involved

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- Name and signature of each person attending, as well as those required to receive the training who were not present
 - List of all matters that were found to require some type of follow-up or further action, including the training of those who were unable to attend
 - Source document or audio-visual presentation, if one should be identified

The Employee Training Record form must document training and be maintained in the employees personnel file.

ACCIDENT INVESTIGATION

All occupational accidents, illnesses, and near misses (those unplanned events that do not result in injury, financial loss, or property damage) must be investigated. Accidents must be investigated so that the cause may be determined and rectified. Investigations assist in preventing accident recurrence and provide consistency in investigation; reporting and countermeasures. The following is our accident investigation procedure:

- The injured employee immediately reports all occupational accidents, illness and near misses to the immediate supervisor.
- The jobsite supervisor conducts a complete and thorough accident investigation. Copies of the accident report are sent to the Safety Coordinator for processing and follow-up.
- The Safety Coordinator reviews the report to assure completeness and accuracy and maintains a copy in the central accident file.
- Management receives and maintains a copy of any accident report involving employees in that job's file.
- The Safety Coordinator assists management in a more thorough investigation as required.
- The Safety Coordinator notifies authorities per Federal, State, and local regulations.

It is important for us to follow the above outlined procedure. Following is a list of actions that is incorporated into the GreenCo jobsite safety program and investigation:

- Provide first aid at the scene of the accident. Employees should be trained in basic first aid.
- Go to the scene of the accident at once.
- Talk with injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
- Listen for clues in the conversations around you. Unsolicited comments often have merit.
- Encourage people to give their ideas for preventing a similar accident.
- Study for possible causes – unsafe conditions, unsafe practices.
- Write your accident report giving a complete accurate account of the accident.

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- Follow up to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.
 - Publicize corrective action taken so that all may benefit from the experience.

Accident Investigation Report

In order for the Accident Investigation Report to be effective, it should contain a detailed answer to the following questions:

- What was the employee doing? Explain in detail the activity of the employee at the time of the accident.
- What happened? Indicate in detail what took place; describe the accident, the type of injury, the part(s) of the body affected, and whether the employee was wearing appropriate safety equipment.
- What caused the accident? Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for the accident. **CARELESSNESS IS NOT A CAUSE.**
- What can be done to prevent a similar accident? Indicate corrective action to prevent recurrence (retraining usually is not the answer).

The Accident Investigation Report, along with the Employee Report (in states that require such reports, e.g. California) must be submitted to management no later than 24 hours after the accident. Each manager must maintain an adequate supply of the Accident Investigation Reports and the Employee's Report forms, which may be obtained from the Personnel Office.

The Safety Coordinator assists management in a more thorough accident investigation as required.

The Safety Coordinator notifies authorities per Federal, State and local regulations.

Note:

The top most senior manager will review the accident investigation report for completeness and accuracy, initial and date the report and forward it to the safety coordinator for further processing as necessary.

HAZARD COMMUNICATION (HAZ-COM)

Introduction

We are firmly committed to providing all of our employees with a safe and healthy work environment. It is a matter of company policy to provide our employees with information about hazardous chemicals on the worksite through our hazard communication (HazCom) program, which includes container labeling, material safety data sheets, (MSDSs), and employee information and training.

The Safety and Health Officer will have the overall responsibility for coordinating the HazCom program. The Safety and Health Officer will make our written HazCom program available, upon request, to employees, their designated representatives, the Assistant Secretary of Labor of Occupational Safety and Health, and the Director of National institute for Occupational Safety and Health.

Hazard Determination

We do not intend to evaluate any of the hazardous chemicals purchased from suppliers and/or manufacturers, but have chosen to rely upon the evaluation performed by the chemical manufacturer or importer to satisfy the requirements for hazard determination.

List of Hazardous Chemicals

The Safety and Health Officer will compile a list of all hazardous chemicals that will be used on the worksite, by reviewing container labels, and MSDSs. This list will be updated as necessary. It will be kept with each jobsite.

Container Labeling

It is our policy to ensure that each container of hazardous chemicals on our jobsite is properly labeled. This responsibility has been assigned to Job Superintendent.

- All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like, will be checked to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have illegible labels will not be allowed in the work area until a new label has been applied.

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- The label must contain; (a) the chemical name of the contents, (b) the appropriate hazard warnings, (c) target organs, (d) the name and address of the manufacturer, and any other information required.
 - To further ensure employees are aware of the chemical hazards of materials used in their work areas, it is our policy to require labels on all secondary containers.
 - These secondary containers will be labeled with either an extra manufacturer's label or with a sign or generic label that lists the container's contents and appropriate hazard warnings.

Material Safety Data Sheets (MSDSs)

Copies of MSDSs for all hazardous chemicals to which employees may be exposed, are kept at each jobsite and are readily accessible to employees in the work area during each work shift. The Safety and Health Officer is responsible for obtaining, maintaining, and updating the file of MSDSs.

Non-Routine Tasks

Employees are periodically required to perform non-routine tasks. Prior to starting work on such projects, each affected employee will be informed by job superintendent about the hazards to which they may be exposed, and appropriate protective and safety measure to be taken. This information will include:

- the specific hazards;
- the protective/safety measures which can be utilized; and
- the measures the company has taken to lessen the hazards; including special ventilation, respirators, the presence of another employee, air sample readings; and emergency procedures.

Informing Other Contractors/Employers

To ensure that the employees of other employers on the worksite have access to information on the hazardous chemicals, it is the responsibility of the job superintendent to provide these employers with the following information:

- Location of available MSDS;
- Name and location of the hazardous chemicals to which employees may be exposed while working on the jobsite;

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- Appropriate protective measures the employers and their employees must take to minimize their exposure; and
 - an explanation of the container labeling system used at the jobsite.
 - Each contractor/employer bringing hazardous chemicals onto the jobsite must provide the job superintendent with the appropriate MSDSs, or other detailed hazard information, on those chemicals to which the employees may be exposed, while on the jobsite.

Employee Information and Training

At the time of their initial work assignment, employees are to attend a training session on HazCom program compliance and what hazardous chemicals may be in their work area. The training session will cover the following:

- An overview of the requirement of the OSHA HazCom Standard, and the HazCom program.
- Information on where hazardous chemicals may be present in their work areas.
- The location and availability of the written HazCom program, the list of hazardous chemicals, and MSDSs. A copy of the written HazCom program will be available to all employees during the training session, and will be maintained in the office or with the foreman on jobs that do not have an on-site office.
- Information regarding the proper use and handling of hazardous chemicals in their specific work areas.
- The physical and health hazards of the substances in the work area, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- The controls, work practices, and personal protective equipment, which are available and should be used for protection against possible exposure.
- Emergency response and first aid procedures to follow if employees are exposed to hazardous chemicals.
- How to read labels and MSDSs, to obtain the appropriate hazard information.
- Refresher training shall be conducted periodically, as conditions change.

When a new material/product is introduced into a work area, or the chemical composition of an existing material/product changes significantly, safety coordinator will review the above items as they relate to the new chemicals. A Training Acknowledgement is to be completed by each employee receiving this information and

training. These will be kept on file in our main office and will be available for review upon request.

Employee HazCom Training

Introduction

Our HazCom training program has been developed on the basis of groups or types of chemicals used, and the common hazards associated with that group of chemicals. For specific, detailed information on individual chemicals, the MSDS must be reviewed. Our HazCom training program will cover the following:

- An overview of the requirements of the OSHA HazCom Standard, and the HazCom program.
- Information on where hazardous chemicals may be present in their work areas.
- The location and availability of the written HazCom program, the list of hazardous chemicals, and MSDSs. A copy of the written HazCom program will be available to all employees during the training session, and will be maintained in the office or with the foreman on jobs that do not have an on-site office.
- Information regarding the proper use and handling of hazardous chemicals in their specific work areas.
- The physical and health hazards of the substances in the work area, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- The controls, work practices and personal protective equipment, which are available and should be used for protection against possible exposure.
- Emergency response and first aid procedures to follow if employees are exposed to hazardous chemicals.
- How to read labels and MSDSs to obtain the appropriate hazard information.

Overview of the OSHA HazCom Standard Requirements

The HazCom standard is intended to ensure that both employers and employees are aware of potential hazards associated with chemicals in their work areas.

Jobsite Hazardous Chemicals

We use a variety of materials/products. Many of them contain one or more hazardous chemicals. Most of the materials/products we use can be grouped by their basic function or use. We will discuss which products fit in each group and will identify the associated hazards, and how to detect and control them through engineering or administrative controls, as well as through the use of personal protective equipment. An inventory list of the hazardous chemicals potentially found on our sites is attached to the written HazCom program.

Written HazCom Program

We have a written HazCom program that outlines how you will be provided with information about hazardous workplace chemicals. It is our policy on hazardous chemicals. Among other things, it includes:

- A list of hazardous chemicals on our jobsites;
- Our procedure for maintaining MSDSs;
- Our employee HazCom training program; and
- A statement outlining how information will be exchanged between contractor's employees on our jobsites.

Physical and Health Hazards of Work Area Chemicals

You will be trained about the hazards of chemicals in your work areas. (This may be done by category or hazards, but the employee should be made aware that information is available on the specific hazards of individual materials/products, by reviewing the MSDSs for that material/product.) The training will include the following information:

- The measures you can take to protect yourself from the hazards;
- The procedures that provide you with protection, such as work practices, personal protective equipment, engineering controls, etc.;
- The physical and health effects of the (groups of) jobsite chemicals;
- How to detect the presence of a hazardous chemical; and
- General emergency response and first aid procedures.

How to Read Labels and Material Safety Data Sheets

Labels

You should read product labels before working with a hazardous chemical.

Each label will have the identity of the hazardous chemical and a hazard warning.

Original container labels will also list the name and address of the manufacturer. The label should serve as a reminder of the information that is presented in this training session, and of the information found in more detail on the MSDS. It is essential that you read the hazard warning and use the material/product only as prescribed on the label. If you have questions about a specific label, ask your supervisor, or refer to the MSDS.

Material Safety Data Sheets (MSDS)

MSDS provide a great deal of information about the hazardous chemicals we use. The chemical manufacturers, or importers, are responsible for providing us with MSDSs for the products. MSDSs for hazardous chemicals potentially found on our jobsites are available in the jobsite office. OSHA specifies the content, but not the exact form, of a material safety data sheet (MSDS). The following is what OSHA requires each data sheet to contain, somewhere on the form:

- **Identity.** The MSDS must contain the name of the chemicals found on the label.
- In addition, subject to withholding legitimate trade secrets, it must give the chemical and common name of the chemical. If the chemical is a mixture and has not been tested as such, the data sheet must give the name of each hazardous component.
- **Characteristics.** The data sheet must list the physical and chemical characteristics of the chemical, such as vapor pressure, flash points, etc.
- **Physical Hazards.** Any potential for fire, explosion or reaction must be included in the data sheet.
- **Health Hazards.** Signs and symptoms of exposure must be entered, as must all medical conditions that are likely to be aggravated by exposure.
- **Routes of Entry.** The data sheet must specify whether the chemical typically enters the system by ingestion, inhalation, skin absorption, or some other route.
- **Exposure Limits.** If OSHA has established an exposure limit for the Chemical or if the American Conference of Governmental Industrial Hygienists (ACGIH) has established a Threshold Limit Value (TLV), these must be entered on the data sheet, as well as any exposure limit used by the authority preparing the data sheet.
- **Carcinogens.** The data sheet must indicate whether the chemical is listed as a carcinogen by the National Toxicology Program, by OSHA or by the International Agency for Research in Cancer.

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- **Use and Handling.** The MSDS must list any general applicable precautions for safe handling and uses, which are known to the person preparing the data sheet, including hygiene practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean/up of spills and leaks.
 - **Exposure Controls.** The data sheet must include a description of special procedures to be employed in emergencies, as well as a description of appropriate first aid measures.
 - **Dates.** The data sheet must list the date of its preparation or of its latest revision.
 - **Information Source.** Finally, MSDS must list the name, address and telephone number of the person who prepared the data sheet, or of some other person who can provide additional information relating to the chemical, such as citations to scientific literature or specialized emergency procedures.

Sample Request for Missing MSDS

Request for a Missing MSDS

(Name & Address of your supplier.)

(Date)

In accordance with the OSHA Hazard Communication Standard (29 CFR Parts 910,1915,1917,1918, 1926 and 1928) and the various Right-To-Know laws, we have taken appropriate steps to ensure compliance with these laws. An in-house HazCom Program has been developed and includes an employee training program, as well as the collection of Material Safety Data Sheets (MSDS) from our suppliers.

We have received the materials/products listed on the reverse side of this letter, from you. Unfortunately, we have not as yet received an MSDS for them.

Until such time as we receive a current, complete MSDS for those materials/products instead, we will not be able to use them, nor will we be able to process your invoice for payment.

The specific requirements for the content of an MSDS can be found in 1910, 1200(g).

Please forward an MSDS that meets the OSHA requirements to the following address, within 30 days.

(Your name & title)

(Company)

(Street address or P.O. Box)

(Your Town, State, Zip)

Your prompt attention to this matter is necessary, so that we can maintain a proper level of safety for our employees. If you have any questions, feel free to contact me at your convenience.

Sincerely,

Your name & title

Cc OSHA file

FALL PROTECTION

Fall Protection Policy.

We are committed to continuous Fall Hazard Control wherever the potential exists for personnel falls from heights of at least **6 feet**. Accordingly, we will take all practical measures to eliminate, prevent and control fall hazards. Work sites and activities shall be surveyed to identify all hazards of personnel falling from elevations. First consideration shall be given to the **(1) elimination** of those hazards and, if a fall hazard cannot be practically eliminated, second consideration shall be given to implementing effective permanent means of fall **(2) prevention (guardrails-barriers)**. If a fall hazard cannot be eliminated or fall prevention assures, effective fall **(3) protection (safety harness or nets)** shall be planned, implemented, and carefully monitored to control the risks of personnel injury due to falling. Fall protection systems shall be continuous by design and supervision shall control against their intermittent or improper use.

All personnel (and their supervisors) working where fall hazards cannot be eliminated or the onset of fall prevented, shall be uniformly equipped, trained and given refresher training at specified intervals to minimize adverse effects of accidental falls. Fall protection equipment and training standards shall be established and compliance with the same shall be mandatory for all organizations. Furthermore, compliance by outside contractors shall be required when working on our projects. **NO EXCEPTIONS!**

Five construction workers are killed each day in America due to falls from elevated surfaces. Falls are the number one cause of serious injuries in construction. Therefore, OSHA has prioritized fall protection enforcement and we will implement 100 percent fall protection to protect our employees and eliminate needless losses from falls. This will be enhanced through training, supervisor monitoring, and most importantly, from employees who support Zero Lost Time Safety Excellence. And as always, the safety department will be available for technical support and advisement.

Hierarchy of Preference of Controls

By the term “Safety at Heights,” we embrace the following three topics: the elimination, prevention and control of falls. Here is what this means to us.

Elimination of Fall Hazards

Elimination of fall hazards is the first and best line of defense against falls from heights. This task requires careful assessment of the workplace and the work itself. The “who, what, when, where, why, how, and how much” of each exposure is considered. Often, pre-consideration of the work and site not only leads to elimination of the hazard, but also identifies alternative approaches to the work that can measurably enhance productivity. The idea is to design safety directly into the work process and not simply

add safety as an afterthought to an inherently unsafe work procedure. Examples include but are not limited to: servicing a pile hammer when laid down; back filling abutments, walls, etc., before employees access structures; using radios for signaling instead of employees hanging over the edge giving signals; and other mechanical devices that can be controlled from the ground.

Prevention of Falls

Preventing falls is the second line of defense when fall hazards cannot be entirely eliminated. This also requires assessment of the workplace and work process. It involves making changes to the workplace so as to preclude the need to rely on the worker's behavior and personal protective equipment to prevent falls. Examples include but are not limited to: use of stairs, guardrail, barriers and travel restriction systems to prevent the worker from direct and unprotected exposure to the fall hazard. These techniques deal with preventing the fall before the onset.

Protection from Falls

Controlling falls is the last line of defense. It should be considered only after determining that the fall hazard cannot be eliminated, or the possibility of falling prevented. This is the domain of fall protection, and calls for equipment such as: safety nets or harnesses, lanyards, shock absorbers, fall arresters, lifelines and anchorage connectors. It deals with reducing the risk of injury in falling after onset of the fall. This fall protection also necessitates workplace and work process assessments and planning in order to select the proper equipment, installation and proper use of gear.

Fall Hazard Control Function and Staffing

Execution of the Fall Protection Policy requires participation by all company employees, subcontractors and other onsite personnel. This necessary participation may be achieved through one of several different means. The most common is a Weekly Safety Meeting discussion and job specific training for applications requiring fall protection as work progresses.

Identification of Fall Hazards

It is the primary responsibility of the jobsite supervisor to assure that all fall hazards are (1) identified, (2) evaluated and (3) controlled. **These are at least four basic ways to identify fall hazards.**

1) Accident/Incident Record Review Accident/Incident records that give a description of how an accident or incident occurred can be helpful. You may find the work and conditions that led to a previous fall is still being performed in the same location. Or,

you may realize that this work is being performed at other locations in the same hazardous way.

2) Canvas Surveys Canvas surveys have the advantage of being able to obtain information from a large number of workers relatively easily. Although surveys sometimes give incomplete information, they may also reveal a lack of awareness in the workforce which is useful to know if planning future training, instruction and warning steps.

3) Interviews The best way to identify fall hazards is to talk to the workers themselves. Sometimes the worker will not actually recognize the hazard and may not appreciate the risk of injury or the likelihood of the fall taking place; but they will know the work that they do at heights and how they do it. Consequently, we can access their knowledge by asking the right questions.

4) Fall Hazard Inspection Surveys. Another effective way to identify hazards is to invite experienced workers to assist with a walk-through tour of operations. Workers and their supervisors can point out the various places they have to work and can explain what they do to get the job done.

Evaluation of Fall Hazards

Once a list of fall hazards has been collected, each hazard must be evaluated and prioritized in order of the most dangerous to determine which should be controlled first. As hazards are identified, it will be found that some can be controlled immediately. Therefore, address these as rapidly as possible since there is no objective scientific method to make the distinction between those hazards most likely to produce harm with those least likely to produce harm. However, there are three factors related to fall hazards that would likely affect the severity of the injury and possibility of the fall occurring.

1) Likely Consequence Rating

The first consideration in the process of evaluating the list of fall hazards is to analyze and determine the likely consequence of a fall for each hazard. Segregate the hazards most likely to result in death or serious physical harm from those less likely to result in death or serious injury.

2) Probability of Occurrence

The next consideration is the probability or likelihood of an accident occurring. After selecting hazards which will likely result in death or serious physical harm, segregate those most likely to occur from those least likely to occur. Some of the factors affecting probability are:

3) Proximity to Edge

Workers are identified who must traverse or perform their work at the edge or within 3 feet of the edge of the fall hazard.

List of Additional Fall Factors

Type of Walking/Working Surface

Workers traversing or working on ice, snow, oily surfaces, surfaces with trip hazards near the edge, and surfaces not recently inspected for capacity verification

Type of Work Performed

Workers who must push or pull tools or material are more likely to lose their balance and fall. Also, workers who cannot maintain three-point contact (two feet and one hand or two hands and one foot)

Particularly Dangerous Work

Workers who must maintain good balance while walking I-beams; workers who must jump across floor openings or across edges; workers exposed to high winds; workers in poorly lit areas or who work over water

Exposure Time

The longer a worker is exposed to a hazard, the greater likelihood of an accident occurring. Thus, exposure time is a function of the frequency of exposure, the duration of the exposure, and the number of workers exposed. *Exposure Time = (Frequency of Exposure) x (Duration of Exposure) x (Number of Workers Exposed)*

Feasibility of Effective Controls

Some hazards can be simply and inexpensively eliminated or controlled. Other hazards require relatively large expenditures and greater difficulty from an engineering and design point of view. In any event, the goal is to provide the greatest amount of protection in the shortest amount of time.

We can do this by first isolating the hazards most likely to result in death or serious injury, as well as those easiest to eliminate or prevent in order to provide the greatest

protection in the shortest amount of time. However, always keep in mind that hazards of less than 6 feet can, and have, resulted in death, paralysis, brain damage, etc. Also, hazards that may appear to be less likely to result in accidents can produce more than their share of injury.

Unfortunately, there is no simple way to predict with certainty where and how an accident will occur. Therefore, we must establish plans to eliminate prevent or control to the extent feasible, all fall hazards that have been identified.

Terms/Definitions Associated with Fall Protection

The following list is provided, in part, to ensure that employees are familiar with the various types of equipment that are available for fall protection.

Anchorage –a secure point of attachment for lifelines, lanyards, or deceleration devices capable of withstanding the anticipated forces applied during a fall.

Body Belt –a work positioning (safety) belt, designed to fit around a workers’ waist and used in conjunction with a lanyard, lifeline or rebar assembly. Body belts (single or double D-ring) are designed to restrain a person in a hazardous work position and to reduce the possibility of falls. They should “NOT” be used when a fall potential exists, but for positioning only.

Body Support –a belt or harness consisting of a single or multiple straps that are arranged and assembled for the purpose of providing body support both during and after a fall arrest. The body support is designed to distribute arresting forces over the body (e.g. full body harness).

Competent Person – an individual knowledgeable about fall protection equipment and systems. (This definition may also reference the manufacturer’s recommendations and instructions for the proper erection, use, inspection, and maintenance.) This person is capable of identifying existing and potential fall hazards and has the authority to take prompt corrective action to eliminate those hazards.

Connecting Means – a device, lanyard, or lifeline used to connect the body support to the anchorage in such a way as to provide protected movement during an elevated work task.

Fall Arrest System – includes the proper anchorage, body support (belt/harness) and connecting means (lanyards and lifelines) interconnected and rigged to arrest a free fall.

Fall Hazard – occurs during any construction activity that exposes an employee to an unprotected fall which may result in injury.

Fall Prevention – any means used to reasonably prevent exposure to an elevated fall hazard, either by eliminating work at elevation or by using aerial lifts, scaffolds, floors, guardrails or isolating an area.

Fall Protection – involves using fall arrest equipment and systems to minimize the effects of a fall once it has occurred.

Fall Protection Work Plan – a written plan in which the employer identifies all areas on the jobsite where a fall hazard exists. The plan describes the method(s) of all protection necessary to protect employees, and includes safe work practices required during the installation, use, inspection, and removal of the fall protection method selected.

Fall-Restraint System – an approved device and any necessary components that function together to restrain an employee in such a manner as to prevent that employee from the exposure of falling to a lower level. When standard guardrails are selected, compliance with applicable regulations governing their construction and use shall be followed.

Full Body Harness – a body support configured of connected straps to distribute a fall arresting force over at least the thighs, shoulders and pelvis. The harness provides a D-ring for attaching a lanyard, lifeline, or deceleration devices.

Horizontal Lifeline – provides an attachment for the worker’s lanyard or other fall arrest device to protect him while moving horizontally and to control dangerous swing falls. It may be a cable or wire rope that is installed horizontally, and that serves as an anchoring line rigged between two or more fixed anchorage’s on the same level. Horizontal lifelines must be positioned above waist high on a worker and all horizontal lifelines and their installation should be approved and supervised by a qualified person.

Lanyard - the connecting means (rope, webbing) used to attach a body belt or harness to a lifeline or an anchorage point. Lanyards are usually 2, 4, or 6 feet long and come with or without a shock-absorber.

Leading Edge – the advancing edge of a floor, decking or formwork which changes location as additional sections are placed. Leading edges not actively under construction are considered to be “unprotected sides and edges,” and a qualified person must engineer appropriate methods of fall arrest systems.

Qualified Person – a person who by reasons of education, experience or training is familiar with the operation to be performed and the hazards involved. A qualified person must engineer the design of fall arrest systems.

Rope Grab – a fall arresting device that provides employees protection while moving in the vertical direction (such as climbing). Rope grabs are designed to move up or down a vertical lifeline that is suspended from a fixed overhead anchorage point. The vertical lifeline is independent of the work platform and is attached to a harness by a rope grab and lanyard. In the event of a fall, the rope grab locks onto the lifeline to arrest the fall. The use of a rope grab device is ideal for fall protection during work from tow-point suspension scaffolds.

Safety Monitor System – a system used in conjunction with a warning line system. A competent person is assigned, as his sole duty, to monitor the proximity of workers to

fall hazards when working between the warning line system and the unprotected sides and edges of a work surface.

Safety Nets - used to provide passive fall protection under and around an elevated work area.

Self-Retracting (Retractable) Lifeline – a deceleration device which contains a drum-wound line which may be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which after onset of a fall, automatically locks the drum and arrests the fall. This device limits the fall to approximately 18 inches, and is used during climbing operations or with horizontal lifeline systems.

Shock Absorbing Lanyard – a flexible line of webbing, cable, or rope used to secure a body belt or harness to a lifeline or anchorage point that has an integral shock absorber. The shock absorbing affect minimizes the forces distributed to the employee and anchorage points.

Unprotected Sides and Edges – any side or edge of a form, deck, floor, or structure where there is no protection from a falling hazard.

Warning Line System – a barrier erected on the working surface to warn employees they are approaching an unprotected fall hazard.

GreenCo management is committed to providing all assistance possible to insure that employees have a safe and healthful workplace. This manual provides the basic elements required for an effective safety program.

Contracting with a Professional Employer Organization (PEG) is a partnership and does not relieve the GreenCo of humanitarian, financial or legal responsibility for providing a safe workplace.

Senior management must be actively involved with employees in establishing and maintaining an effective safety program. The safety program coordinator or other members of our management team will participate with you in ongoing safety and health program activities, which include:

- Promoting safety committee participation
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.
- It is our policy that employees report unsafe conditions and do not perform work if it is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty or other disincentive.
- All recommendations to improve safety conditions must be given serious consideration. Management will give top priority to and provide the financial

resources for the correction of unsafe conditions. Management will take disciplinary action against anyone who willfully or repeatedly violates workplace safety rules.

- This policy serves to express our commitment to and involvement in providing employees a safe and healthful workplace. Compliance with the safety rules will be required of all employees and management as a condition of employment.

SUPPLEMENTS

This section contains additional information regarding the specific programs offered by GreenCo and also by OSHA.

Statement of Intent: GreenCo's Haz Com Program

THIS PROGRAM IS PROVIDED TO ASSIST IN COMPLYING WITH 29 CFR 1910.1200, HAZARD COMMUNICATION. IT IS NOT INTENDED TO SUPERSEDE THE REQUIREMENTS DETAILED IN THE STANDARD.

GREENCO MANAGEMENT WILL REVIEW THE STANDARD FOR PARTICULAR REQUIREMENTS THAT ARE APPLICABLE TO OUR SPECIFIC SITUATION AND MAKE THE NECESSARY CHANGES. GREENCO WILL ADD INFORMATION RELEVANT TO OUR PARTICULAR FACILITY IN ORDER TO DEVELOP AN EFFECTIVE, COMPREHENSIVE PROGRAM.

Summary of Haz-Com Program for GreenCo Employees

Background

This written hazard communication program not only meets OSHA requirements, but also ensures that GreenCo employees are effectively informed concerning potential and existing chemical hazards. Hazard Communication is one important aspect of our Occupational Safety and Health Program that includes:

- Management commitment and active support.
- Engineering controls for safety and health hazards.
- Enforcement of safety rules and programs.
- Recognition, Evaluation and Control of occupational safety and health hazards.
- Medical Surveillance.
- Assigned safety and health responsibility and accountability.

Purpose

The purpose of this Hazard Communication Program is to inform our employees of all potential or existing chemical hazards.

Approach

The method used to inform employees include:

- Container labeling and other forms of warning.
- Material Safety Data Sheet (MSDS's).
- Employee education and training.

Application

This hazard communication program applies to:

- Known occupational safety and health hazards.
- Chemicals known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

Determining Chemical Hazards

GreenCo management is responsible for identifying chemical hazards from material safety data sheets (MSDS's) provided by chemical manufacturers and distributors.

Material Safety Data Sheets (MDS's)

MSDS's are prepared and distributed by manufacturers and distributors of hazardous materials.

All chemical manufacturer and distributors must obtain or develop a MSDS for each hazardous material they produce or import. A hazardous material is one that is either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (i.e., causes acute or chronic health effects).

The Safety and Health Officer maintains the MSDS file for all hazardous materials used or handled in the company workplace. This Officer reviews each data sheet to make sure it is complete and that there are not obvious errors, and replaces old data sheets with the new ones that accompany shipments of materials.

MSDS's are in English and contain the following information:

- The identity of the chemical.
- The physical and chemical characteristics.
- The physical and health hazards.
- Primary routes of entry.

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- Exposure limits.
 - Precautions for safe handling.
 - Controls to limit exposure.
 - Emergency and first aid procedures.
 - Name of manufactures or distributor.

MSDS Availability

The Safety and Health Officer maintains copies of all MSDS's for each hazardous material in the workplace and makes them readily accessible during each work shift to employees when they are in the work area(s). They also may request a copy of an MSDS if they wish. Copies of MSDS's for materials used in each work area are maintained in that work area, during all shifts. Upon request, the National Institute for Occupational Safety and Health (NIOSH) and OSHA have access to our MSDS's.

Material Inventory

Below is a list of the hazardous chemical(s) used or stored in this location: These chemicals are referenced to their appropriate MSDS's.

Employees wishing to see this list should contact their supervisor.

Labels and Other Forms of Warning

Chemical manufacturers, importers and distributors provide labels, tags or other markings for containers of hazardous chemicals. This identification includes the following information:

- Identity of the hazardous chemical.
- Appropriate hazard warnings.
- Name and address of the chemical manufacturer, distributor or other responsible parties.

We require that containers of hazardous materials in the workplace are labeled, tagged or marked with the identity of the hazardous chemical and appropriate hazard warning. Occasionally, signs, placards, process sheets, batch tickets, operation procedures or similar accessible written materials are used instead of affixing labels to individual containers.

Portable containers of hazardous chemicals do not have to be labeled, tagged or marked with the identity of the hazardous chemical and appropriate hazard warning. Occasionally, signs, placards, process sheets, batch tickets, operating procedures or similar accessible written materials are used instead of affixing labels to individual containers.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, which are intended only for the immediate use of the employee who performs the transfer.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to Supervisors so appropriate labels can be reapplied immediately.

Employee Information, Education and Training

Any information, education and training is provided by the designated GreenCo Safety and Health Officer or delegated supervisor to make sure employees know about hazardous chemicals in the workplace and the appropriate control measures to reduce exposure to them. This program is coordinated by the GreenCo Safety and Health Officer.

New employees receive appropriate safety and health information, education, and training during their initial assignment. This training includes information about hazardous materials and processes in the workplace through the use of the printed materials and classroom instruction.

New employee safety and health training program begins upon hire by the Safety and Health Officer and continues with on-site training by the new employee's supervisor. The specific information in the safety and health training includes:

- General chemical hazards.
- Hazards associated with non-routine tasks.
- Recognition, evaluation and control of hazardous chemicals.
- Chemical labeling.
- Hazards associated with unlabeled piping and processing systems.
- MSDS's.
- Access to information on hazardous chemicals.
- Compliance with safety and health rules and regulations.
- Requirements of Federal Hazard Communication Regulations.
- Specific hazards present in the work areas.

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- The location and availability of the written Hazard Communication Program and all supporting information.
 - The measures employees can take to protect themselves from hazards, including pertinent work practices, company emergency procedures, and personal protective equipment.
 - All employees are informed by supervision concerning the Hazard Communication Program and an explanation of the company's labeling system, MSDS's and how employees may obtain appropriate hazard information.

Retraining

It is necessary for supervisors to provide additional employee training concerning workplace hazards when:

- New materials or processes are introduced into the workplace.
- Process or equipment changes are made that could cause new or increased employee exposure.
- Procedures of work practices are introduced, or changed which could cause changes in the employee's exposure.
- Employees are transferred from one work area to another where different hazards are present.
- A permanent record of all employee training is maintained in the employee's personnel folder.

Non-Routine Tasks

The supervisor of an employee performing a non-routine task, such as cleaning process equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his/her immediate supervisor knows that the non-routine task will be performed.

GreenCo Requirements for Contractors

GreenCo will supply the Contractor with a copy of the Hazard Communication Program before beginning any work. All contractors working on our property are to be notified by GreenCo company management of hazardous materials to which the contractor's employees will be exposed to while working on our company property. Also, proper controls will be established to ensure that our operations do not expose the contractor's employees to safety and health hazards. Copies of MSDS's for all materials the contractor's employees may be exposed to will be provided the contractor.

Program Availability

GreenCo's Hazard Communication Program is available upon request to:

- Employees – OSHA Representatives – NIOSH Representatives.

State Safety Requirements

Often states have their own set of safety requirements related to disaster debris management. GreenCo checks the online sources to see what these may be and we make sure that all our employees and subcontractors who will be assigned to any state is aware of these requirements.

ADDITIONAL SAFETY PROCEDURES

The remainder of this Supplemental Section is filled with various FEMA safety releases that are related to disaster debris removal activities. Many of these procedures may be shared with members of the community. Safety rules are not just for contractors and government workers. Citizens should follow many of them as well.

Portable Generators Are Dangerous; Use Them Safely

Release Date: August 20, 2004

Release Number: 1539-014

Federal and State disaster officials warn that while portable generators are useful when temporary or remote electric power is needed, generators also can be extremely hazardous and even life threatening.

The primary hazards when using a generator are carbon monoxide (CO) poisoning from the toxic engine exhaust, electric shock or electrocution, and fire. Most of the deaths and injuries associated with portable generators are from CO poisoning from generators used indoors or in partially enclosed spaces.

Carbon Monoxide Hazards

Generators can produce high levels of CO very quickly. You cannot smell or see CO so even if you do not smell exhaust fumes, you may be exposed. If you start to feel sick, dizzy, or weak while using a generator, get to fresh air immediately. The CO from generators can rapidly lead to full incapacitation and death. If you experience serious symptoms, get medical attention right away. Inform medical staff that CO poisoning is suspected. If the symptoms occurred while indoors, call the fire department to determine if it is safe to re-enter the building. Follow these safety tips to protect against CO poisoning:

- Follow the instructions that come with your generator. Never use a generator indoors or in partially enclosed spaces, including homes, garages, basements, crawl spaces, and other enclosed or partially enclosed areas, even with ventilation. Opening doors and windows or using fans will not prevent CO build-up in the home.
- Locate the unit outdoors and away from doors, windows, and vents that could allow CO to come indoors.
- Install battery-operated or plug-in CO alarms with battery back up in your home, according to the manufacturer's installation instructions. The CO alarms should be certified to the requirements of the latest safety standards for CO alarms (UL 2034, IAS 6-96, or CSA 6.19.01).
- Test your CO alarm batteries frequently and replace dead batteries.

Electrical Hazard

Follow these tips to protect against shock and electrocution:

- Keep the generator dry and do not use in rain or wet conditions. To protect from moisture, operate it on a dry surface under an open, canopy-like structure. Make sure your hands are dry before touching the generator.
- Plug appliances directly into the generator, or use a heavy duty, outdoor-rated extension cord that is rated (in watts or amps) at least equal to the sum of the connected appliance loads. Check that the cord is free of cuts or tears and that the plug has all three prongs, especially a grounding pin.
- Never try to power the house wiring by plugging the generator into a wall outlet, a practice known as “back feeding.” This extremely dangerous practice presents an electrocution risk to utility workers and neighbors served by the same utility transformer.
It also bypasses some of the built-in household circuit protection devices.
- If you must connect the generator through the house wiring to power appliances, use a qualified electrician to install the appropriate equipment in accordance with local electrical codes. Or, ask your utility company to install an appropriate power transfer switch.

Fire Hazards

Follow these tips to prevent fires:

- Never store fuel for your generator in your house. Gasoline, propane, kerosene, and other flammable liquids should be stored outside of living areas in properly labeled, non-glass safety containers. Do not store them near a fuel-burning appliance, such as a natural gas water heater in a garage. If the fuel is spilled or the container is not sealed properly, invisible vapors from the fuel can travel along the ground and be ignited by the appliance’s pilot light or by arcs from electric switches in the appliance.
- Before refueling the generator, turn it off and let it cool down. Gasoline spilled on hot engine parts could ignite.

Debris Piles Are Dangerous

Safety Starts With the Property Owner

Release Date: December 15, 2005

Release Number: 1603-230

Source: <http://www.fema.gov/news/newsrelease.fema?id=21519>

Officials from the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) and the Louisiana Office of Homeland Security and Emergency Preparedness encourage residents to be cautious when removing harmful debris from homes, yards and roadways.

Debris piles are dangerous - follow the safety guidelines below:

- Do not place debris on or near fire hydrants, utility boxes or gas meters. Dangerous gases could escape if utility boxes or gas meters are damaged during debris removal.
- Keep children away from debris piles. They can be full of broken items, glass, nails, and other sharp objects. Children could easily be injured playing in, around, or on these mounds of debris. The pile may also contain rodents, snakes or bugs.
- Do not allow children near equipment and debris removal operations. Inquisitive children could be standing or playing in the equipment operator's "blind spot" and may not be seen when equipment and trucks move.
- Keep all open flames and lit cigarettes clear of debris piles. The piles often contain flammable materials.
- Don't park cars near debris piles. This will make it easier for the equipment operator to pick up the material and reduce possible damage to your car.
- Drive carefully if you're behind a debris removal truck. Leave a safe distance between your car and the truck. Materials may fall from the truck creating a driving hazard.
- Observe all traffic rules and flagger directions when driving near debris collection sites.

Utility Shut-off and Safety

SOURCE: <http://www.fema.gov/plan/prepare/utilityplan.shtm>

In the event of a disaster, you may be instructed to shut off the utility service at your home.

Below is some general guidance for shutting off utility service. You should modify the information provided to reflect your shut off requirements as directed by your utility company.

Natural Gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all household members know how to shut off natural gas.

Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for guidance on preparation and response regarding gas appliances and gas service to your home.

When you learn the proper shut-off procedure for your meter, share the information with everyone in your household. Be sure not to actually turn off the gas when practicing the proper gas shut-off procedure.

If you smell gas or hear a blowing or hissing noise, open a window and get everyone out quickly. Turn off the gas, using the outside main valve if you can, and call the gas company from a neighbor's home.

CAUTION - If you turn off the gas for any reason, a qualified professional must turn it back on. **NEVER** attempt to turn the gas back on yourself.

Water

Water quickly becomes a precious resource following many disasters. It is vital that all household members learn how to shut off the water at the main house valve.

- Cracked lines may pollute the water supply to your house. It is wise to shut off your water until you hear from authorities that it is safe for drinking.
- The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in your house by shutting off the main house valve (not the street valve in the cement box at the curb—this valve is extremely difficult to turn and requires a special tool).

Preparing to Shut Off Water

- Locate the shut-off valve for the water line that enters your house.
- Make sure this valve can be completely shut off. Your valve may be rusted open, or it may only partially close. Replace it if necessary.

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- Label this valve with a tag for easy identification, and make sure all household members know where it is located.

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible household members where and how to shut off the electricity.

Preparing to Shut Off Electricity

- Locate your electricity circuit box.
- Teach all responsible household members how to shut off the electricity to the entire house.

FOR YOUR SAFETY: Always shut off all the individual circuits before shutting off the main circuit breaker.

SAFETY PRECAUTIONS FOR NIGHTTIME WORK ON THE BEACH

Under some circumstances it may be necessary to perform debris removal on the beach after dark so as to reduce hazards to residents and tourists who normally crowd the beach during daytime hours. These special circumstances call for special rules as put forth in this section of the GreenCo Safety Plan. While there are fewer, if any people to be concerned with in these nighttime operations, we must consider wildlife on the beach and their safety. These rules are put forth for the protection of wildlife as well as for the beach workers and occasional nighttime visitors.

To ensure our GreenCo crews and volunteers who are assisting on our projects are properly trained to follow these protocols, we work with representatives from the US Fish and Wildlife Department as well as local nature groups to establish training programs for this purpose.

Reporting Requirements

Wildlife Observer

No nighttime work will be conducted without a Wildlife Observer (trained in sea turtle and shorebird/seabird identification) biology and behavior. This role may be staffed by NOAA, USFWS, FWC, or existing members of the sea turtle or shorebird/seabird nest monitoring program who have been trained to follow the related protocols.

Shoreline Cleanup Personnel and Required Protocols

All shoreline cleanup personnel shall be informed of the following protocols and understand that wildlife resources may be present in operating areas.

- If a sea turtle is spotted emerging, nesting or returning to the surf; maintain at least 200 ft. between the sea turtle and any beach cleanup activities. A nesting sea turtle may spend well over an hour, maybe two or more, on the beach before returning to the water. If sea turtle tracks are spotted, do not disturb the tracks. Nesting monitors use tracks to document the nest.
- If the nesting attempt is abandoned, and the sea turtle returns to the surf without completing the nest, cleanup crews should continue with a heightened awareness as the female may attempt to nest again in a different location on the same stretch of beach.
- Illumination in the operations area should be the minimum necessary to comply with USCG and/or Occupational Safety and Health Administration (OSHA) requirements. Illumination beyond the immediate work area should be minimized. If headlamps with a red filter on the light can meet this requirement, this is preferred, otherwise, see the FWC Approved Sea Turtle Lighting guidelines below.

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- Limit cleanup crews to a total of 50, and a maximum of 30 active cleaners, at any one time within the operational area. Cleanup crews will be instructed to stay with the group and remain quiet at all times.
 - Limit cleanup crews to 10 cleaners per 150 yards of shoreline. Thus, the maximum length of shoreline that may be cleaned by a single crew is 450 yards.
 - The wildlife observer should examine the work area prior to work for all life stages or evidence of activity of sea turtles (adults, hatchlings, eggs, nests, crawls) and birds (adults, nests, eggs, chicks, and fledglings). If individuals are located, the wildlife observer will be responsible for identifying a staging area positioned to avoid the area by 50 feet, and flag the area so there is no human or equipment/material intrusion.
 - If a turtle crawl is present, there may be a nest. Driving, equipment use, and walking on the crawl could destroy a nest or obscure the nest location. Drive or walk as close to the mean high water line as possible to avoid the crawl (and the nest). The sea turtle survey crew will find the nest during the next morning's survey effort. If it is a beach that is not regularly surveyed, mark the potential nest and report the location
 - Use of mechanized removal methods poses a significant risk to wildlife at nighttime. The following protocols must be adhered to:
 - Consider creating a nighttime beach cleanup Task Force – 3 to 5 beach cleaners, dump truck, front end loader, READ, 3 to 5 sea turtle observers, OSC Supervisor.
 - Vehicles should be restricted to UTV/ATV, beach cleaners, and tractors (< 2,000 kg). Dump trucks and front-end loader use will be kept to a minimum. No more than the minimum necessary vehicles should be on the beach.
 - At no time should equipment be operated at speeds that exceed a fast walk (< 5 mph).
 - The sea turtle observer will walk, or ride a beach-approved vehicle (UTV/ATV operated at speeds not exceeding a fast walk [< 5 mph]) approximately 100 feet in front of the equipment, out of the contamination, to survey for all life stages or evidence of activity of sea turtles and birds. If non-oiled wildlife are observed in the path of the equipment, the equipment should stop until the wildlife moves out of the way or the equipment may be diverted to avoid beached sea turtles or crawls that have not been previously surveyed. If nesting sea turtles or hatchlings are encountered on the beach, stay back at least 50 feet and contact your sea turtle observer.
 - All lights on the beach cleaners, ATV/UTV, and tractors should be shielded to control light pollution beyond the immediate work area. If

possible, red filters or red vellum should be placed over any lights on the equipment.

- All equipment and UTV/ATV use should be below the high tide line. Equipment and UTV/ATVs should not be driven higher on the beach. Equipment and UTV/ATVs must not be driven over dunes, or through any vegetated area. Crossing the wrack line should be avoided by UTV/ATVs and only be done by equipment actively engaged in cleanup of oiled wrack. Crews must use only areas designated in the contract.
- Noise should be minimized. Shouting or yelling should be restricted. Communication should be at a conversational level.
- Operational areas should be established prior to nightfall.

APPROVED SEA TURTLE LIGHTING

Long wavelength lights, e.g. those that produce light that measures greater than 560 nanometers on a spectroscope, are necessary for all construction visible from and adjacent to marine turtle nesting beaches.

Bright white light, such as metal halide, halogen, fluorescent, mercury vapor and incandescent lamps should not be used.

Filters are unreliable and not recommended.

Limited use of shorter wavelength lights may be acceptable in areas where direct and indirect light or glow could not possibly be visible from the beach.

- **ACCEPTABLE LAMPS**
 - Low Pressure Sodium (LPS) 18w, 35w
 - Red, orange or amber LED (true red, orange or amber diodes, NOT filters)
 - True red neon
 - Other lighting sources that produce light of 560 nm or longer