

Modern Mirror & Glass

Safety Program



Since 1945

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MANAGEMENT COMMITMENT

Modern Mirror & Glass Company 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.

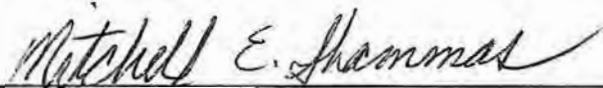
Every procedure must be a safe procedure. Shortcuts in safe procedures by either foremen or workers will not be tolerated.

If a worker observes any unsafe condition, which may pose a potential threat to their health or safety, it is expected that employees will immediately correct the situation when feasible or inform management. Management has the responsibility to take adequate precautions, comply with MIOSHA standards, and assure the safety and health of employees.

If a job cannot be done safely it will not be done.

Management will provide visible ongoing commitment, resources, and leadership to assure the implementation of the Safety Program. All employees will be provided equally high quality safety and health protection.

We acknowledge the importance of creating a positive safety culture through employee involvement and effective policies and procedures.

A handwritten signature in cursive script, reading "Mitchell E. Hammes", is written over a horizontal line.

Signature of Owner/Chief Executive Officer

Aerial Lifts

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The purpose of this program is to define the requirements for employees using aerial lifts on MODERN MIRROR & GLASS COMPANY's jobsites. Its primary objective is to identify and prevent potential injuries or illnesses in the workplace.

Safety

MODERN MIRROR & GLASS COMPANY requires that modifications to the equipment will not be made without written approval from the manufacturer. Aerial lifts may be "field modified" for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by any equivalent entity.

MODERN MIRROR & GLASS COMPANY requires that lift controls and equipment be tested/inspected before each use. Lift controls will be tested each day prior to use to determine that such controls are in safe working condition. Tests will be made at the beginning of each shift during which the equipment is to be used to determine that the brakes and operating systems are in proper working condition.

MODERN MIRROR & GLASS COMPANY will ensure that only authorized persons are allowed to operate aerial lifts and equipment.

MODERN MIRROR & GLASS COMPANY will ensure that load limits will not be exceeded. Boom and basket load limits specified by the manufacturer will not be exceeded.

MODERN MIRROR & GLASS COMPANY will ensure that equipment will have a working back-up alarm or use a spotter when backing. The vehicle must have a reverse signal alarm audible above the surrounding noise level or the vehicle is backed up only when an observer signals that it is safe to do so.

MODERN MIRROR & GLASS COMPANY will ensure that minimum clearance between electrical lines and any part of the equipment is at least 10 feet. For lines rated 50 kV. or below, minimum clearance between the lines and any part of the equipment or load will be at least 10 feet. If the aerial lift is insulated for the voltage involved, and if the work is performed by a qualified person, the clearance distance (between the uninsulated portion of the aerial lift and the power line) may be referenced to the distance provided in 1910.333(c)(3)(ii)(C) Table S-5.

MODERN MIRROR & GLASS COMPANY requires that employees will stand firmly on the floor and will not climb on the rails or the edge of the basket. Employees will always stand firmly on the floor of the basket, and will not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

MODERN MIRROR & GLASS COMPANY requires that approved fall restraint system will be worn while working from an aerial lift. The fall restraint system will be attached to the boom or basket. An approved fall restraint system will be attached to the boom or basket when working from an aerial lift and is not permitted to be attached to adjacent poles or structures.

TABLE S-5 - APPROACH DISTANCES FOR QUALIFIED
EMPLOYEES - ALTERNATING CURRENT

Voltage range (phase to phase)	Minimum approach distance
300V and less	Avoid Contact
Over 300V, not over 750V	1 ft. 0 in. (30.5 cm).
Over 750V, not over 2kV	1 ft. 6 in. (46 cm).
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm).
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm).
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm).
Over 87.5kV, not over 121kV	4 ft. 0 in. (122 cm).
Over 121kV, not over 140kV	4 ft. 6 in. (137 cm).

Aerial Lifts

Unless otherwise provided in this program, aerial lifts acquired for use on or after January 22, 1973 shall be designed and constructed in conformance with the applicable requirements of the American National Standards for "Vehicle Mounted Elevating and Rotating Work Platforms," ANSI A92.2-1969, including appendix. Aerial lifts acquired before January 22, 1973 which do not meet the requirements of ANSI A92.2-1969, may not be used after January 1, 1976, unless they will have been modified so as to conform with the applicable design and construction requirements of ANSI A92.2-1969. Aerial lifts include the following types of vehicle-mounted aerial devices used to elevate personnel to job-sites above ground:

- Extensible boom platforms;
- Aerial ladders;
- Articulating boom platforms;
- Vertical towers; and
- A combination of any such devices.

Aerial equipment may be made of metal, wood, fiberglass reinforced plastic (FRP), or other material; may be powered or manually operated; and are deemed to be aerial lifts whether or not they are capable of rotating about a substantially vertical axis.

Aerial lifts may be "field modified" for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by any other equivalent entity, such as a nationally recognized testing laboratory, to be in conformity with all applicable provisions of ANSI A92.2-1969 and this section and to be at least as safe as the equipment was before modification.

Ladder trucks and tower trucks

Aerial ladders will be secured in the lower traveling position by the locking device on top of the truck cab, and the manually operated device at the base of the ladder before the truck is moved for highway travel.

Extensible and articulating boom platforms

Lift controls will be tested each day prior to use to determine that such controls are in safe working condition.

MODERN MIRROR & GLASS COMPANY requires that only authorized persons will operate an aerial lift.

Belting off to an adjacent pole, structure, or equipment while working from an aerial lift will not be permitted.

Employees will always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

A body belt will be worn and a lanyard attached to the boom or basket when working from an aerial lift.

Note: *As of January 1, 1998, subpart M of this part (1926.502(d)) provides that body belts are not acceptable as part of a personal fall arrest system. The use of a body belt in a tethering system or in a restraint system is acceptable and is regulated under 1926.502(e).*

MODERN MIRROR & GLASS COMPANY requires that Boom and basket load limits specified by the manufacturer will not be exceeded.

The brakes will be set and when outriggers are used, they will be positioned on pads or a solid surface. Wheel chocks will be installed before using an aerial lift on an incline, provided they can be safely installed.

An aerial lift truck will not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation in accordance with the provisions of this program.

Articulating boom and extensible boom platforms, primarily designed as personnel carriers, will have both platform (upper) and lower controls. Upper controls will be in or beside the platform within easy reach of the operator. Lower controls will provide for overriding the upper controls. Controls will be plainly marked as to their function. Lower level controls will not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

Climbers will not be worn while performing work from an aerial lift.

The insulated portion of an aerial lift will not be altered in any manner that might reduce its insulating value.

Before moving an aerial lift for travel, the boom(s) will be inspected to see that it is properly cradled and outriggers are in stowed position except as provided in this program.

Electrical tests

All electrical tests will conform to the requirements of ANSI A92.2-1969 section 5. However equivalent d.c.; voltage tests may be used in lieu of the a.c. voltage specified in A92.2-1969; d.c. voltage tests which are approved by the equipment manufacturer or equivalent entity will be considered an equivalent test for the purpose of this program.

Bursting safety factor

The provisions of the American National Standards Institute standard ANSI A92.2-1969, section 4.9 Bursting Safety Factor will apply to all critical hydraulic and pneumatic components. Critical components are those in which a failure would result in a free fall or free rotation of the boom. All noncritical components will have a bursting safety factor of at least 2 to 1.

Welding standards

All welding will conform to the following standards as applicable:

- Standard Qualification Procedure, AWS B3.0-41.
- Recommended Practices for Automotive Welding Design, AWS D8.4-61.

- Standard Qualification of Welding Procedures and Welders for Piping and Tubing, AWS D10.9-69.
- Specifications for Welding Highway and Railway Bridges, AWS D2.0-69.

Note to 1926.453: *Non-mandatory Appendix C to this subpart lists examples of national consensus standards that are considered to provide employee protection equivalent to that provided through the application of ANSI A92.2-1969, where appropriate. This incorporation by reference was approved by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR part 51. Copies may be obtained from the American National Standards Institute. Copies may be inspected at the Docket Office, Occupational Safety and Health Administration, U.S. Department of Labor, 200 Constitution Avenue, NW., room N2634, Washington, DC or at the Office of the Federal Register, 800 North Capitol Street, NW., suite 700, Washington, DC.*

Bloodborne Pathogens

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The OSHA Bloodborne Pathogens (BBP) Standard, codified as 29 CFR 1910.1030, is designed to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other BBP employees may encounter in their workplace.

MODERN MIRROR & GLASS COMPANY follows three general principles when working with BBP:

1. It is prudent to minimize or eliminate all exposure to BBP.
2. Risk of exposure to BBP should never be underestimated. It should be assumed that all persons receiving treatment are infected with BBP.
3. MODERN MIRROR & GLASS COMPANY will institute as many work practice controls as possible to eliminate or minimize employee exposure to BBP.

MODERN MIRROR & GLASS COMPANY has implemented an Exposure Control Plan to protect our employees from the health hazards associated with BBP and to provide appropriate treatment and counseling should an employee be exposed.

Reference

- 29 CFR 1910.1030
- Cal/OSHA T8 CCR 5193

KEY RESPONSIBILITIES

MODERN MIRROR & GLASS COMPANY Safety has designated that the Competent Safety Officer's (CSO). Responsibilities includes:

- Has overall responsibility for developing and implementing the Exposure Control Procedure for all facilities.
- Shall provide access to a copy of the exposure control in a reasonable time, place, and manner.

Supervisors & Employees

- Site project manager and supervisors are responsible for exposure control in their respective areas.
- Know what tasks they perform that have occupational exposure.
- Plan and conduct all operations in accordance with our work practice controls.
- Develop good personal hygiene habits.

EXPOSURE CONTROL PLAN

MODERN MIRROR & GLASS COMPANY is responsible for overall management and support of the BBP Compliance Program. The CSO has overall responsibility for implementing the Exposure Control Plan. This responsibility includes:

- Working with management and other employees to develop and administer any policies and practices needed to support the effective implementation.
- Revising and updating the plan when necessary.
- Knowing current requirements including appropriate Personal Protective Equipment (PPE).
- Acting as company liaison during OSHA Inspections.
- Conducting periodic company audits.

Department Managers and Supervisors

Department Managers and Supervisors are responsible for implementing the plan in their respective areas.

Health & Safety Department

Our H&S Department will be responsible for providing information and training to all employees who have the potential for exposure to BBP. Activities falling under the direction of the H&S Department include:

1. Maintaining an up-to-date list of personnel requiring training.
2. Developing suitable education/training programs.
3. Scheduling periodic training seminars for employees.
4. Maintaining appropriate training documentation.
5. Periodically reviewing the training programs to include appropriate new information.

Employees

Employees Requiring Bloodborne Pathogen Training:

1. Employees who are trained and designated as responsible for rendering first aid or medical assistance.
2. Employees who are employed as Service Technicians
3. Employees who may work on sewage pipes, etc.
4. Employees who have the potential to be exposed at Hospital Jobs.

Employees are responsible for:

1. Knowing what tasks have occupational exposure.
2. Attending BBP training sessions.
3. Conducting all work in accordance with bloodborne pathogen controls.
4. Developing good personal hygiene habits.
5. Wearing appropriate PPE.

REVIEW AND UPDATE OF THE PLAN

It is important to keep the Exposure Control Plan up-to-date. To ensure this, the plan will be reviewed and updated whenever:

1. Regulatory requirements change which affect occupational exposure.
2. Jobs are revised such that new instances of occupational exposure may occur.

EXPOSURE DETERMINATION

One of the keys to implementing a successful Exposure Control Plan is to identify exposure situations. MODERN MIRROR & GLASS COMPANY has prepared a list of job classifications in which employees have occupational exposure to BBP.

The H&S Department will work with supervision to revise and update the lists as tasks, procedures, and classifications change.

The following includes guidelines and focus for exposure determination.

1. There are no job classifications in which some or all employees have occupational exposure to bloodborne pathogens that may result from the performance of their routine duties.
2. Designated employees are trained to render first aid and basic life support. Rendering first aid or basic life support will expose employees to bloodborne pathogens and will require them to adhere to this program.
3. In addition, no medical sharps or similar equipment is provided to, or used by, employees rendering first aid or basic life support.
4. This exposure determination has been made without regards to the Personal Protective Equipment that may be used by employees.
5. A listing of all first aid and basic life support trained employees in this work group shall be maintained at each work site and at each first aid kit.

METHODS OF COMPLIANCE

There are a number of areas which must be addressed in order to effectively eliminate or minimize exposure to BBP. These include:

1. The use of Universal Precautions.
2. Implementing appropriate Work Practice Controls.
3. Using necessary PPE.
4. Implementing appropriate Housekeeping Procedures.

Each of these areas is reviewed with our employees during BBP training (see the "Information and Training" section of this plan for additional information.) By following the requirements of OSHA's BBP Standard in these four areas, we will eliminate or minimize our employees' occupational exposure to BBP as much as possible.

UNIVERSAL PRECAUTIONS

We treat all human blood and body fluids as if they are known to be infectious for HBV, HIV and other BBP.

In circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious.

The H&S Department is responsible for overseeing the Universal Precautions Program.

WORK PRACTICE CONTROLS

MODERN MIRROR & GLASS COMPANY has adopted the following Work Practice Controls as part of the BBP Compliance Program:

1. Employees wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other PPE. Hand wash facilities or antiseptic solutions / towelettes will be available for use.
2. Following any contact of body areas with blood or any other infectious materials, employees wash their hands and any other exposed skin with soap and water as soon as possible. They also flush exposed mucous membranes with water.
3. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to BBP.

4. Equipment that becomes contaminated is examined prior to servicing or shipping, and decontaminated as necessary. An appropriate biohazard-warning label is attached to any contaminated equipment, identifying the contaminated portions. Information regarding the remaining contamination is conveyed to appropriate employees, the equipment manufacturer and the equipment service representative prior to handling, servicing or shipping.
5. Contaminated needles and other contaminated sharps should not be handled if you are not AUTHORIZED or TRAINED to do so. Contaminated needles and other contaminated sharps are not bent or recapped.
6. Food and drink is not kept in refrigerators, freezers, on countertops or in other storage areas where potentially infectious materials are present.
7. All equipment or environmental surfaces shall be cleaned & decontaminated after contact with blood or other potentially infectious materials.
8. Specimens of blood or other potentially infectious materials must be put in leak proof bags for handling, storage and transport.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is the employee's last line of defense against BBP. MODERN MIRROR & GLASS COMPANY provides at no cost to our employees; gloves, safety glasses, goggles, gowns, face shields/masks and other as need PPE for bloodborne pathogens response. All PPE shall be of the proper size and readily accessible.

This equipment includes, but is not limited to:

- Gloves
- Safety glasses
- Goggles
- Face shields/masks
- Respirators

The H&S Department, working with supervision, is responsible for ensuring that all departments and work areas have appropriate PPE available to employees. Employees are trained regarding the use of the appropriate personal equipment. To ensure that PPE is not contaminated and is in the appropriate condition to protect employees from potential exposure, MODERN MIRROR & GLASS COMPANY adheres to the following practices:

- All PPE is inspected prior to being used and replaced as needed to maintain its effectiveness.
- Single-use PPE is appropriately discarded.

The following rules are in place to ensure equipment is used effectively:

- Any garments penetrated by blood or other infectious materials are removed immediately, or as soon as feasible.
- All potentially contaminated PPE is removed prior to leaving the work area.
- Gloves are worn in the following circumstances.
 - Whenever employees anticipate hand contact with potentially infectious materials.
 - When handling or touching contaminated items or surfaces.
- Gloves are replaced soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an "exposure barrier".
- Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious materials.
- Protective clothing is worn whenever potential exposure to body fluids is anticipated.
- Any PPE exposed to bloodborne pathogens shall be disposed of properly.
- PPE shall be used unless employees temporarily declined to use PPE under rare circumstances.
- PPE should be cleaned, laundered & properly disposed of if contaminated.
- MODERN MIRROR & GLASS COMPANY will repair and replace PPE as needed to maintain its effectiveness.

HOUSEKEEPING

Maintaining a jobsite/facility in a clean and sanitary condition is an important part of a BBP Compliance Program. MODERN MIRROR & GLASS COMPANY has established policies in compliance with the Owner/Client when working.

Determine the following:

- The area to be cleaned/decontaminated
- Day and time of scheduled work
- Cleansers and disinfectants to be used.
- Any special instructions that are appropriate.

The following procedures are used with all types of body fluid wastes:

- They are discarded or "bagged" in containers that are:
 - Closeable
 - Leak-proof if the potential for fluid spill or leakage exists.
- Waste containers are maintained, upright, routinely replaced and not allowed to overfill.

MODERN MIRROR & GLASS COMPANY Employees shall adhere to the follow housekeeping practices:

- Ensure all equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials.
- Protective coverings (such as plastic trash bags or wrap, aluminum foil or absorbent paper) are removed and replaced.
- Ensure All trash containers, pails, bins, and other receptacles intended for use routinely are inspected, cleaned and decontaminated as soon as possible if visibly contaminated.
- Ensure all potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).

HEPATITIS B VACCINATION, POST-EXPOSURE EVALUATION AND FOLLOW-UP

MODERN MIRROR & GLASS COMPANY recognizes that even with adherence to exposure prevention practices, exposure incidents can occur. As a result, we have set up procedures for Hepatitis B vaccinations and post-exposure evaluation and follow-up should exposure to BBP occur.

VACCINATION PROGRAM

MODERN MIRROR & GLASS COMPANY will arrange and offer a vaccination series against Hepatitis B infection. The series consists of three inoculations over a six-month period and is performed under the supervision of a licensed physician or other healthcare professional. To ensure all employees are aware of our vaccination program, it is thoroughly discussed in our BBP training.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

If there is an incident where exposure to bloodborne pathogens occurs we immediately focus our efforts on investigating the circumstances surrounding the exposure incident and making sure that our employees receive medical consultation and immediate treatment.

MODERN MIRROR & GLASS COMPANY's safety director shall investigate every reported exposure incident and a written summary of the incident and its causes is prepared and recommendations are made for avoiding similar incidents in the future. We provide an exposed employee with the following confidential information:

- Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred.
- Identification of the source individual (unless not feasible or prohibited by law).

Once these procedures have been completed, an appointment is arranged for the exposed employee with a qualified healthcare professional to discuss the employee's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

If an employee is involved in an incident where exposure to BBP may have occurred, :

- Ensure the employee receives medical consultation and treatment (if required) as expeditiously as possible.
- Investigate the circumstances surrounding the exposure incident.

The H&S Department and Field Supervisor investigates every exposure incident that occurs in our company. This investigation is initiated within 24 hours after the incident occurs and involves gathering the following information who, what, where, when, why and how.

After this information is gathered, a written summary of the incident and its causes is prepared, and recommendations are made for avoiding similar incidents in the future.

Much information involved in this process must remain confidential, and MODERN MIRROR & GLASS COMPANY will do everything possible to protect the privacy of the people involved. As the first step in this process, we provide an exposed employee with the following confidential information:

- Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred.
- Identification of the source individual (unless infeasible or prohibited by law).

The employee will be made aware of any applicable laws and regulations concerning disclosure of the identity and infectious status of a source individual. If requested, we will arrange to test the blood of the exposed employee for HBV and HIV status. An appointment is arranged for the exposed employee with a qualified healthcare professional to discuss the employee's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

HEALTHCARE PROFESSIONAL

To assist the healthcare professional, we forward a number of documents to them, including:

- A copy of the BBP Standard.
- A description of the exposure incident.
- Other pertinent information.

After the consultation, the healthcare professional provides our facility with a written opinion evaluating the exposed employee's situation. We, in turn, furnish a copy of this opinion to the exposed employee. In keeping with this process' emphasis on confidentiality, the written opinion will contain only the following information:

- Whether Hepatitis B vaccination is indicated for the employee.
- Whether the employee has received the Hepatitis B vaccination.
- Confirmation the employee has been informed of the results of the evaluation.
- Confirmation the employee has been told about any medical conditions resulting from the exposure incident that require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

MEDICAL RECORDKEEPING

To ensure we can provide information to the participating healthcare professional, MODERN MIRROR & GLASS COMPANY maintains relevant records on our employees. The H&S Department is responsible for setting up and maintaining these records, which include the following information:

- Name of employee.
- Social security number of the employee.
- A copy of the employee's Hepatitis B Vaccination status.
 - Dates of any vaccinations.

- Medical records relative to the employee's ability to receive vaccination.
- A copy of the information provided to the consulting healthcare professional as a result of any exposure to BBP.

As with all information in these areas, we recognize it is important to keep the information in these medical records confidential. We will not disclose or report this information to anyone without our employee's written consent (except as required by law). These records will be maintained for the duration of employment plus 30 years as required.

INFORMATION & TRAINING

All employees who have the potential for exposure to BBP are put through a comprehensive training program and furnished with as much information as possible on this issue. Employees will be updated annually to keep their knowledge current. Additionally, all new employees, as well as employees changing jobs or job functions, will be given any additional training their new position requires.

The H&S Department is responsible for seeing all employees who have potential exposure to BBP receive this training. Records of this training shall be maintained for a period not less than 3 years.

TRAINING TOPICS:

The topics covered in training include the following:

- The OSHA requirements of bloodborne pathogens (BBP Standards).
- The epidemiology and symptoms of bloodborne diseases.
- The modes of transmission of BBP.
- MODERN MIRROR & GLASS COMPANY 's Exposure Control Plan (and where employees can obtain a copy.)
- Methods of warnings (signs, labels, etc.) - Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- A review of the use and limitations of methods that will

prevent or reduce exposure, including:

- Selection and use of personal and protective equipment
- Visual warnings of biohazards including labels, signs, and containers.
- Information on the Hepatitis B Vaccine - Availability of the Hepatitis B vaccine that have occupational exposure at no cost
- Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- The procedures to follow if an exposure incident occur
- Information on the post-exposure evaluation and follow-up.

RECORDKEEPING

All records shall be made available upon request of employees, OHSA's Assistant Secretary and the Director of OSHA for examination and copying. Medical records must have written consent of employee before released. MODERN MIRROR & GLASS COMPANY shall meet the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

MODERN MIRROR & GLASS COMPANY'S Human Resources representative shall maintain Bloodborne Pathogen exposure records.

Employee medical records shall be kept confidential and are not to be disclosed without the employee's written consent, except as required by 29 CFR 1910.1030 or other law.

Medical records shall be maintained for the duration of employment plus 30 years and shall include at least the following:

- Employee's name, Social Security number and MODERN MIRROR & GLASS COMPANY employee number.
- Employee's Hepatitis B vaccination status, including vaccination dates.

- All results from examinations, medical testing and follow-up procedures, including all health care professional's written opinions.
- Information provided to the health care professional.
- Any Hepatitis B Vaccine Declinations.

Training records shall be maintained for 3 years from the date on which the training occurred. To facilitate the training of MODERN MIRROR & GLASS COMPANY employees, as well as to document the training process, we maintain training records containing the following information:

1. Dates of all training sessions.
2. Outline of Contents/summary of the training sessions.
3. Names of the instructors.
4. Names and job titles of employees attending the training sessions.

Sharps Injury Log

MODERN MIRROR & GLASS COMPANY has established and maintains a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log will be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log will all contain, at a minimum:

- The type and brand of device involved in the incident,
- The department or work area where the exposure incident occurred, and
- An explanation of how the incident occurred.

The requirement to establish and maintain a sharps injury log will apply to MODERN MIRROR & GLASS COMPANY as we are required to maintain a log of occupational injuries and illnesses under 29 CFR 1904. The sharps injury log shall be maintained for the period required by 29 CFR 1904.6.

Disciplinary Program

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The Disciplinary Program is meant to provide a means of proper discipline of inappropriate actions in the workplace.

Responsibilities

The safety manager, operations managers, project superintendent, supervisors, and foremen are responsible for enforcing Disciplinary Action Program for MODERN MIRROR & GLASS COMPANY.

MODERN MIRROR & GLASS COMPANY requires that Physical inspections of work areas are to be conducted to ensure compliance with safety rules and policies.

Requirements

MODERN MIRROR & GLASS COMPANY has provided that these actions can be considered an actionable offense and require disciplinary measures but are not limited to:

- Not following verbal or written safety procedures,
- guidelines set by management
- Horse play,
- failure to wear required PPE, and/or abuse of selected PPE

Steps to Follow

MODERN MIRROR & GLASS COMPANY requires that these procedures are to be followed after issuing a safety violation notice.

- Meet with employee(s) to discuss the infraction &
- inform individual(s) of the rule or procedure that was violated and
- the corrective action to be taken

Once the employee has been met with and all issues have been discussed they must sign the Violation form and provide a written statement. Supervisors are required to provide a written statement of the situation. The Violation form will be kept in the employees file for reference.

MODERN MIRROR & GLASS COMPANY may terminate an employee who has received 3 violation warnings. This is at the sole discretion of MODERN MIRROR & GLASS COMPANY to do so. The Company will maintain a standard of safe practices from all employees

VIOLATION FORM

VIOLATION INFORMATION

Employee name:

Date of Warning:

Location:

Supervisor:

Department:

Time:

Date:

TYPE OF VIOLATION:

PREVIOUS WARNINGS

1 st warning	Oral <input type="checkbox"/> Written <input type="checkbox"/>	Date & by whom:
2 nd warning	Oral <input type="checkbox"/> Written <input type="checkbox"/>	Date & by whom:
3 rd warning	Oral <input type="checkbox"/> Written <input type="checkbox"/>	Date & by whom:

EMPLOYEE STATEMENT

EMPLOYER STATEMENT

ACTION TO BE TAKEN:

If Incident should occur again:

I have read this employee warning notice and understand it.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Driving Safety

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The purpose of this program is to define the requirements for employees operating vehicles. Its primary objective is to identify and prevent potential injuries or illnesses in the workplace.

Driving Safety

MODERN MIRROR & GLASS COMPANY requires that only authorized employees will drive a motor vehicle. Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company- owned vehicle.

MODERN MIRROR & GLASS COMPANY requires and will ensure that the driver of the company vehicle will have a valid and current license to operate the vehicle. The driver will be appropriately assessed, licensed, and trained to operate the vehicle. Authorized drivers are not allowed to operate the vehicle while under the influence of alcohol, illegal drugs or certain medications, prescription or over-the counter medications that might impair their driving skills.

MODERN MIRROR & GLASS COMPANY requires that Authorized drivers will report any collision or traffic violation while driving on company duties to the appropriate personnel. The Authorized Driver will contact their immediate supervisor to advise them of the incident and any other necessary details.

MODERN MIRROR & GLASS COMPANY requires that loads will be secured and within the manufacturer's legal limits. Loads shall be secure and will not

exceed the manufacturer's specifications and legal limits for the vehicle. MODERN MIRROR & GLASS COMPANY will ensure that vehicles are of the correct size and designed for intended use and purpose.

MODERN MIRROR & GLASS COMPANY will ensure that vehicles shall be maintained in safe working order. Routine checks before use must be completed and documented. Routine maintenance of the vehicles will be performed as often as the manufacture recommends.

If the vehicle is found to not be in safe working condition the employee will report the issue to their immediate supervisor. The vehicle must not be operate until it is deemed safe to operate.

MODERN MIRROR & GLASS COMPANY requires that the driver and all passengers must wear seatbelts. Seatbelts will be worn by all occupants at all times whenever a vehicle is in motion.

Cell Phone Policy

MODERN MIRROR & GLASS COMPANY drives must demonstrate safe driver behaviors such as hands-free cell phone use, or cell phone use prohibited while driving, not manipulating radios or other equipment which may cause distraction, not exceeding the posted speed limit and maintaining a safe distance between other vehicles. Again, the use of cell phones while operating a vehicle is prohibited for MODERN MIRROR & GLASS COMPANY employees. All Drivers are expected to follow these safe driver behaviors.

In order to increase employee safety and eliminate unnecessary risks behind the wheel, MODERN MIRROR & GLASS COMPANY has enacted a Distracted Driving Policy. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

- Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making

phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
 - Turn cell phones off or put them on silent or vibrate before starting the car.
 - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

Non-DOT Drug & Alcohol Policy

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

MODERN MIRROR & GLASS COMPANY is dedicated to the protection of its employees from situations arising from substance abuse. To ensure that its workforce is productive, its facility is safe, and the success of its business is not hindered by substance abuse, MODERN MIRROR & GLASS COMPANY established a Drug & Alcohol Policy. At the same time, the program will promote morale and reduce absenteeism, accident potential, and health and workers' compensation insurance.

Our company's Substance Abuse Program Administrator, is responsible for developing and maintaining the written substance Abuse Program. This person is solely responsible for all facets of the program and has full authority to make necessary decisions to ensure the success of this program. The Substance Abuse Program Administrator is also qualified via appropriate training and experience that is commensurate with the complexity of the program to administer or oversee it and conduct the required evaluations of program effectiveness.

Company Policy

Because our company is concerned about

- Workplace safety,
- Worker health,
- Product quality,
- Productivity,
- Public liability, or
- Regulatory compliance.

It is committed to a drug- and alcohol-free workplace.

Our company substance abuse policy statement is as follows:

The possession, sale, or use of illegal drugs is inconsistent with the company's objective of operating in a safe and efficient manner. Accordingly, no officer, employee, agent, contractor, or visitor shall use or have in his or her possession illegal drugs during working hours or on company property at any time. Additionally, no officer, employee, agent, or contractor shall report to work while under the influence of alcohol or illegal drugs.

The services of any employee who engages in such conduct will be subject to discipline up to and including discharge per vested authority. The only exception is the taking of prescribed drugs under the direction of a physician. The unlawful involvement with drugs or narcotics off company property will constitute grounds for severe disciplinary action, up to and including termination of employment.

MODERN MIRROR & GLASS COMPANY will give each employee a copy of our drug-free workplace policy statement. If you have a substance abuse problem, it is your responsibility to seek and complete treatment. If you think someone you know (like a co-worker or a family member) has a drug problem, you could tell the person that, based on what you've seen, you believe something is happening and it concerns you. Urge that person to get help. If nothing is done, that person could adversely affect the well-being of not only himself/herself, but you, your family, and the company.

Drug and Alcohol Testing

Pre-employment and Post-offer testing of individuals will be required. Drug and alcohol testing will be given to all individuals prior to employment. Testing will be given before initial assignment.

We retain the right to test our employees for alcohol and drugs according to the following guidelines:

- If a company official or competent person has determined that there is reasonable cause or suspicion that an individual is performing work

under the influence, then that individual will be required to submit to a drug and alcohol test.

- Employees who exhibit through identification of abnormal job performance or behaviors which suggest that drug or alcohol abuse may be a factor, will be requested to test for the presence of alcohol or drugs.
- Drug and alcohol testing will be administered at random times. Employees will be chosen through an unbiased selection process.
- All employees will undergo unannounced drug testing based on a computerized random selection process.
- All employees involved in a work-related incident will be required to submit to a drug and alcohol test.
- All employees who receive some form of rehabilitation may be required to undergo a drug test.

If a test reveals a positive result, then the employee(s) will be subject to disciplinary action up to including termination of employment.

Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.

Drug and Alcohol Testing

Our drug and alcohol testing program is also part of our Substance Abuse Program. We have set up a drug testing program for the following reasons:

- It is the right business decision for your company; or
- The work your employees do falls under rules that require drug testing.

Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.

Recordkeeping

Human Resource Department is responsible for maintaining all records and documentation related to employee training and testing.

Conviction Notification

MODERN MIRROR & GLASS COMPANY will ensure that the contracting agency is notified within 10 days after receiving notice that an employee has been convicted of violating any criminal drug statute.

Employee Sanction

MODERN MIRROR & GLASS COMPANY will ensure that any employee who is convicted of violating any criminal drug statute, will have sanctions imposed or will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Fall Protection

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Fall Protection Guidelines

All fall protection required shall conform to the criteria set forth in 29 CFR 1926.502, Subpart M. MODERN MIRROR & GLASS COMPANY shall determine if the walking/working surfaces on which employees are to work have the strength and structural integrity to support employees safely. Employees shall be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity. Each employee on a walking/working surface with an unprotected side or edge which is 6 feet or more above a lower level shall be protected from falling by use of guardrail systems, safety net systems, or personal fall arrest systems.

The same is true for any **Leading Edges** employee who is constructing a leading edge 6 feet or more above lower levels, unless it can be demonstrated that it is infeasible or creates a greater hazard to use these systems. It is assumed that in the vast majority of cases, one of the above-listed fall protection systems is feasible. In the rare exception, a fall protection plan for this work shall be developed. Each employee on a walking/working surface 6 feet or more above a lower level where leading edges are under construction, but who is not engaged in the leading edge work, shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system.

If a guardrail system is chosen to provide the fall protection, and a CAZ has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

When purchasing equipment and raw materials for use in fall protection systems, MODERN MIRROR & GLASS COMPANY will ensure that all applicable ANASI, ASTM, and/or OSHA requirements are met.

Hoist areas

Each employee in a hoist area shall be protected from falling 6 feet or more to lower levels by guardrail or personal fall arrest systems. If guardrail systems (or chain or gate) or portions thereof, are removed to facilitate the hoisting operation and an employee must lean through the access opening or out over the edge of the access opening, that employee shall be protected from fall hazards by a personal fall arrest system.

Holes

Each employee on walking/working surfaces shall be protected from falling through holes (including skylights) more than 6 feet above lower levels by personal fall arrest systems, covers, or guardrail systems erected around such holes. Each employee shall be protected from tripping in or stepping into or through holes (including skylights) by covers. Employees on lower levels shall be protected from objects falling through holes (including skylights) by covers.

Formwork/Reinforcing Steel

Employees on the face of formwork or reinforcing steel shall be protected from falling 6 feet or more to lower levels by personal fall arrest systems, safety net systems or positioning device systems.

Ramps/Runways and other walkways

Employees on ramps, runways, and other walkways shall be protected from falling 6 feet or more to lower levels by guardrail systems.

Excavations

Employees working on the edge of an excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, or barricades when the excavations are not readily seen because of plant growth or visual barrier.

Employees working on the edge of a well, pit, shaft, and similar excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, barricades, or covers.

Dangerous equipment

Employees less than 6 feet above dangerous equipment shall be protected from falling into or onto dangerous equipment by guardrail systems or by equipment guards. Employees working 6 feet or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.

Overhand bricklaying and related work

Except as otherwise provided, each employee performing overhand bricklaying and related work 6 feet or more above lower levels, shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or shall work in a CAZ. Each employee reaching more than 10 inches below the level of the walking/working surface on which they are working, shall be protected from falling by a guardrail system, safety net system or personal fall arrest system.

Low-Slope Roofs

Except as otherwise provided, employees engaged in activities on low-slope roofs, with unprotected sides and edges 6 feet or more above lower levels, shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of warning line system and guardrail system, warning line and safety net systems, warning line and personal fall arrest systems, or warning line and safety monitoring systems. on roofs 50 feet or less in width, the use of a safety monitoring system alone is permitted.

Steep roofs

Employees on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected by guardrail systems with toeboards, safety net systems, or personal fall arrest systems.

Precast concrete erection

Employees engaged in the erection of precast concrete members (including, but not limited to, the erection of wall panels, columns, beams and floor and roof “tees”) and related operations such as grouting of precast concrete members, who is 6 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems, unless another provision provides for an alternative fall protection measure. When it can be demonstrated it is infeasible or creates a greater hazard to use these systems, a fall protection plan shall be developed.

Wall openings

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected from falling by the use of a guardrail, safety net or personal fall arrest system.

Other Walking/working surfaces

Employees on a walking/working surface 6 feet or more above lower levels shall be protected from falling by a guardrail, safety net or personal fall arrest system.

Protection from falling objects

When employees are exposed to falling objects, each employee shall be required to wear a hard hat and one of the following protections shall be implemented:

- Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels; or,
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so those objects would not go over the edge if they were accidentally displaced; or,
- Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of the higher level so those objects would not go over the edge if they were accidentally displaced.

FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES

All fall protection systems required by this program shall be provided, installed and all other pertinent requirements met before employees begin the work that necessitates the fall protection. All fall protection provided shall comply with the applicable provisions of 29 CFR 1926.500 subpart M.

Guardrail systems

The Top edge height of top rails shall be 42 inches plus or minus 3 inches above the walking/working level. When conditions warrant, the height of the top edge may exceed 45 inches, provided the guardrail system meets all other criteria.

Note: When employees are using stilts, the top edge height of the top rail shall be increased an amount equal to the height of the stilts.

Midrails, screens, mesh, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and walking/working surface when there is no wall or parapet wall at least 21 inches high. Midrails, when used, shall be installed at a height midway between the top edge and the walking/working level. Screens and mesh, when used, shall extend from the top

rail to the walking/working level and along the entire opening between top rail supports. Intermediate members (such as balusters) when used between posts, shall not be more than 19 inches apart. Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system more than 19 inches wide.

Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge. When the 200 lb test load is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches above the walking/working level. Guardrail system components selected and constructed in accordance with 29 CFR 1926, Subpart M, Appendix B will be deemed to meet this requirement.

Midrails, screens, mesh, intermediate vertical members, solid panels and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 lbs applied in any downward or outward direction at any point along the midrail or other member.

Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

The ends of all top rails and midrails shall not overhang the terminal posts except where such overhang does not constitute a projection hazard. Steel banding and plastic banding shall not be used as top rails or midrails. Top rails and midrails shall be at least ¼ inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6 foot intervals with high-visibility material.

When guardrails are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.

When guardrails are used at holes, they shall be erected on all unprotected sides or edges of the hole. When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges. When guardrail systems are used around holes which are used as points of access (such as ladderways), they shall be

provided with a gate, or be so offset that a person cannot walking directly into the hold.

Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.

Manila, plastic or synthetic rope being used for top rails or midrails shall be inspected as frequently as necessary to ensure it continues to meet the strength requirements.

Safety net systems

Safety nets shall be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed.

Safety nets shall extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of the net from the edge of the working surface
Up to 5 feet	8 feet
Up to 10 feet	10 feet
More than 10 feet	13 feet

Safety nets and safety net installations shall be drop tested at the jobsite after initial installation and before being used as a fall protection system, and whenever relocated, after major repair, and at 6 month intervals if left in one place. The drop test shall consist of a 400 lb bag of sand 30± inches in diameter dropped into the net from the highest walking/working surface, but not less than 42 inches above that level. Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test.

When MODERN MIRROR & GLASS COMPANY can demonstrate it is unreasonable to perform the drop test required by this program, MODERN MIRROR & GLASS COMPANY (or a designated competent person) shall certify the net and net installation is in compliance with the provisions of this program by preparing a certification record prior to the net being used as a fall protection system. The certification record must include an identification of the net and net installation; the date it was determined the identified net and net installation were in compliance, and the signature of the person making the certification record. The most recent certification record for each net and net installation shall be available at the jobsite for inspection.

Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence which could affect the integrity of the safety net system.

Materials, scrap pieces, equipment, and tools which have fallen into the safety net shall be removed as soon as possible from the net or at least before the next work shift.

The maximum size of each safety net mesh opening shall not exceed 36 square inches nor be longer than 6 inches on any side, and the opening, measured center-to-center of mesh ropes or webbing, shall not be longer than 6 inches. All mesh crossings shall be secured to prevent enlargement of the mesh opening. Each safety net shall have a border rope for webbing with a minimum breaking strength of 5,000 lbs. Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches apart.

Personal fall arrest systems

Personal fall arrest systems and their use shall comply with the following provisions:

- Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
- Connectors shall have a corrosion resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
- Dee-rings and snaphooks shall have a minimum tensile strength of 5,000 lbs.
- Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 lbs without cracking, breaking or taking permanent deformation.
- Snaphooks shall be a locking type designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member.
- On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
- Horizontal lifelines shall be designed, installed and used under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 lbs.
- Each employee shall be attached to a separate lifeline.
- Lifelines shall be protected against being cut or abraded.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 lbs applied to the device with the lifeline or lanyard

in the fully extended position.

- Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 lbs applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers.
- Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 lbs per employee attached, or shall be designed, installed and used as follows: (a) as part of a complete personal fall arrest system which maintains a safety factor of at least 2; and (b) under the supervision of a qualified person.
- as part of a complete personal fall arrest system which maintains a safety factor of at least two; and
- under the supervision of a qualified person.
- Personal fall arrest systems, when stopping a fall, shall:
 - limit maximum arresting force on an employee to 1,800 lbs when used with a body harness;
 - be rigged such that an employee can neither free fall more than 6 feet, nor contact any lower level;
 - bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet; and,
 - have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet or the free fall distance permitted by the system, whichever is less. Note: If the personal fall arrest system meets the criteria and protocols contained in Appendix C to subpart M, and if the system is being used by an employee having a combined person and tool weight of less than 310 lbs, the system will be considered to be in compliance with the program. If the system used by an employee having a combined tool

and body weight of 310 lbs or more, then the criteria and protocols of the Appendix must be appropriately modified to provide proper protection for heavier weights, or the system will not be deemed to be in compliance with the program.

- The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Body harnesses and components shall only be used for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- Employees shall be able to rescue themselves or prompt rescue of employees in the event of a fall shall be assured prior to the start of work.
- Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.
- BODY BELTS SHALL NOT BE USED FOR PERSONAL FALL ARREST SYSTEMS.
- Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists.
- When a personal fall arrest system is used at hoist areas, it shall be rigged to allow movement of the employee only as far as the edge of the walking/working surface,

MODERN MIRROR & GLASS COMPANY will provide for prompt rescue of employees in the event of a fall or will assure that employees are able to rescue themselves

Positioning device systems

Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet and shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 lbs., whichever is greater. Connecting assemblies shall have a minimum tensile strength of 5,000 lbs.

Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials. Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system. D-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,000 lbs. without cracking, breaking, or taking permanent deformation. Snaphooks shall be a locking type designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member.

Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration and defective components shall be removed from service. Body harnesses and components shall be used only for employee protection and not to hoist materials.

Warning line systems

The warning line shall be erected around all sides of the roof work area. When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet from the roof edge. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet from the roof edge which is parallel to the direction of the equipment operation, and not less than 10 feet from the roof edge which is perpendicular to the direction of the equipment operation.

Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed of two warning lines. When the path to a point of access is not in use, a rope, wire, chain, or other barricade equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line around the work area, or the path shall be offset such that a person cannot walk directly into the work area.

Warning lines shall consist of ropes, wires chains, or equivalent materials and supporting stanchions erected in such a way that its lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface. The rope, wire or chain shall be flagged at not more than 6 foot intervals with high-visibility material.

After being erected, with the rope, wire or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 lbs applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof or platform edge. The rope, wire or chain shall have a minimum tensile strength of 500 lbs. and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions. The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

No employee shall be allowed in the area between a roof edge and a warning line unless the employee is performing roofing work in that area. Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

Controlled Access Zones

Criteria for the proper use and installation of *Controlled access zones* shall comply with regulations in 1926.501(b)(9) and 1926.502(k), Subpart M. When used to control access to areas where leading edge and other operations are taking place, the CAZ shall be defined by a control line or by any other means that restricts access.

When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when erecting precast concrete members. When erecting precast concrete members, the control line shall be erected not less than 6 feet nor more than 60 feet, or half the length of the member being erected, whichever is less, from the leading edge.

The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge. The control line shall be connected on each side to a guardrail system or wall.

When used to control access to areas where overhand bricklaying and related work are taking place, The CAZ shall be defined by a control line erected not less than 10 nor more than 15 feet from the working edge. The control line shall extend for a distance sufficient for the CAZ to enclose all employees performing overhand bricklaying and related work at the working edge and shall be approximately parallel to the working edge. Additional control lines shall be erected at each end to enclose the CAZ. Only employees engaged in overhand bricklaying and related work shall be permitted in the CAZ.

Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions. Each line shall be flagged or otherwise clearly marked at not more than 6 foot intervals with high-visibility material. Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches (50 inches when overhand bricklaying operations are being performed) from the walking/working surface. Each line shall have a minimum breaking strength of 200 lbs.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, CAZ's shall be enlarged, as necessary, to enclose all points of access, material handling areas, and storage areas. On floors and roofs where guardrails are in place, but need to be removed

to allow overhand bricklaying work or leading edge work, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

Safety monitoring systems

MODERN MIRROR & GLASS COMPANY shall designate a competent person to monitor the safety of other employees and shall ensure the safety monitor is trained to recognize fall hazards. The safety monitor shall warn an employee when it appears he is unaware of a fall hazard or is acting in an unsafe manner. The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employees being monitored. The safety monitor shall be close enough to communicate orally and shall not have other responsibilities which could take the monitor's attention from the monitoring function.

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used in roofing operations on low-slope roofs. No employees, other than the employee engaged in roofing work, or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system. Each employee working in a CAZ shall be directed to comply promptly with fall hazard warnings from safety monitors.

Covers

- Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
- All covers shall be secured when installed so as to prevent accidental displacement by wind, equipment or employees.
- All covers shall be color coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Note: This provision does not apply to cast iron manhole covers or steel grates

used on streets or roadways.

Protection from falling objects

Toeboards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below. Toeboards shall be capable of withstanding, without failure, a force of at least 50 lbs applied in any downward or outward direction at any point along the toeboard. Toeboards shall be a minimum of 3 ½ inches in vertical height from their top edge to the level of the walking/working surface and shall have not more than ¼ inch clearance above the walking/working surface. They shall be solid or have openings not over 1 inch in greatest dimension.

Where tools, equipment or materials are piled higher than the top edge of a toeboard, paneling or screening shall be erected from the walking/working surface or toeboard to the top of a guardrail system's top or midrail, for a distance sufficient to protect employees below.

Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.

During the performance of overhand bricklaying and related work, No materials or equipment except masonry and mortar shall be stored within 4 feet of the working edge. Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear from the work area by removal at regular intervals.

During the performance of roofing work, Materials and equipment shall not be stored within 6 feet of a roof edge unless guardrails are erected at the edge. Materials which are piled, grouped or stacked near a roof edge shall be stable and self-supporting.

Canopies, when used as falling object protection, shall be strong enough to prevent collapse and to prevent penetration by any objects which may fall onto the canopy.

Fall protection plan

This option is available only to employees engaged in leading edge work or precast concrete erection work (See 1926.501(b)(2), (b)(12), and (b)(13)), Subpart M who can demonstrate it is infeasible or creates a greater hazard to use conventional fall protection methods. The fall protection plan must be prepared by a qualified person and developed specifically for the site where the work is being performed and the plan must be maintained and up to date.

Any changes to the fall protection plan must be first approved by a qualified person. A copy of the plan with all approved changes shall be maintained at the jobsite. The implementation of the fall protection plan shall be under the supervision of a competent person.

The fall protection plan shall document the reasons why the use of conventional fall protection systems is infeasible and why their use would create a greater hazard. It shall include a written discussion of other measures which will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from conventional methods. For example, the extent to which scaffolds, ladders, or vehicle mounted work platforms can be used to provide a safer working surface and thereby reduce the hazard of falling shall be discussed.

The fall protection plan shall identify each location where conventional fall protection systems cannot be used. These locations shall then be classified as CAZ's and the appropriate measures taken as discussed above. Where no other alternative measure has been implemented, MODERN MIRROR & GLASS COMPANY shall implement a safety monitoring system in conformance with 1926.502(h), Subpart M.

The fall protection plan must include a statement which provides the name or other method of identification for each employee who is designated to work in CAZ's. No other employees may enter the CAZ's.

In the event an employee falls, or some other related, serious incident occurs (including a near miss), MODERN MIRROR & GLASS COMPANY shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed and shall implement those changes to prevent similar types of falls or incidents.

TRAINING REQUIREMENTS

A training program shall be provided for each employee who may be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards. Each employee will be trained, as necessary, by a competent person qualified in the following areas:

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, CAZ's, and other protection to be used;
- The role of each employee in the safety monitoring system when this system is used;
- The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection;
- The role of employees in fall protection plans;
- The standards contained in 29 CFR 1926, Subpart M relating to fall protection.

A written certification record of training is required and shall contain the name or other identity of the employee trained, the date of the training, and the signature of the person who conducted the training. The latest training certification shall be maintained.

When there is reason to believe any affected employee who has already been trained does not have the understanding and skill required, such employee shall be retrained. Circumstances where retraining is required include, but are not limited to, situations where: (1) Changes in the workplace render previous training obsolete; or (2) Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or (3) inadequacies in an

affected employee's knowledge or use of fall protection systems or equipment indicate the employee has not retained the requisite understanding or skill.

FLOOR AND WALL OPENINGS

Floor Openings

A floor opening shall be guarded by a standard railing and toe board or a cover. In general, the railing shall be provided on all exposed sides, except at entrances to stairways. Ladderway floor openings shall be guarded by standard railings and toeboards on all exposed sides, except at entrance to openings, with the passage through the railing either provided with a swinging gate or so offset a person cannot walk directly into the opening. Temporary floor openings shall have standard railings.

Floor holes, into which persons can accidentally walk, shall be guarded by either a standard railing with toeboard on all exposed sides, or a floor hole cover of standard strength and construction that is secured against accidental displacement. While the cover is not in place, the floor hole shall be protected by a standard railing. Floor holes must be clearly marked as hazards.

Every open-sided floor or platform 6 feet or more above adjacent floors or ground level shall be guarded by a standard railing, or the equivalent, on all open sides, except where there is entrance to a ramp, stairway, or fixed ladder. The railing shall be provided with standard toeboard, wherever beneath the open sides, persons can pass, or there is moving machinery, or there is equipment with which falling materials could create a hazard.

Regardless of height, open-sided floors, walkways, platforms or runways above or adjacent to dangerous equipment, pickling or galvanizing tanks, degreasing units and similar hazards shall be guarded with standard railing and toeboards.

Material shall not be stored within 6 feet of any floor opening.

Wall Openings

Wall openings, from which there is a drop of more than 4 feet and the bottom of the opening is less than 3 feet above the walking/working surface shall be guarded.

Every flight of stairs having 4 or more risers or 30 inches or more in height shall be equipped with standard stair railings or standard handrails. A landing extending a minimum of 30 inches in the direction of travel shall be provided for all stairs. A stairway or ladder is needed at all breaks of elevation greater than 19 inches. Material shall not be stored within 10 feet of any wall opening.

MODERN MIRROR & GLASS COMPANY requires that while on a host employer's property, protection for fixed stairways, ladder openings, hatchway openings, manholes, skylights, ramps, and platforms will not be compromised. Requests to make any changes will not take place without direct permission from the host employer.

STANDARD GUARDRAILS

A standard railing shall consist of top rail, intermediate rail, toeboard and posts and shall have a vertical height of approximately 42 inches from upper surface of top rail to floor, platform, runway or ramp level. The top rail shall be smooth-surfaced throughout the length of the railing. The intermediate rail shall be halfway between the top rail and the floor, platform, runway or ramp. The ends of the rails shall not overhang the terminal posts except where such overhand does not constitute a projection hazard.

Minimum requirements for standard railing under various types of construction are specified as follows:

- For wood railings, the posts shall be of at least 2" by 4" stock, spaced not to exceed 8 feet; the top rail shall be of at least 2" by 4" stock; the intermediate rail shall be of at least 1" by 6" stock.
- For pipe railing, posts and top and intermediate rails shall be of 2" by 2" by 3/8" angles or other metal shapes of equivalent bending strength, with posts spaced not more than 8 feet on centers.
- For structural steel railings, posts and top and intermediate rails shall be of 2" by 2" by 3/8" angles or other metal shapes of equivalent bending strength, with posts spaced not more than 8 feet on centers.
- The anchoring of posts and framing of members for railings of all types shall be of such construction that the completed structure shall be capable of withstanding a load of at least 200 lbs applied in any direction at any point on the top rail, with a minimum of deflection.

- A stair railing shall be of construction similar to a standard railing, but the vertical height shall be not less than 36 inches from upper surface of top rail to surface of tread in line with face of riser at forward edge of tread.
- A standard toeboard shall be 3 ½ inches minimum in vertical height from its top edge to the level of the floor, platform, runway or ramp. It shall be securely fastened in place and have not more than ¼ inch clearance above floor level. It may be made of any substantial material, either solid, or with openings not over 1 inch in greatest dimension.

DEFINITIONS

ANCHORAGE –a secure point of attachment for lifelines, lanyards or deceleration devices.

HARNESS –straps which may be secured about the employee in a manner which will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

BUCKLE –any device for holding the body harness closed around the employee’s body.

CONNECTOR –a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system (such as a buckle or “D” ring sewn into a body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).

CONTROLLED ACCESS ZONE (CAZ) – means an area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled.

DANDEROUS EQUIPMENT – means equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other units) which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

DECELERATION DEVICE – means any mechanism, such as rope grab, rip-stitch lanyard, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

DECELERATION DISTANCE – means the additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body harness attachment point at the moment of activation of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

EQUIVALENT– means alternative designs, materials, or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.

FAILURE– means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

FREE FALL – means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

FREE FALL DISTANCE – means the vertical displacement of the fall arrest attachment point on the employee's body harness between the onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operation and fall arrest forces occur.

GUARDRAIL SYSTEM – means a barrier erected to prevent employees from falling to lower levels.

HOLE – means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

INFEASIBLE – means it is impossible to perform the construction work using a conventional fall protection system (i.e., guardrail system, safety net system, or personal fall arrest system) or it is technologically impossible to use any one of these systems to provide fall protection.

LANYARD – means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body harness to a deceleration device, lifeline or anchorage.

LEADING EDGE – means the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as a deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed or constructed. A leading edge is considered to be an “unprotected side and edge” during periods when it is not actively and continuously under construction.

LIFELINE – means a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

LOW-SLOPE ROOF – means a roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

LOWER LEVELS – means those areas or surfaces to which an employee can fall. Such areas or surfaces include ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

MECHANICAL EQUIPMENT – means all motor or human propelled wheeled equipment used for roofing work, except wheelbarrows and mopcars.

OPENING – means a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition through which employees can fall to a lower level.

OVERHAND BRICKLAYING AND RELATED WORK – means the process of laying bricks and masonry units such that the surface of the wall to be jointed is on the opposite side of the wall from the mason, requiring the mason to lean over the wall to complete the work. Related work includes mason tending and electrical installation incorporated into the brick wall during the overhand bricklaying process.

PERSONAL FALL ARREST SYSTEM – means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

POSITIONING DEVICE SYSTEM – means a body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

ROPE GRAB – means a deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

ROOF– means the exterior surface on the top of the building. This does not include floors or formwork which, because a building has not been completed, temporarily becomes the top surface of a building.

ROOFING WORK – means the hoisting, storage, application, and removal of roofing materials and equipment, including related insulation, sheet metal, and vapor barrier work, but not including the construction of the roof deck.

SAFETY-MONITORING SYSTEM – means a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

SELF-RETRACTING LIFELINE/LANYARD - means a deceleration device containing a drum-wound line which can 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.

SNAPHOOK – means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object.

STEEP ROOF – means a roof having a slope greater than 4 in 12 (vertical to horizontal).

TOEBOARD– means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

UNPROTECTED SIDES AND EDGES – means any side or edge (except at entrances to points of access) of a walking/working surface where there is no wall or guardrail system at least 39 inches high.

WALKING/WORKING SURFACE – means any surface, whether horizontal or vertical, on which an employee walks or works, including, but not limited to,

floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel. This does not include ladders, vehicles, or trailers on which an employee must be located in order to perform their job duties.

WARNING LINE SYSTEM – means a barrier erected on a roof to warn employees they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body harness, or safety net systems to protect employees in the area.

WORK AREA- means that portion of a walking/working surface where job duties are being performed.

First Aid Program

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The purpose of this program is to establish the practices provided by MODERN MIRROR & GLASS COMPANY to handle injuries.

First Aid

MODERN MIRROR & GLASS COMPANY requires that in the absence of medical assistance that is reasonably accessible in terms of time and distance to the worksite, a person who has a valid certificate in first aid will be available to render first aid.

Additionally, In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid will be available at the worksite to render first aid.

MODERN MIRROR & GLASS COMPANY requires that a valid certificate in first aid training will be obtained from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence.

MODERN MIRROR & GLASS COMPANY will ensure that there will be availability of first aid supplies and that they are easily accessible when required.

MODERN MIRROR & GLASS COMPANY has determined first aid kits will consist of appropriate items determined to be adequate for the environment in which they will be used. This can be changed depending on each worksite or facility. First aid kits will consist of appropriate items which will be adequate for the environment

in which they are used. For construction operations, items will be stored in a weather proof container with individual sealed packages of each type of item.

MODERN MIRROR & GLASS COMPANY requires that the contents of first aid kits will be periodically assessed to ensure the availability of adequate first aid supplies. MODERN MIRROR & GLASS COMPANY will ensure the availability of adequate first aid supplies, and periodically reassess the demand for supplies and adjust their inventories. For construction operations, first aid kits will be checked before being sent out to each job and at least weekly.

If additional supplies need to be ordered request should be made through your immediate supervisor or designated individual for MODERN MIRROR & GLASS COMPANY.

Procedures

MODERN MIRROR & GLASS COMPANY has implemented procedures for getting an injured person(s) to a physician or hospital. Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service will be provided in the event this occurs. In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances will be conspicuously posted.

MODERN MIRROR & GLASS COMPANY will ensure that procedures and suitable facilities will be provided for quick drenching or flushing of eyes or body where the eyes or body of any person may be exposed to injurious corrosive materials. These stations will be labeled to identify their exact locations. Procedures for proper flushing will be posted at each station.

Forklifts/Powered Industrial Trucks

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

This written Forklift Operation Program establishes guidelines to be followed whenever any of our employees work with powered industrial trucks at this company. The rules established are to be followed to:

- Provide a safe working environment,
- Govern operator use of powered industrial trucks, and
- Ensure proper care and maintenance of powered industrial trucks.

The procedures here establish uniform requirements designed to ensure that powered industrial truck safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

Administrative Duties

The RSO is the Forklift Operation Program Coordinator, who has overall responsibility for the plan. Copies of this written program may be obtained upon request.

Types of Powered Industrial Trucks

MODERN MIRROR & GLASS COMPANY employees may be required to operate different types of powered industrial trucks. This includes but is not limited to:

High Lift Trucks, Counterbalanced Trucks, Cantilever Trucks, Rider Trucks, Forklift Trucks, High Lift Platform Trucks, Low Lift Trucks, Motorized Hand Trucks, Pallet Trucks, Straddle Trucks, Reach Rider Trucks, High Lift Order Picker Trucks, Motorized Hand/Rider Trucks, & Counterbalanced Front/Side Loader Lift Trucks.

Training

MODERN MIRROR & GLASS COMPANY requires that training is provided by a qualified instructor. All MODERN MIRROR & GLASS COMPANY trainers will have the knowledge and ability to teach and evaluate operators. Only trained and certified operators, including supervisors, are allowed to operate the company Powered Trucks. The RSO will identify all new employees in the employee orientation program and make arrangements with department management to schedule training.

Before training a new employee, our Forklift Operation Program Administrator, determines if the potential powered industrial truck operator is capable of performing the duties necessary to be a competent and safe driver. This is based upon his/her physical and mental abilities to perform job functions that are essential to the operation of the vehicle.

These capabilities include the level at which the operator must:

- See and hear within reasonably acceptable limits, (this includes the ability to see at a distance and peripherally, and in certain instances, it is also necessary for the driver to discern different colors, primarily red, yellow, and green);
- Endure the physical demands of the job; and
- Endure the environmental extremes of the job, such as the ability of the person to work in areas of excessive cold or heat. An operator must be able to climb onto and off of a truck, to sit in the vehicle for extended periods of time, and to turn his/her body to look in the direction of travel when driving in reverse.

Once our Administrator determines that a potential operator is capable of performing powered industrial truck duties, training then can be performed.

Initial Training

During an operator's initial training various forms of training can be used such as. The RSO will determine which method will best fit the practices of the company:

- Lecture
- Discussion
- Interactive Computer Learning
- Video
- Handouts

Classroom instruction will at minimum have the following topics:

TRUCK-RELATED:

- Operating instructions, warnings, and precautions for the types of trucks the operator will be authorized to operate;
- Differences between the truck and automobiles;
- Truck controls and instrumentation: where they are located, what they do, and how they work;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility (including restrictions due to loading);
- Fork and attachment adaptation, operation, and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Any vehicle inspection and maintenance that the operator will be required to perform;
- Refueling and/or charging and recharging of batteries;
- Operating limitations;
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

WORKPLACE-RELATED:

- Surface conditions where the vehicle will be operated;
- Composition of loads to be carried and load stability;
- Load manipulation, stacking, and unstacking;
- Pedestrian traffic in areas where the vehicle will be operated;
- Narrow aisles and other restricted places where the vehicle will be operated;
- Hazardous locations where the vehicle will be operated;
- Ramps and other sloped surfaces that could affect the vehicle's stability;
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

If each potential operator has received training in any of the elements of our training program, and is evaluated to be competent, they need not be retrained in those elements before initial assignment in our workplace. The training must be specific for the types of trucks that employee will be authorized to operate and for the type of workplace in which the trucks will be operated.

Training Certification

After an employee has completed the training program, the instructor will determine whether the potential driver can safely perform the job. At this point, the trainee will take a performance test or practical exercise through which the instructor(s) will decide if the training has been adequate. All powered industrial truck trainees are tested on the equipment they will be driving.

The RSO is responsible for keeping records certifying that each employee who has successfully completed operator training and testing. Each certificate includes the name of the driver, the date(s) of the training, and the name of the person who did the training and evaluation.

Performance Evaluation

Each certified powered industrial truck operator is evaluated at least once every 3 years to verify that the operator has retained and uses the knowledge and skills needed to drive safely. This evaluation is done by the CSO. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator is retrained by our instructor(s). Certification includes the operator name, training date, evaluation date, and trainer/evaluator names.

Refresher training is triggered by any of the following situations:

- If the operator is involved in an accident or a near-miss incident;
- If the operator has been observed driving the vehicle in an unsafe manner;
- When the operator is assigned to a different type of truck;
- If it has been determined during an evaluation that the operator needs additional training; or
- When there are changes in the workplace that could affect safe operation of the truck. This could include a different type of paving, reconfiguration of

the storage racks, new construction leading to narrower aisles, or restricted visibility.

Current Certified Truck Operators

Under no circumstances shall an employee operate a powered industrial truck until he/she has successfully completed this company's powered industrial truck training program. Regardless of claimed previous experience, all new operators must at least undergo a performance evaluation.

Pre-Operational Inspection Procedures

The company requires operators to perform pre-operational equipment checks on powered industrial trucks prior to the beginning of each shift in which those trucks will be utilized to ensure the safe operating condition of the vehicle. The pre-operational check is performed by completing a daily truck inspection checklist.

A supply of these forms is provided in each charging and parking area within user areas.

If an item does not apply, we use the code N/A. We also require that operators fill out the comment section thoroughly and accurately if there are any operational or visual defects. That way our Maintenance Department can pinpoint and repair the problem before the truck becomes unsafe to operate.

Our pre-operational inspection procedures used by operators include:

- If a completed checklist form is not present on the powered industrial truck, then the truck may not be operated until a checklist is completed.
- If the powered industrial truck is safe to operate, the operator must:
- Place the completed checklist form in the holder provided on the vehicle. The checklist must remain in the vehicle's holder for the duration of the shift. This serves as a visual notice to all area operators that this piece of equipment was inspected at the beginning of the shift and may be used during the shift without another inspection.
- At the end of the shift, operators must turn the checklist in to the department/area manager or supervisor. The manager or supervisor is

responsible for reviewing the checklists for accuracy, completeness, and any noted defects.

- If the powered industrial truck is unsafe to operate, the operator is to:
- Remove the key from the powered industrial truck;
- Place a DANGER DO NOT OPERATE tag on the steering wheel or control lever of the powered industrial truck;
- Report the problem to his/her immediate supervisor;
- Not use the truck until the problem has been identified and fixed. No one else may use the truck until the problem has been identified and fixed.

Appropriate disciplinary action will be enforced for anyone violating this policy. Area Supervisor is responsible for retaining all daily truck inspection checklist forms for each vehicle for 6 months.

Periodic Inspection Procedures

Periodic inspections are in conjunction with the particular powered industrial truck's maintenance or service schedule. Maintenance schedules are normally expressed in days and operating or running hours. Qualified Maintenance Personnel perform(s) inspection and maintenance monthly. Most manufacturers' operator instruction manuals contain the recommended maintenance schedule. Inspections and maintenance or repair beyond the recommended service schedules are done by authorized workshops and/or service technicians. A supply of these forms is provided in each charging and parking area within user departments. Maintenance Department is responsible for retaining all periodic truck inspection checklist forms for each vehicle.

Operating Procedures

Powered industrial trucks can create certain hazards that only safe operation can prevent. That's why we have created sets of operating procedures.

Driving

Driving a powered industrial truck is fundamentally different than driving a car or other trucks. In fact, powered industrial trucks:

- Are usually steered by the rear wheels,
- Steer more easily loaded than empty,
- Are driven in reverse as often as forward,
- Are often steered with one hand, and
- Have a center of gravity toward the rear, shifting to the front as forks are raised.

Unlike cars, some powered industrial trucks have a greater chance of tipping over when suddenly turned. Because of the design of powered industrial trucks, they have a very short rear wheel swing. This means that, at high speeds, sudden turns can tip them and could result in serious injury and damage. Speed can cause the center of gravity to shift dramatically. Similarly, speeding over rough surfaces can cause tipping.

Although structurally different than cars, powered industrial trucks, like cars, can collide with property and people. Therefore it is our policy for all operators to follow these driving procedures:

- Use only powered industrial trucks approved for the location of use.
- Only start/operate a powered industrial truck from the designated operating location.
- Observe all traffic regulations, including plant speed limits and keeping to the right.
- Yield the right of way to pedestrians and emergency vehicles.
- Maintain safe distances from powered industrial trucks ahead (typically three truck lengths).
- Travel at speeds that will permit vehicles to stop safely at all times, under all road and weather conditions.
- Avoid quick starts/changes of direction.

- Turns must be negotiated by reducing speed and turning the steering wheel with a smooth, sweeping motion.
- Maintain forks in proper position.
- Drive properly in reverse.
- Cross railroad tracks at an angle, never a right angle.
- Do not engage in stunt driving and horseplay.
- Drive slowly over wet or slippery floors.
- When the forks are empty, travel with the forks at a negative pitch as low to the floor as practical. Adjust the height of the forks to a safe level when the operating terrain warrants.
- When operating a narrow aisle reach truck that is unloaded, do not travel until the forks are fully retracted and positioned at a negative pitch as low to the floor as practical.
- Approach elevators slowly and squarely. Once on an elevator, neutralize controls, shut off power, and set the brakes.
- Direct motorized hand trucks into elevators with loads facing forward.
- Do not run over loose objects on roadway surfaces.
- Slow down and sound the horn and look at intersections, corners, and other locations where vision is obstructed.
- Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
- Maintain a clear view of the direction of travel at all times. Look in direction of travel.
- Keep unauthorized personnel from riding on powered trucks, and provide a safe place to ride where riding on trucks is authorized.
- Keep all body parts within truck.
- Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.
- Do not drive trucks up to anyone standing in front of a bench or other fixed object.
- A vehicle is considered —unattended— when an operator is 25 feet or more away from a vehicle which remains in view, or whenever an operator leaves a vehicle and it is not in view. Unattended trucks must be secured by:

- Fully lowering forks or other attachments (when unloaded, tilt the forks forward first and then lower them to the ground until the tips of the forks come in contact with the ground;
 - Neutralizing controls;
 - Shutting off power; and
 - Setting brakes.
 - Secure trucks when dismounted operators are within 25 feet of a vehicle still in view by:
 - Fully lowering the load;
 - Neutralizing controls; and
 - Setting brakes.
- Be aware of headroom under overhead installations, lights, pipes, door beams, and sprinkler systems.
 - Do not block access to fire or emergency exits, stairways, fire equipment, or electrical panels.
 - Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.
 - Maintain safe distances from the edges of ramps or platforms while on any elevated dock, platform, or freight car.
 - Dockboards, bridgeplates and trailer chocks must be secured before vehicles cross over them. Be sure they do not exceed rated weight limits.
 - When ascending or descending a grade or incline:
 - Proceed slowly and with caution;
 - Tilt or raise the forks and attachments only as far as necessary to clear the road surface; and
 - Sound the horn before ascending or descending.
 - Do not park on inclines, ramps, or dock plates. If you must park on an incline, block the wheels.
 - Do not use powered industrial trucks for any purpose other than what they were designed.
 - Clean up all fluid leaks (oil, hydraulic, transmission, etc.) from the floor.
 - Do not operate a powered industrial truck with a leak in the fuel system until the leak has been corrected.

- If the warning device (like a warning lamp or sound-producing device) comes on, stop the truck as soon as possible.
- Follow manufacturer's recommended emergency procedures for fire or tipover and be familiar with manufacturer's emergency equipment.
- Do not modify a powered industrial truck.
- Report all powered industrial truck accidents involving employees, building structures, and equipment to department management.

Load Lifting and Carrying

Powered industrial trucks can lift only so much. Each truck has its own load capacity, which is indicated on the rating plate. Powered industrial trucks also have three-point suspension that forms an imaginary triangle from the left front wheel to the right front wheel to the point between the two back wheels. The center of gravity for a powered industrial truck must lie somewhere within this triangle or else the truck will tip over. The load and its position on the forks, as well as traveling speed and slopes, all affect the center of gravity. Loads, themselves, have gravity with which to contend. Loads need special care so that they do not fall. In order to prevent tipping and load falling hazards, we have established the following load lifting and carrying procedures:

- Handle loads only within the capacity rating of the truck.
- Use a forking system which suits the load.
- Do not allow anyone to stand or pass under the elevated portion of any truck whether empty or loaded.
- Do not start a powered industrial truck or operate any of its functions or attachments from any position other than from the designated operator's position.
- Keep a clear view of the path of travel and look for other traffic, personnel and safe clearances. If the load being carried obstructs forward view, travel with the load trailing.
- When traveling with a load on the forks, travel with the load as low to the floor as practical with the load tilted back slightly for improved stability.
- When ascending or descending a grade or incline:
 - Drive with the load positioned upgrade or uphill when the truck is loaded.
- When unloading or loading semi-trailers:

- Engage dock lock mechanism and light before entering the trailer.
- Check condition of dock leveler plate and trailer floor before entering.
- Set the brakes of the semi-tractor.
- Chock the rear wheels of the trailer prior to loading or unloading.
- When unloading or loading the 28 foot trailers:
 - Engage dock lock mechanism and light before entering the trailer.
 - Check condition of dock leveler plate and trailer floor before entering.
 - Be sure the semi-tractor is coupled to the trailer, or the fixed jack on the front of the trailer is lowered to the ground to prevent these two trailers from tipping forward.
 - Set the brakes of the semi-tractor.
 - Chock the rear wheels of the trailer.
- Use the following backup procedure and sequence:
 - Pivot at the waist and inspect the area of operation in the rear of the fork truck, watching for obstructions and pedestrians.
 - Blow the horn to alert any pedestrians that may or may not be visible.
 - Engage the directional lever to the reverse position.
 - Concentrate on the removal of the forks from the load to avoid any load disturbance, as you back the fork truck out of the load.
 - Stop the fork truck 18 to 24 away from the load's resting location and lower the forks to the proper travel height and angle.
- During load placement:
 - Square the fork truck with the load resting location.
 - Stop the fork truck 18 to 24 away from the load resting location.
 - Raise the load to proper entry height.
 - Drive forward with the load and position the load over its resting location.
 - Lower the load to a height of 4 if possible.
 - Tilt the load forward to a level position.
 - Lower the load to its resting platform.
 - Back up the unit using proper back up procedures and sequence.
 - Do not attempt to move loads with broken pallets.

- During load retrieving:
 - Tie together unstable loads.
 - Square the fork truck with the load resting location.
 - Stop the fork truck 18 to 24 away from the load resting location.
 - Raise the forks to eye level and level the forks to a horizontal position.
 - Raise the forks to the proper entry height.
 - Slide the forks into the load and maintain the clearance around the forks to avoid load disturbance. Be sure to place the heaviest part of the load closest to the backrest.
 - Raise the load so it is completely suspended from its resting platform. Be sure to support and center the load so that it will not fall forward or sideways.
 - Tilt the load back.
 - Visually inspect the rear area of the fork truck to ensure no pedestrians are behind or around the unit.
 - Back up the unit using proper back up procedures and sequence.
 - Back up the fork truck 18 to 24 and stop.
 - Know the load limits of elevators.
 - Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, use these precautions:
 - Use a safety platform that is firmly secured to the lifting carriage and/or forks.
 - Provide a way for the person on the platform to shut off power to the truck.
 - Provide protection from falling objects.

Fuel Handling and Storage

Some powered industrial trucks operate with highly flammable and combustible fuels. The storage and handling of liquid fuels, including gasoline and diesel fuel are done in accordance with NFPA Flammable and Combustible Liquids Code (NFPA 30-1969). The storage and handling of liquefied petroleum gas fuel is done in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA 58-1969).

All employees who handle or use flammable liquids are instructed by The RSO and/or Area Supervisors in their safe handling and use and made aware of the specific OSHA requirements for what they are doing with the liquids. More specifically, employees are instructed in the following procedures:

- The storage and handling of liquid fuels such as gasoline and diesel fuel shall be in accordance with NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1969), which is incorporated by reference as specified in the OSHA standard.
- The storage and handling of liquefied petroleum gas fuel shall be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No. 58-1969), which is incorporated by reference as specified in the OSHA standard. General industry employers may also find more information under the applicable OSHA standards.

If your employees are required to handle or use flammable liquids they must be instructed in their safe handling and use and be made aware of the specific OSHA requirements for the tasks they perform with the liquids. Here are some good fuel storage and handling procedures you can use:

- Never smoke in fueling areas.
- Prevent open flames, sparks, or electric arcs while fueling.
- Never fuel a powered industrial truck while the engine is running.
- Keep solvent waste, oily rags, and flammable liquids (liquids having a flashpoint below 140 deg. F and capable of being easily ignited, burning intensely, or having a rapid rate of flame spread) in fire resistant covered containers until removed from the workplace.
- To change an liquid petroleum (LP) gas tank:
 - Put on leather work gloves and goggles.
 - Disconnect powered industrial truck valve from the empty LP cylinder.
 - Replace with full cylinder. NOTE: The pin on the lift truck must fit into the cut out hole(s) provided on the LP cylinder. This is required by law.
 - Strap in the cylinder and re-connect the truck valve securely to the cylinder outlet.
 - Open cylinder valve and listen for leaks.

- If leaking, close cylinder valve and slowly uncouple the fuel valve. Try to re-connect. If still leaking, try a different cylinder and notify department management of faulty cylinder.
- If no leaks are present, lift truck may be utilized.

Battery Charging and Changing

Batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. During recharging, a worker may be exposed not only to the acid solution but also to hydrogen gas that is produced during the recharging process. Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take may be allowed to perform this work.

Good housekeeping procedures are essential. We keep the area clean and free of any combustible materials. We also maintain a moderate temperature range suitable for battery maintenance.

MODERN MIRROR & GLASS COMPANY has installed the following safety features:

- An eyewash station for workers.
- A hose and floor drain for flushing and neutralizing spilled electrolyte.
- The charging apparatus is protected to prevent damage from vehicles.
- Because we use on-board chargers, our designated charging area meets the electrical requirements of the charger and facility for fire protection.
- Smoking is prohibited in charging areas. Battery charging generates hydrogen gas that may present an explosion hazard. This precaution also applies to open flames, sparks, or electric arcs. An effective means of fire protection must be provided in the area.

Electric lift trucks are an excellent choice for moving materials inside a facility. They are much cleaner and quieter than trucks propelled by liquid fuels and they do not create a carbon monoxide hazard. This type of vehicle, however does have potentially dangerous situations associated with it—hazards that occur during battery recharging or changing. There are two types of batteries that are commonly used in electric lift trucks: lead and nickel-iron. These batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. If battery acid is splashed on a person, it will burn the skin; if splashed in the eyes, it

can cause blindness; and if it gets on clothing, it will eat holes in it. During recharging, a worker may be exposed not only to the acid solution, but to hydrogen gas which is produced during the recharging process. Hydrogen gas may present an explosive hazard. Therefore, smoking, open flames, sparks, and electric arcs are prohibited in charging areas. An effective means of fire protection must be provided in the area.

Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take should be allowed to perform this work. Due to the hazards above, it is necessary for the company to:

- Provide battery charging installations located in areas designated for that purpose.
- Provide fire protection, in the form of a fire extinguisher or standpipe system.
- Provide for quick drenching of the eyes and body within 25 feet of battery handling areas.
- Provide facilities for flushing and neutralizing spilled electrolyte.
- Provide a means of protecting charging apparatus from damage by trucks.
- Ventilate the battery charging area to prevent the build-up of hydrogen gas.
- Treat racks and trays to make them resistant to electrolyte in the battery handling area.
- Provide acid resistant floors in the battery handling area unless protected from acid accumulations.
- Provide a conveyor, overhead hoist, or equivalent material handling equipment for handling batteries.
- Provide appropriate personal protective equipment like eye and face protection, gloves, protective footwear, long-sleeved shirts, and aprons.
- Provide an easily accessible first aid kit in the charging/changing area.

Here are some good battery charging/changing procedures:

- When removing battery covers to add or inspect electrolyte levels, wear proper goggles, faceshield, rubber gloves, and an apron. Protective equipment is not required when filling batteries equipped with an automatic filler.

- Wear appropriate foot protection where there is the risk of foot injury.
- If the powered industrial truck is not put on a charge during off shifts or weekends, disconnect the battery plug from the truck plug. NOTE: During normal production operation, the powered industrial truck may remain plugged into the battery when left unattended.
- Do not smoke in the battery charging area.
- Wear hearing protection in the battery charging area if necessary.
- Prevent open flames, sparks, and electric arcs in the battery charging area.
- Keep tools and other metallic objects away from the tops of uncovered batteries.
- Keep the charging area clean.
- Keep the charging area work surface dry and slip-resistant.
- When batteries are being charged, keep the vent caps in place to avoid electrolyte spray.
- Take care to assure that vent caps are functioning. The battery (or compartment) cover(s) must be open to dissipate heat.
- When charging batteries, acid must be poured into water; water must not be poured into acid.
- Provide carboy tilter or siphon for handling electrolyte.
- Clean up spilled materials or liquids in the charging area immediately.
- Test all non-supervised fire alarm systems near battery charging/charging areas bimonthly.
- Test all supervised fire alarm systems (ones that have a device to indicate a system malfunction) yearly.
- Always use a battery replacement that is within the weight range specified on the nameplate of the truck in order to maintain vehicle stability.
- Properly position and secure reinstalled batteries to the truck.
- Securely position and set the brakes of a truck before attempting to change or charge the battery.
- Ensure that all workers in the immediate area of the changing area stay clear when the battery is moved.
- Know where the eyewash station is located.
- Know where the first aid kit is located.

Carbon Monoxide Awareness

Powered industrial trucks with internal combustion engines produce carbon monoxide (CO), an odorless, colorless, and deadly gas produced by the incomplete burning of any material that contains carbon. These materials include gasoline, natural gas, propane, coal, and wood. The most common source of CO is the internal combustion engine. Trucks, cars, forklifts, floor polishers, pressure washers, or any other machine powered by fossil fuels generates CO.

If inhaled, CO restricts the ability of your blood system to carry oxygen to the body tissues that need it. Overexposure combined with less oxygen results in carbon monoxide poisoning. Mild poisoning can result in headaches, tightness in the chest, dizziness, drowsiness, inattention, fatigue, flushed face, or nausea. If you continue exposure lack of coordination, confusion, weakness, or loss of consciousness may result. A heart condition, smoking, taking drugs or alcohol, and pregnancy can aggravate CO poisoning. Physical activity, too, can make a situation worse. That's because your body needs more oxygen to exert itself. Severe poisoning can kill you within minutes, sometimes without warning symptoms. The more CO there is in the air and the longer the exposure, the greater the danger.

DEFINITION OF CO: an odorless, colorless, and deadly gas common in many workplaces and produced by the incomplete burning of any material that contains carbon. These materials include gasoline, natural gas, propane, coal, and wood. The most common source of CO is the internal combustion engine. Trucks, cars, forklifts, floor polishers, pressure washers, or any other machine powered by fossil fuels generates CO. **Symptoms of CO Poisoning** If inhaled, CO restricts the ability of your blood system to carry oxygen to the body tissues which need it. Overexposure combined with less oxygen results in carbon monoxide poisoning. Mild poisoning can result in headaches, tightness in the chest, dizziness, drowsiness, inattention, fatigue, flushed face, or nausea. If you continue exposure lack of coordination, confusion, weakness, or loss of consciousness may result. A heart condition, smoking, taking drugs or alcohol, and pregnancy can aggravate CO poisoning. Physical activity, too, can make a situation worse. That's because your body needs more oxygen to exert itself. Severe poisoning can kill you within minutes, sometimes without warning symptoms. The more CO there is in the air and the longer the exposure, the greater the danger. **MODERN MIRROR & GLASS**

COMPANY will make every attempt to prevent CO poisoning. When feasible and practical the company will:

- Install an effective ventilation system in place if powered industrial trucks are used indoors;
- Purchase trucks which comply with national safety standards;
- Ensure that powered industrial trucks are maintained in good order. Be sure to address the carburetor, air cleaner, and ignition timing;
- Only allow qualified persons to modify powered industrial trucks but only if approved by the manufacturer;
- Use original parts instead of replacement parts when a new part is needed;
- Switch from fossil fuel-powered to battery-powered trucks where possible;
- Use fuels with high octane levels so that fuels will burn slower and more efficiently;
- Try a CO emissions controller to be added to the fuel system to control the mixture of fuel and air. CO controller parts include a computer control box, a warning light, an oxygen sensor, and a solenoid air valve;
- Add a catalytic converter to truck exhaust systems, but only if trucks are used continually during the shift (if converter temperature does not rise above operating temperature, the converter will fail);
- Install CO monitors and regularly test air levels;
- Provides initial and periodic medical exams for exposed workers and instructs workers in the hazards of CO.

What Our Employees Can Do About CO There are a number of approaches employees can take to prevent CO poisoning:

- Inform your safety director of any condition (such as ventilation problems or enclosed areas) that may lead to the formulation or accumulation of carbon monoxide;
- Report complaints immediately;
- Be aware that physical activity can increase the danger of CO poisoning;
- If someone is exposed to CO, take them to fresh air, loosen clothing, give artificial respiration if necessary, contact a doctor, administer oxygen if necessary, and let the victim rest to prevent cardiac or respiratory problems;

- If you become ill, let your doctor know about the possibility of CO poisoning;
- Consider reducing or eliminating any smoking habit (burning tobacco also produces CO resulting in a higher CO level before going to work).

Personal Protective Equipment (PPE)

We have assessed our workplace and determined that the hazards which threaten our operators include:

- Injurious gases, vapors, and liquids;
- Dusts or powders, fumes, and mists;
- Flying objects or particles;
- Foot compression or puncture;
- Slipping;
- Extreme heat or cold;
- Hand cuts, punctures, abrasions, and crushing;
- Electricity;
- Materials handling;
- Falling objects;
- Bumping head or other body part against fixed object;
- Noise;
- Falling from an elevated platform attached to the powered industrial truck;
- Falling out of the powered industrial truck;
- Being crushed by a tipped over powered industrial truck.

For this reason, we require that our powered industrial truck operators wear at least the following PPE and equipment:

- Hard Cap
- Steel-Toed Shoes
- Gloves for Material Handling
- Ear Plugs are required when noise levels exceed the db threshold listed in our Hearing Conservation Program

If a powered industrial truck is equipped with a seat belt or other restraining device, the operator must use these devices. This will reduce the risk of entrapment of the head and torso between the truck and the ground.

All operators required to wear this equipment are trained:

- When PPE is necessary;
- What PPE is necessary;
- How to properly put on, take off, adjust, and wear PPE;
- Limitations of the PPE; and
- Proper care, maintenance, useful life, and disposal of PPE.

Pedestrians

Because powered industrial trucks are typically used near pedestrians, we require both pedestrians and powered industrial truck operators to watch out for each other. All powered industrial truck operators must:

- Yield the right of way to pedestrians and emergency vehicles.
- Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.
- When backing up pivot at the waist and inspect the area of operation to the rear of the powered industrial truck, watching for obstructions and pedestrians and blow the horn to alert any pedestrians that may or may not be visible.
- When retrieving a load and before backing up, visually inspect the rear area of the powered industrial truck to ensure no pedestrians are behind or around the unit.
- Never allow riders on any powered industrial truck.
- Never engage in horseplay.
- Do not allow pedestrians to walk under loads.
- Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.
- Do not drive trucks up to anyone standing in front of a bench or other fixed object.

All pedestrians must:

- Use designated pedestrian walkways.
- Look out for powered industrial trucks and give them the right of way.
- Listen for horns and other warning devices.
- Use any provided mirrors to assist with vision around corners.
- Do not walk in front of, behind, or beside a powered industrial truck.

- Never walk or stand under a raised load.
- Do not hitch a ride on a powered industrial truck.

Maintenance

Investing time and effort into the proper upkeep of our equipment results in day-to-day reliability. Keeping up with the manufacturer's recommended maintenance and lubrication schedules, and completing the proper records, will also increase our trucks' longevity and enhance its resale value.

The Maintenance Department complete(s) a receiving or delivery inspection whenever our company purchases powered industrial trucks, and they perform the recommended —breaking In inspections and maintenance.

Area Supervisors or the Forklift Operator follow(s) the manufacturer's operator instruction manual for daily or weekly maintenance.

Periodic maintenance (those completed monthly, every 6 months, or annually) is done by a factory-trained expert or a dealer. Maintenance Department retains all maintenance records.

Additional Requirements

A summary of the additional requirements includes the following:

- Industrial trucks must comply with a variety of national design and construction standards, depending on their date of manufacture.
- Trucks equipped with front-end attachments other than factory installed attachments must be marked to show the capacity of the truck and attachment combination.
- When a conversion kit is installed, the original type designation must be replaced with a durable plate permanently mounted on the truck indicating the type designation of the converted truck.
- Trucks must not be operated in atmospheres containing more than 20 percent of the Lower Explosive Limit of flammable gas or vapor unless approved for the area.
- Batteries must be secured in suitable racks, which are secured to the truck.
- Motorized hand and hand/rider trucks must be designed so that the brakes are applied and the power to the drive motor shut off when the operator releases his grip on the control tongue, or the device used to control travel, except vehicles designed for use in order picking operations.
- Radio remote control vehicles must be equipped with positive means, which restrict the speed of the vehicle to 3.5 mph while it is being operated with radio remote control.
- Counterweights, forks, fork extensions, and other attachments must be affixed so that they cannot be accidentally dislodged.
- Industrial tractors, including tractors used for landscaping, construction, loading, digging, grounds keeping, and highway maintenance (with some exceptions), must be equipped with rollover protective structures.
- Proper seat belt assemblies must be provided on all equipment where rollover protection is installed, and employees must be instructed in their use.
- In industrial tractors, all sharp edges and corners at the operator's station must be treated to minimize operator injury in the event of upset, and batteries, fuel tanks, oil reservoirs, and coolant systems must be constructed and located or sealed to assure that spillage will not occur which might be harmful to the operator in the event of an upset.

- Where vehicles are equipped with rollover protective structures and are subjected to the hazard of falling trees, brush, or the breaking of tow lines or winch cables, such hazards must be protected against using shear or brush deflector guards, or breaking line guards located between the lines and the operator.
- On order pickers and stock pickers, when the operator's platform height exceeds 36 inches, the maximum horizontal speed must not exceed 2.5 miles/hr, and when the platform is over 152 inches high, the truck must not travel.
- Order and stock pickers must have:
 - a warning light activated automatically when the platform is 6 feet or higher and the truck is moved; and
 - a work platform at least 20 inches wide;
 - standard guardrails on all open or exposed sides, or a safety belt or harness with lanyard; and
 - if the employee is exposed to a fall of four feet or more, a personal fall arrest system, personal fall restraint system, or positioning device system.
- Where only stock pickers, order pickers, or side loaders are used in storage access aisles, employers must provide guide rails, electronic guidance systems, or other means of preventing the vehicle from colliding with the storage racks or stored material.

- If employees are lifted using an industrial truck, the platform must:
 - be at least 24" x 24";
 - meet guardrail and toeboard requirements (or be equipped with a safety belt or harness);
 - have no spaces or holes greater than one inch in its floor;
 - have a slip-resistant surface; and
 - not fall faster than 135 feet per minute if the load supporting hydraulic control circuits fail.
- All bridge cranes or other moving or motorized equipment, which could overrun or otherwise injure an elevated worker must be shut down or locked out.
- Before elevating personnel, employees must be instructed in a variety of safety precautions.
- Every end control, reach, narrow aisle and motorized hand/rider truck must be equipped with an operator platform big enough to contain the operator's feet within its periphery.
- The side of the platform nearest the mast frame truss must be guarded on every high-lift industrial truck where employees ride up or down.
- The load backrest extension (or other means preventing parts of the load from falling onto the operator) on high-lift industrial trucks must not any openings larger than the smallest parcel carried.
- Every employer using industrial trucks or industrial tow tractors must post and enforce a set of operating rules.
- Vehicles must not be moved until the operator is certain that all persons are in the clear.
- Motorized hand and hand/rider trucks must be operated on all grades with the load-engaging means downgrade.
- The forks must always be carried as low as possible, consistent with safe operations.
- When a vehicle is left unattended, the mast must be brought to the vertical position.
- Vehicles must not be run onto an elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver must determine that the capacity of the elevator will not be exceeded.

- When loading or unloading railroad cars, blue flags, or lights must be displayed as required by the Public Utilities Commission.
- The width of one tire on the powered industrial truck must be maintained from the edge while on any elevated dock, platform, freight car, or truck.
- Parking closer than 8-1/2 feet from the centerline of railroad tracks is prohibited.
- When powered industrial trucks are used to open and close doors, a device specifically designed for opening or closing doors must be attached to the truck, the force applied to the door must be applied parallel to the direction of travel of the door, the entire door opening operation must be in full view of the operator, and the operator and other employees must be clear of the area where the door might fall while being opened.
- Copies of operating instructions for industrial tractors, printed in a language understood by the majority of the employees, must be posted at a place frequented by the drivers.
- Vehicles operating on rails or drawn by chains or cables must be equipped with wheel guards or bumpers to prevent a person's feet from being crushed under the wheels.

Hand and/or Power Tools

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The purpose of this program is to define the requirements for employees who may handle hand and/or power tools while performing their job. Its primary objective is to identify and prevent hazardous exposure to employees in the workplace.

HAZARD RECOGNITION

Because tools are such a basic part of our jobs, it is difficult to remember they may pose hazards. All tools are manufactured with safety in mind but, a serious accident may occur.

Workers must learn to recognize the hazards associated with tools and the precautions necessary to prevent accidents.

Hazards involved in the use of tools can be prevented by following five basic safety rules:

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use.
- Operate according to the manufacturer's instructions
- Provide and use the proper protective equipment.

HAND TOOLS

Hand tools are non-powered. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples:

- Using a chisel as a screwdriver may cause the tip of the chisel to break and fly, hitting the user or other employees.
- If a wooden handle on a tool such as a hammer or mallet is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker.
- A wrench must not be used if its jaws are sprung, because it might slip.
- Impact tools such as chisels, wedges, or drift pins are unsafe if they have mushroomed heads. The heads might shatter on impact, sending sharp fragments flying.

The employer is responsible for the safe condition of tools and equipment used by employees. The employees have the responsibility for properly using and maintaining tools. Appropriate personal protective equipment, e.g., safety goggles, gloves, etc., should be worn due to hazards that may be encountered while using portable power tools and hand tools. Floors should be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools. Sparks produced by iron and steel hand tools can be a dangerous ignition source around flammable substances. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum, or wood should be used.

POWER TOOL PRECAUTIONS

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and power-actuated.

The following general precautions should be observed by power tool users:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.

- Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits and cutters.
- Observers should be kept at a safe distance away from the work area.
- Secure work with clamps or a vise.
- Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged-in tool.
- Tools should be maintained with care. They should be kept sharp and clean for the best performance. Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance.
- The proper apparel should be worn. Loose clothing, ties or jewelry can become caught in moving parts.
- Any tool that is not in compliance with any applicable part of this program or regulation will be identified as unsafe by tagging or locking the controls to render them inoperable or will be physically removed from the place of operation.

GUARDS/SAFETY SWITCHES

Tools provided by MODERN MIRROR & GLASS COMPANY come equipped with proper manufacturer – installed safety guards and switches. Do not remove or otherwise alter these guards/switches. Never use a tool with missing or broken guards/switches. If you are in doubt, do not use tool and notify the RSO.

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees.

Where necessary, guards should be provided to protect the operator and others from the following:

- Point of operation,
- In-running nip points,
- Rotating parts, and
- Flying chips and sparks

Guards will be in place and operable at all times while the tool is in use. The guard may not be manipulated in such a way that will compromise its integrity or compromise the protection in which intended.

The following hand-held powered tools must be equipped with a momentary contact "on-off" control switch: drills, tappers, fastener drivers, horizontal, grinders with wheels larger than 2 inches in diameter, disc and belt sanders, reciprocating saws, saber saws, and other similar tools.

The following hand-held powered tools may be equipped with only a positive "on-off" control switch: platen sanders, disc sanders with discs 2 inches or less in diameter; grinders with wheels 2 inches or less in diameter; routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaw with blade shanks 1/4 inch wide or less.

Other hand-held powered tools such as circular saws having a blade diameter greater than 2 inches, chain saws, and percussion tools without positive accessory holding means must be equipped with a constant pressure switch that will shut off the power when the pressure is released.

Appropriate PPE will be provided for employees using hand and power tools that are exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mist vapors, or gases. Such PPE that will be provided includes but is not limited to:

- Goggles
- Gloves
- Work boots
- Face shield/mask
- Respiratory equipment
- Hard hats

ELECTRIC TOOLS

Employees using electric tools must be aware of several dangers; the most serious is the possibility of electrocution.

Among the chief hazards of electric powered tools are burns and slight shocks which can lead to injuries or even heart failure. Under certain conditions, even a small amount of electric current can result in fibrillation of the heart and eventual death. A shock also can cause the user to fall off a ladder or other elevated work surface.

To protect the user from shock, tools must have a three-wire cord with ground and be grounded, be double insulated, or be powered by a low-voltage insulation transformer.

- Three-wire cords contain two current-carrying conductors and a ground conductor. One end of the grounding conductor connects to the tool's metal housing. The other end is grounded through a prong on the plug. The use of adapters is prohibited in the construction industry. The third prong should never be removed from the plug.
- Double insulation is more convenient. The user and the tools are protected in two ways: by normal insulation on the wires inside and by housing that cannot conduct electricity to the operator in the event of a malfunction.

These general practices should be followed when using electric tools:

- Electric tools should be operated within their design limitations.
- Gloves and safety footwear are recommended.
- When not in use, tools should be stored in a dry place.
- Electric tools should not be used in damp or wet locations.
- Work areas should be well lighted.

POWERED ABRASIVE WHEEL TOOLS

Powered abrasive grinding, cutting, polishing, and wire buffing wheels create special safety problems because they may throw off flying fragments.

Before an abrasive wheel is mounted, it should be inspected closely and sound- or ring-tested to be sure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non-metallic instrument. If they sound cracked or dead, they could fly apart in operation and so must not be used. A sound and undamaged wheel will give a clear metallic tone or "ring".

To prevent the wheel from cracking, the user should be sure it fits freely on the spindle. The spindle nut must be tightened enough to hold the wheel in place, without distorting the flange. Follow the manufacturer's recommendations. Care must be taken to assure that the spindle wheel will not exceed the abrasive wheel specifications.

Due to the possibility of a wheel disintegrating (exploding) during start-up, the employee should never stand directly in front of the wheel as it accelerates to full operating speed.

Portable grinding tools need to be equipped with safety guards to protect workers not only from the moving wheel surface, but also from flying fragments in case of breakage.

In addition, when using a powered grinder:

- Always use eye protection.
- Turn off the power when not in use.
- Never clamp a hand-held grinder in a vise.

PNEUMATIC TOOLS

Pneumatic tools are powered by compressed air. These include chippers, drills, hammers, and sanders. There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with tool. Pneumatic tools that shoot nails, rivets, or staples, and operate at pressures more than 100 pounds per square inch, must be equipped with a special device to keep fasteners from being ejected unless the muzzle is pressed against the work surface.

Eye protection is required and face protection is recommended for employees working with pneumatic tools. Noise is another hazard. Working with noisy tools such as jackhammers requires proper, effective use of hearing protection.

When using pneumatic tools, employees must check to see that they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard. Airless spray guns that atomize paints fluids at high pressures (1,000 pounds or more per square inch) must be equipped with automatic or visual manual safety devices that will prevent pulling the trigger until the safety device is manually released.

If an air hose is more than one-half inch in diameter, an excess flow valve must be installed at the source of the air supply to shut off the air automatically in case the hose breaks. In general, the same precautions should be taken with an air hose that are recommended for electric cords, since the hose is subject to the same kind of damage or accidental striking and presents tripping hazards. A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.

Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills. Compressed air guns should never be pointed toward anyone. Users should never "dead-end" it against themselves or anyone else.

Heavy jackhammers can cause fatigue and strains; heavy rubber grips reduce these effects by providing a secure handhold. Workers operating a jackhammer must wear appropriate Personal Protective Equipment to protect against injury if the hammer slips or falls. A face shield should also be used.

LIQUID-FUEL TOOLS

A third type of tool is fuel-powered, usually by gasoline. The most serious hazard with fuel-powered tools comes from fuel vapors that can burn or explode and give off dangerous exhaust emissions.

Employees must be careful to transport and store the gas or fuel in approved flammable liquid containers, according to proper procedures for flammable liquids.

Before the tank for a fuel-powered tool is refilled, the user must shut down the engine and allow it to cool to prevent accidental ignition of hazardous vapors.

If a fuel-powered tool is used inside a closed area, effective ventilation and/or personal protective equipment is necessary to avoid breathing carbon monoxide. Fire extinguishers must be available in the area.

POWDER-ACTUATED TOOLS

Powder-actuated tools operate like a loaded gun and should be treated with the same respect and precautions. They are dangerous, so they must be operated only by specially trained employees.

Safety precautions to remember include the following:

- These tools should not be used in an explosive or flammable atmosphere.
- Before using the tool, an employee should inspect it to determine it is clean, all moving parts operate freely, and the barrel is free from obstructions.
- The tool should never be pointed at anybody.
- The tool should not be loaded unless it is to be used immediately.
- A loaded tool should not be left unattended, especially where it would be available to unauthorized persons.
- Hands should be kept clear of the barrel end.
- To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position, and another to pull the trigger.

- The tools must not be able to operate until they are against the work surface with a force of at least 5 pounds greater than the total weight of the tool.

If a power-actuated tool misfires, the employee should wait at least 30 seconds, and then try firing it again. If it still will not fire, the user should wait another 30 seconds so the faulty cartridge is less likely to explode, and then carefully remove the load. The bad cartridge should be put in water.

Suitable eye and face protection are essential when using a powered-actuated tool.

The muzzle end of the tool must have a protective shield or guard centered perpendicularly on the barrel to confine any flying fragments or particles that might otherwise create a hazard when the tool is fired. The tool must be designed so it will not fire unless it has this kind of safety device.

All powder-actuated tools must be designed for varying powder charges so the user can select a powder level necessary to do the work without excessive force.

If the tool develops a defect during use it should be tagged and taken out of service immediately until it is properly repaired.

FASTENERS

When using powder-actuated tools to apply fasteners, there are some precautions to consider.

- Fasteners must not be fired into material that would let them pass through to the other side.
- The fastener must not be driven into materials like brick or concrete any closer than 3" to an edge or corner.
- In steel, the fastener must not come any closer than 1/2" from the corner or edge.
- Fasteners must not be driven into very hard or brittle materials which might chip or splatter, or make the fastener ricochet.

An alignment guide must be used when shooting a fastener into an existing hole. Do not attempt to fire a fastener in a worn or chipped area.

HYDRAULIC POWER TOOLS

The fluid used in hydraulic tools must be an approved fire-resistant fluid and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded.

JACKS

All jacks - levels and ratchet jacks, screw jacks, and hydraulic jacks - must have a device that stops them from jacking up too high. Also, the manufacturer's load limit must be permanently marked in a prominent place on the jack and should not be exceeded.

A jack should never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked.

Use wooden blocking under the base if necessary to make the jack level and secure. If the lift surface is metal, place a 1" hardwood block or equivalent between it and the metal jack head to reduce the danger of slippage.

To set up a jack, make certain of the following:

- base rests on a firm surface;
- jack is correctly centered;
- jack head bears against a level surface; and
- lift force is applied evenly.

Proper maintenance of jacks is essential for safety. All jacks must be inspected before each use and lubricated regularly. If a jack is subjected to an abnormal load or shock, it should be thoroughly examined to make sure it has not been damaged.

Hydraulic jacks exposed to freezing temperatures must be filled with adequate antifreeze liquid.

GENERAL SAFETY PRECAUTIONS

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with appropriate personal protective equipment.

MODERN MIRROR & GLASS COMPANY and its' employees have a shared responsibility to establish safe working practices. If a hazardous situation is encountered, it should be brought to the attention of the proper individual immediately.

Hazard Communication (HAZCOM)

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The purpose of this program is to ensure that the hazards of all chemicals and harmful substances are made known to all MODERN MIRROR & GLASS COMPANY employees.

Hazard Communication

MODERN MIRROR & GLASS COMPANY will ensure that all employees will be provided with information and training on Hazard Identification. Employees will be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training will be designed to cover categories of hazards like but not limited to:

- flammability,
- carcinogenicity or
- Specific chemicals.

MODERN MIRROR & GLASS COMPANY will provide employees and new hires at their initial assignment effective information & training on hazardous chemicals in their work area. This will include but not limited to:

- Requirements of this program.
- Any operations in their work area where hazardous chemicals are present.
- Location of written hazard communication program, listing of hazardous

- chemicals present & SDS.
- Methods & observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance or odor.
- The physical & health hazards of chemicals in the work area.
- Protection measures to be utilized to prevent exposure, appropriate work practices, emergency procedures & proper PPE to be used.
- Details of the hazard communication program, explanation of the labeling system and the SDS and how employees can obtain & use the appropriate hazard information.

Records pertaining to the hazard communication program will be maintained by the safety manager. The safety manager will keep the following records:

- Chemical inventory list
- Hazardous material reviews
- Copies of phone call logs and letters requesting SDSs
- Employee training records
- Warnings issued to employees for not following the hazard communication program

Chemical-specific information will always be available through labels and safety data sheets in an accessible locations for all employees.

MODERN MIRROR & GLASS COMPANY requires that a written hazard communication program be developed, implemented & maintained at each workplace. Each hazard communication program for each workplace will describe how labels & other forms of warning, safety data sheets, & employee information will be met.

MODERN MIRROR & GLASS COMPANY will maintain a list of hazardous chemicals on the job site that is easily accessible. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate Safety Data Sheet will be included.

MODERN MIRROR & GLASS COMPANY will communicate proper methods and

provide training to inform employees of the hazards of non-routine tasks that may be performed. Proper chemical information, training, and protective equipment will be disclosed before work may be performed by employees for non-routine tasks. MODERN MIRROR & GLASS COMPANY will also communicate proper methods and provide training and hazards associated with chemicals contained in unlabeled pipes.

The safety manager and the immediate supervisor of an employee performing a non-routine task, such as cleaning machinery and other equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task. The need for training and communication of hazards will be performed during the initial pre-job hazard assessment and thereafter as the need arises. Employees share in this responsibility by ensuring that their immediate supervisor knows that the non-routine task will be performed.

Multi Work-Site / Multi Employer Sites

MODERN MIRROR & GLASS COMPANY has determined where employees must travel between work places during a work shift (multi job sites), the written program may be kept at the primary job site. If there is no primary, then the program will be sent with employees.

When working with multiple contractors on a jobsite(s) MODERN MIRROR & GLASS COMPANY will disclose all information regarding hazardous chemicals, SDS Sheets, precautionary measures to be used around chemicals, where labels can be found for each chemical on site. MODERN MIRROR & GLASS COMPANY's hazard communication program and all relevant data listed above will be provided and made accessible on the jobsite and will be provided upon request in a timely manner.

Labels & SDSs

MODERN MIRROR & GLASS COMPANY will ensure the use & care of labels and

other forms of warning will be made available. MODERN MIRROR & GLASS COMPANY will ensure that Container labels will contain the following information:

- Product identifier;
- signal word;
- hazard statement(s);
- pictogram(s);
- precautionary statement(s);
- and name, address, and telephone number of the chemical manufacturer, importer or other responsible party.
- MODERN MIRROR & GLASS COMPANY requires that neither the company nor employee will remove/deface labels

MODERN MIRROR & GLASS COMPANY will use the GHS labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label. If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.

Signs, placards, process sheets, batch tickets, operating procedures or other such written materials may be used in lieu of affixing labels to individual, stationary process containers as long as the alternative method identifies the containers to which it is applicable and conveys the information required for workplace labeling.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard. MODERN MIRROR & GLASS COMPANY ensures that SDSs will be obtained for each required chemical. Chemical manufacturers are responsible for developing SDSs and MODERN MIRROR & GLASS COMPANY will take necessary measures to obtain them for each chemical.

MODERN MIRROR & GLASS COMPANY requires that labels be legible, in English. However, for non-English speaking employees, information will be presented in their language as well.

MODERN MIRROR & GLASS COMPANY requires that SDSs are to be maintained in a readily accessible location to all employees. SDSs will be maintained and readily accessible in each work area. SDSs can be maintained at the primary work site. However, they will be made available in case of an emergency. SDS will be made available, upon request, to employees, their designated representatives, the Assistant Secretary & the Director.

Hazard Identification & Risk Assessment

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The overall purpose of Hazard Identification, Preplanning and Risk Assessment is to ensure a safe and productive work place by minimizing risk of injury to workers, opening communication and promoting a positive safety environment.

DEFINITIONS

HAZARD - is a situation, condition or thing that may be dangerous to the safety or health of workers.

JOB SAFETY ANALYSIS (JSA) – is a Written Pre-Plan, Hazard Identification Aide and/or Risk Analysis.

PREPLANNING

MODERN MIRROR & GLASS COMPANY has implemented the use of **JSAs** to help identify task hazards, safe work practices and corrective actions. JSAs are to be completed by the foreman prior to the start of Each Task.

Note: JSA, JHA, Safe Work Permit are all terms used for written Pre-Task Plans.

The hazard identification process will be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

In order to assess the potential hazards on the job site the following steps should be taken prior to the work being assigned:

- Conduct a walk-through of the areas in question. The purpose of the walk-thru is to identify sources of hazards to workers.

- Identify and List the Steps of the Task and Each Hazard that is Associated.
- List Engineering Controls, Safe Work Practices and PPE to be used during the task.
- List Workers to be Assigned, Proper Tools and Permits
- Review JSA with Workers for Input, Feedback and to Give Final Instruction.
- All Workers involved should Initial or Sign where prompted

ACCOUNTABILITY PROCESS

Employee participation in this process is vital, as those performing the tasks are usually aware of potential hazards and can make effective suggestions for controlling the hazards. All workers will be trained in the hazard identification process.

MODERN MIRROR & GLASS COMPANY , Project Managers and Upper Management will be responsible for ensuring the implementation of the Pre Task Planning process of each jobsite.

The Superintendent or Project Manager is to ensure that the Foreman is implementing the recommended controls, and/or explain, in detail, why a given recommended control cannot be put into place or recommend other options for hazard control.

All workers involved with the task must be informed of the hazards and the control measures.

The Foremen Shall be Responsible for:

- Hazard Identification,
- Control Measures & Determining Safe Work Practices
- Responsibilities of individuals
- Categorizing hazards and control measures
- Evaluating existing controls
- Recommending additional controls
- Determining what additional PPE may be needed

Contingency Plans- All Employees Should be aware of:

- What to do in an Emergency Situation
- Alarms and Evacuation Procedures

JSAs must be reviewed at least annually by the MODERN MIRROR & GLASS COMPANY . All JSAs shall also be reviewed if an incident/accident occurs to ensure that appropriate controls are in place and are working to control the hazards. The information will also be used for any new process, changes in operations or changes in services.

EMPLOYEE RESPONSIBILITIES

Employees who perform tasks regularly are considered the best resource for identifying and controlling hazards. Employee participation in the hazard assessment process is utilized because of their knowledge and experience related to the work tasks. All employees involved shall:

- Participate in the hazard assessment
- Review the completed pre task
- Recommend, suggestions and/or modifications for improvements to the control of hazards to their Foreman
- Once Established- Utilize all identified control measures, safe work practices and proper PPE and Tools.
- Report any near miss or injury
- Initial or sign where prompted at the beginning and at the end of each task.

ASSESSMENT

The job Foreman will consider certain general guidelines for assessing the potential hazards that exist in the operation or process, and to match the appropriate action to the particular hazard.

- Identification
- Be aware of the different types Hazards Categories and Levels
- List Hazards and Corrective Actions

HAZARD CATEGORIES

- Physical hazard- Example Lifting and handling loads. Fire
- Chemical hazard- Examples acids, solvents dusts, fumes
- Biological hazard- Examples bacteria, mold, blood borne pathogens, sewage
- Psychological hazard- Fatigue, Road Rage, Depression

IMMINENT DANGER

Some hazards are significant enough to present a situation of **imminent danger**- Any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately; A danger that is not normal for that occupation; or a danger under which a person engaged in that occupation would not normally carry out the work. **MODERN MIRROR & GLASS COMPANY requires workers not to work in situations where imminent danger exists.**

SOURCES OF HAZARDS

Human Factor:

- Lack of training, poor communication, inexperience, or other factors may cause at risk behavior that is a source of hazards.
- Hazards can also be caused by Other Contractors/Customers/Bystanders.

Equipment and Materials:

- The equipment, tools and materials used in the job process can be sources of hazards. Some items are inherently hazardous and others become hazardous over time due to inadequate maintenance, storage or disposal.

Physical Environment:

- Refers to the overall workplace. Factors such as facility layout, ventilation, and lighting, walking surfaces, temperature and other variables can all be sources of hazards.

HAZARD SEVERITY

Assessing hazards means taking a careful look at what could possibly harm workers at the worksite. The purpose of a hazard assessment is to prevent work-related injury or illness to workers. In many ways, hazard is an unpredictable variable. While every hazard has the potential to lead to injury or illness, not all do; as well, an injury or illness that results from an incident stemming from hazard may be one of a range of possible injuries or illnesses. The Superintendent and Foreman should utilize the process for determining the level of danger posed by a hazard. The activities that follow are meant to assist in assessing hazards in your specific work area, assessing the level of risk those hazards pose, and documenting that information.

The ranking of a hazard has three considerations:

- The probability of injury associated with the hazard
- The severity of the consequences
- And the frequency of exposure to the hazard

The probability of an incident that can be associated with a hazard can range from never to frequent, the severity of consequence that can be associated with a hazard ranges from minor to fatal and the frequency of exposure ranges from rarely too often. Obviously, a hazard poses an increased risk as the severity of the potential injury increases, the probability of occurrence increases and the frequency of exposure increases. According to the correlation of the severity of the potential injury associated with a given hazard and probability of occurrence,

Hazards can be assessed as:

- **High Risk**

A high risk ranking requires **immediate** attention on the part of the Foreman through the implementation of further controls, or change in departmental procedure in order to reduce the level of risk. Additional Safety Procedures will need to be utilized. **Foremen may have to contact the Safety Department for recommendations.** Examples: Confined Space, Excavation, Crane Lifts, Working at Heights and Lock out/Tag out.

- **Moderate Risk**

A moderate risk ranking requires attention on the part of the Foreman through the implementation of further controls, or change in departmental procedure in order to reduce the level of risk. Additional Safety Procedures may need to be utilized. Examples: Welding, Grinding, Industrial Powered Vehicles, Scaffold, Aerial Lifts and Power Tools.

- **Low Risk**

A low risk hazard requires monitoring on the part of your department to ensure the associated risk level does not increase. Examples: Hand Tools and Ladders.

IDENTIFYING AND LISTING HAZARDS

The Superintendent and/or Foreman shall establish safe work practices based on MODERN MIRROR & GLASS COMPANY Safety Programs, Relative Work Experience and Training. These tasks, steps or duties must be captured on the JSA. This method will help identify the hazards and help find corrective action to best minimize the risk. Hazard Assessment Ranking must be conducted based on existing controls in place.

Hazard Control

Hazards should be controlled at their source (where the problem is created). The closer a control is to the source of the hazard, the better able to control potential exposures. Hazards can be controlled:

- At the source
- Along the path to the worker (between the source and the worker)
- At the worker (always the last choice).

Types of Controls

Wherever possible, engineering controls should be implemented. When engineering controls are not possible, administrative controls should be implemented. PPE controls should be thought of as the 'last line of defense' and considered only when engineering and/or administrative controls are not possible, plausible, or sufficient to control the hazard. The types of controls used in order of preference (hierarchy) are:

1. Engineering Controls (ENG) – to eliminate or control the hazard, this is the preferred method of control.
2. Administrative Controls (ADM)
3. Personal Protective Equipment (PPE) – These are the last line of control or defense.
4. Combination of Engineering, Administrative and/or PPE controls

Engineering Controls (ENG) – At the Source

Engineering controls at the source include:

- Elimination- Getting rid of a hazardous job, tool, process, machine or substance is the best way of protecting workers
- Substitution- Doing the same work in a less hazardous way
- Redesign- Jobs and processes can be redesigned to make them safer.
- Isolation- If a hazard cannot be eliminated or replaced, it can sometimes be isolated, contained or otherwise kept away from workers.
- Automation- Dangerous processes can be automated or mechanized

Engineering Controls (ENG) – Along the Path

Examples of engineering controls along the path from the hazard to the worker:

- Barriers- A hazard can be blocked before it reaches workers.
- Absorption- A hazard can be absorbed before it reaches workers.
- Dilution- Lessen the concentration of a hazard.

Administrative Controls

When engineering controls are not possible or practical, administrative controls are the next approach to controlling hazards. Examples of administrative controls at the level of the worker include:

- Work procedures, supervision, and training
- Job rotation and other procedures
- Housekeeping, repair and maintenance programs
- Hygiene

Personal Protective Equipment (PPE) and Clothing

Personal Protective Equipment (PPE) is used when other controls are not possible and where additional protection is needed.

- Workers are trained in the proper selection, use, maintenance, and storage of their personal protective equipment.
- Supervisors and workers must understand the limitations of PPE.
- Supervisors are expected to ensure workers wear PPE when it is required.

Combination of Controls

Sometimes a hazard cannot be adequately controlled by a single type of control (engineering, administrative, or PPE). A combination of these methods may be required to effectively control the hazard. For example, the use of mechanical equipment may eliminate the need for manual lifting (engineering control) and supervisors must provide workers with appropriate procedures and training on the use of the equipment (administrative control).

AT THE END OF THE TASK

The Foreman should review the JSA after each task. The employees should be asked if there was anything that needed to be reported (i.e. a near miss, an injury or a better way of doing the task) before initialing the card again. Finally the Foreman should sign the JSA. On large jobs a week or two of cards should be kept on site. Completed cards can be sent to the office for analysis and record keeping.

Tool Box Meeting Policy

It is the responsibility of the lead glazier to conduct Tool Box Meetings on a weekly basis. The purpose of these meetings is to review safe practices, hazards and jobsite conditions. Modern Mirror & Glass will provide hand out sheets for use as topic guides for these meetings.

Incident Investigation

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

The purpose of this program is to define the requirements for employees involved in incident investigation process on MODERN MIRROR & GLASS COMPANY's jobsites. Its primary objective is to identify and prevent potential injuries or illnesses in the workplace.

The Company RSO (Responsible Safety Officer) will ensure that the following program will be enforced and conducted. The RSO will carry out Incident Investigations.

Reporting

MODERN MIRROR & GLASS COMPANY will ensure that all incidents will be investigated to the appropriate level with regards to incident severity. While all incidents should be investigated, the extent of such investigation will reflect the seriousness of the incident utilizing a root cause analysis process or other similar method.

MODERN MIRROR & GLASS COMPANY will ensure that required incidents will be verbally reported to applicable regulatory agency(s) within 8 hours of their discovery. Incidents will also be reported to the client as soon as possible, or in a timely manner (within 24 hours of incident). Reports of incidents and accidents should be prepared immediately after the events have occurred. This is necessary to ensure important evidence is not lost or disturbed and details are not forgotten by those involved. Reports of accidents must be provided and kept on file to ensure regulatory compliance.

Incident investigation reporting is very useful because it:

- collects information you can use to calculate statistics and other information for tracking accident trends
- helps identify training needs; problems with work procedures; and needs for personal protective, safety and emergency equipment
- collects information necessary for completing investigation and insurance reports and complying with regulatory requirements
- identifies weaknesses in the safety management system/program

Types of Events to Report

- Employees, contractors and subcontractors should report the following types of events to supervisors:
- fatalities
- injuries or occupational illnesses that prevent a worker from performing regular tasks
- injuries that can be treated at the worksite
- any emergency or loss, such as a motor vehicle accident, fire, explosion, vandalism, theft or spill
- all incidents (near misses)

Supervisors

MODERN MIRROR & GLASS COMPANY supervisors will assist in the process of investigating the incident. They will also assist employees during the time of incident in following the procedures to assist injured workers and/or clear the area where an incident has occurred. Supervisors must keep the safety of each individual as the highest priority.

Supervisors will manage the response to the event and notify the appropriate authorities where necessary.

Employees

MODERN MIRROR & GLASS COMPANY requires employees to immediately report an incident whether it involves injured employees, a spill, damaged property, etc. They may contact their immediate supervisor or the highest ranking employee on site to report the incident

Employees that have been trained to respond to incidents or provide assistance to other employees will be available at each jobsite to respond to incidents.

MODERN MIRROR & GLASS COMPANY will ensure that training is provided for personnel in their responsibilities and incident investigation techniques. Personnel will be trained in their roles and responsibilities for incident response and incident investigation techniques. Training requirements relative to incident investigation and reporting (Awareness, First Responder, Investigation, and training frequency) will be identified in the program.

Report Form

To ensure incident and accident reporting is consistent, MODERN MIRROR & GLASS COMPANY will have report forms available at all worksites. The report form will provide sufficient information for supervisors and management to make a preliminary evaluation of the potential consequences of the incident and determine the extent to which the actual investigation will be carried out. The form will request the following information:

- names of everyone involved
- location, date and time of incident or accident
- names of victims and descriptions of illnesses or injuries (if applicable)
- descriptions of damage (if applicable)
- description of incident or accident (including diagrams, if appropriate)
- description of events immediately prior to the incident or accident
- preliminary determination of cause

Supervisor Incident Report Form		
Company	Division	
Name of Injured		
Occupation		
Date of Injury/Illness (MM/DD/YYYY)	Hour	
	A.M.	P.M.
Name and Address of Physician		
Nature of Injury		
Did Injured Leave Work?	Date	Hour
Was Injured Acting in Regular Line of Duty?		
Where Did The Injury/Illness Occur?		
What Steps Should Be Taken To Prevent A Similar Injury or Illness?		

Supervisor Signature _____ Date: _____

Incident Investigation Report			
Name	Age	Time	Date
Department – Shift	Job	How long on this job?	
What Happened?			
Why Did It Happen?			
What Corrective Measures Should Be Made?			
What Has Been Done Thus Far?			
How Will This Improve Operations?			
Investigated By		Date	
RSO Signature		Date	

(all evidence and supporting documents such as photos, recordings, interview notes, should be attached to this report)

MODERN MIRROR & GLASS COMPANY will provide proper equipment that will be available to assist in conducting an investigation. MODERN MIRROR & GLASS COMPANY will provide equipment that will include some or all of the following items;

- writing equipment such as pens/paper,
- measurement equipment such as tape measures and rulers,
- cameras,
- small tools,
- audio recorder,
- PPE, marking devices such as flags,
- equipment manuals, etc.

MODERN MIRROR & GLASS COMPANY will ensure that Initial identification of evidence immediately following the incident will include:

- a listing of people,
- equipment, and
- materials involved and
- a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and
- physical factors such as fatigue, age, and medical conditions.

MODERN MIRROR & GLASS COMPANY will ensure that evidence such as people, positions of equipment, parts, and papers will be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

MODERN MIRROR & GLASS COMPANY will ensure that witness interviews and statements will be collected. Locating witnesses, ensuring unbiased testimony, obtaining appropriate interview locations, and use of trained interviewers will be detailed. The need for follow-up interviews will also be addressed in reports.

The purpose of investigations is to identify both the factors that contributed to an accident and the root causes behind those factors. Take the case, for example, where a worker driving a vehicle has a tire explode, panics, loses control of the vehicle, and is seriously injured. The exploding tire is a contributing factor to the accident, as is the panicked reaction of the driver to the explosion. The root causes behind these factors may be:

- a. an excessive workload, which prevented the driver from getting enough sleep, and affected his ability to respond well to the accident
- b. inadequate purchasing controls, which allowed tires to be purchased that were undersized for the truck's weight
- c. inadequate pre-trip inspection procedures, which prevented the driver from noticing the tires were underinflated

MODERN MIRROR & GLASS COMPANY will ensure that written incident reports will be prepared and include an incident report form and a detailed narrative statement concerning the events. The format of the narrative report will include an introduction, methodology, summary of the incident, investigation board member names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. should be included.

Investigation Procedure

- a. After being notified of an incident or accident, the on-site company investigator should survey the area to determine if the work must be stopped to prevent injuries and preserve evidence. (In a major emergency, work should be stopped immediately. It is not necessary to wait for the investigator to make this decision.
- b. The on-site investigator should notify management, or the designated manager or supervisor who is responsible for the coordination of the investigation process, to ensure all steps in the emergency response plan are being carried out. The designated manager should determine if government and insurance investigators should be called if they have not already been notified as a part of the emergency response.
- c. The on-site investigator should gather evidence and interview witnesses and people involved in the accident. The investigator should also photograph the site to record evidence and damage on film.

d. If insurance or government investigators are called in, the on-site company investigator should assist them as required.

e. Once all the evidence is collected, then the investigator can complete the investigation process, which includes:

- determining the contributing factors and root causes of the incident or accident
- completing the Incident or Accident Report Form
- develop recommendations to prevent a recurrence and a list of actions required, along with identified responsible parties and target dates for completion
- present the report and recommendations to management and, if required, to the insurance company and government
- discuss the report and recommendations with everyone who was working on the site at the time of the accident and all other employees that are affected by the accident.

f. The individuals assigned action items should then carry out the investigator's recommendations and provide feedback to management on a monthly basis until all actions are completed and signed-off.

Corrective Measures

MODERN MIRROR & GLASS COMPANY requires that Incident investigations will result in corrective actions. Management, or the designated manager or supervisor who is responsible for the coordination of the investigation process, will verify that all corrective action has been identified and is implemented and the incident report is closed out.

Lessons Learned

MODERN MIRROR & GLASS COMPANY will ensure Lessons learned will be reviewed and communicated. Changes to processes will be placed into effect to prevent reoccurrence or similar events. These changes will be documented and a review of similar operations will be done to prevent reoccurrence.

Ladder Safety

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

It is the responsibility of each portable ladder user to inspect the ladder each time it is used for visual defects and after any occurrence that could affect its safe use. It is also the responsibility of the user to tag a defective ladder and remove it from service. Ladders should only be used for the purpose for which they are designed. It is the responsibility of MODERN MIRROR & GLASS COMPANY to provide portable ladders meeting governmental standards (29 CFR 1926.1050).

Temporary Service

MODERN MIRROR & GLASS COMPANY requires that except during stairway construction, foot traffic is prohibited on stairways with pan stairs where the treads and/or landings are to be filled in with concrete or other material at a later date, unless the stairs are temporarily fitted with wood or other solid material at least to the top edge of each pan. Such temporary treads and landings will be replaced when worn below the level of the top edge of the pan.

Except during stairway construction, foot traffic is prohibited on skeleton metal stairs where permanent treads and/or landings are to be installed at a later date, unless the stairs are fitted with secured temporary treads and landings long enough to cover the entire tread and/or landing area.

Treads for temporary service are to be made of wood or other solid material, and will be installed the full width and depth of the stair.

GENERAL REQUIREMENTS

All ladders shall be constructed of wood, metal, or other equivalent material and shall have a safety factor of not less than four times maximum intended load.

Ladders will not be loaded beyond the maximum intended load for which they were built, or beyond the manufacturer's rated capacity. Each step or rung shall be capable of supporting a single concentrated load of at least 250 pounds. Rungs, cleats, and steps of portable ladders and fixed ladders shall be spaced not less than 10 inches nor more than 14 inches apart, as measured between center lines of the rungs, cleats and steps. Rungs, cleats, and steps will be parallel, level, and uniformly spaced when the ladder is in position for use.

MODERN MIRROR & GLASS COMPANY requires that ladders used by the company's employees must meet OSHA/ANSI specifications. Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.

The rungs and steps of portable metal ladders shall be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping.

- No work over six (6) feet will be performed from ladders without the use of appropriate fall protection.
- Ladders will be provided at personnel points of access where there is a break in elevation of 19 inches or more and no ramp, runway, sloped embankment, or personnel hoist, or stairway is provided.
- A double-cleated ladder or two or more ladders must be provided when ladders are the only way to enter or exit a work area having 25 or more employees, or when a ladder serves simultaneous two-way traffic.
- Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired or destroyed must be tagged "Damaged."
- Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
- The areas around the top and base of ladders must be free of tripping hazards such as loose materials, trash, and electric cords.
- Ladders which project into passageways or doorways where they could be struck by personnel, moving equipment, or materials being handled must be protected by barricades or guard.

- When ascending or descending a ladder, have hands free, grip the sides or rungs with both hands, and face the ladder [at all times when ascending or descending]. Under no circumstances should a ladder be ascended or descended using only one hand.
- A hand line should be used to hoist or lower material.
- Boxes, crates, chairs, or equipment must never be used as a substitute for ladders.
- Employees shoes need to be free from mud, grease, or other substances which could cause a slip or fall.
- Only one employee will work from a ladder at a time.
- Ladders used for access to a floor or platform must extend at least **three (3) feet** above the upper landing surface and must be secured. When ladders are not able to be extended then the ladder will be secured at its top to a rigid support that will not deflect.
- All straight ladders will be tied-off at the top (ex. Rope or wire).
- The distance from the foot of your ladder to the base of what it is leaning against should be about one fourth of the distance from the ladder's top support to its bottom support.
- Ladder feet will always be placed on a substantial base.
- One person will always hold the base of the ladder stationary whenever the climber is ascending or descending an unsecured ladder.
- Persons working around or with electricity may not use all-metal ladders. Ladders for this use may be constructed of wood properly treated and unpainted. Also, ladders having fiberglass side rails or metal rungs may be used, provided standards for electrical conductivity are maintained.
- Specialty ladders include those designed to be used on specific types of scaffolding. Rung and cleat wooden ladders constructed for use for one time application are permitted, but shall be destroyed immediately upon completion of the job for which they were constructed.
- Persons using a ladder are not to carry any object(s) that could cause injury in the event of a fall
- Ladders should not be used in a horizontal position or as scaffolding.
- Ladder should not be placed on top of boxes, barrels, crates, etc.

MODERN MIRROR & GLASS COMPANY requires that a stairway or ladder will be provided at all personnel points of access where there is a break in elevation of 19 inches (48 cm) or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.

Employees are not to use any spiral stairways that will not be a permanent part of the structure on which construction work is being performed.

MODERN MIRROR & GLASS COMPANY will require that a double-cleated ladder or two or more separate ladders will be provided when ladders are the only mean of access or exit from a working area for 25 or more employees, or when a ladder is to serve simultaneous two-way traffic.

When a building or structure has only one point of access between levels, that point of access will be kept clear to permit free passage of employees. When work must be performed or equipment must be used such that free passage at that point of access is restricted, a second point of access must be provided and used.

When a building or structure has two or more points of access between levels, at least one point of access will be kept clear to permit free passage of employees.

MODERN MIRROR & GLASS COMPANY will provide and install all stairway and ladder fall protection systems required and will comply with all other pertinent requirements before employees begin the work that necessitates the installation and use of stairways, ladders, and their respective fall protection systems.

STEPLADDERS

Height: Stepladders shall not exceed twenty feet (20) in height.

Spreader: A substantial spreader shall be provided on step ladders to hold the front and back sections in the open position. All MODERN MIRROR & GLASS COMPANY employees need to make sure the ladder is fully open and the spreaders are locked.

Rungs: Do not climb, stand or sit on the top two rungs.

Notice: Stepladders are not to be used as straight ladders.

EXTENSION LADDERS

- Have a co-worker help you raise and lower the ladder.
- Never raise or lower the ladder with the fly section extended.
- Be sure to secure or foot the ladder firmly before extending.
- Use the right set-up angle or pitch [**4'** (vertical) **to 1'** (horizontal) Rule].
- The ladder must be extend three feet above working surface and tied-off.
- Follow all other applicable general requirements.

FIXED LADDERS

- The rungs must be uniformly spaced.
- The rungs cannot be more than 12 inches apart.
- The rungs should not be more than 16 inches long.
- If the fixed ladder is longer than 24 feet, it must have safety devices, such as cages or wells, to protect falling workers.

INSPECTION & MAINTENANCE

- Look for broken or missing steps or rungs.
- Look for broken or split side rails and other defects.
- Feel for soft areas on wooden ladders.
- Check for rust or weakness in the rungs and side rails of metal ladders.
- Look for corrosion on the inside of open-ended hollow rungs.
- Check fallen or misused ladders for excessive dents or damage.

- Make sure the connections between the rungs and side rails haven't come loose.
- Tag defective ladders: **Damaged**.
- Defective ladders must be removed from service until they are repaired.

Stairrails & Handrails

MODERN MIRROR & GLASS COMPANY requires that when stairways having four or more risers or rising more than 30 inches (76 cm), whichever is less, shall be equipped with:

- At least one handrail; and
- One stairrail system along each unprotected side or edge.

Note: *When the top edge of a stairrail system also serves as a handrail, paragraph (c)(7) of 1926.1052 applies.*

Winding and spiral stairways will be equipped with a handrail offset sufficiently to prevent walking on those portions of the stairways where the tread width is less than 6 inches (15 cm).

MODERN MIRROR & GLASS COMPANY ensures that the height of stairrails will be as follows:

- Stairrails installed after March 15, 1991, shall be not less than 36 inches (91.5 cm) from the upper surface of the stairrail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread.
- Stairrails installed before March 15, 1991, shall be not less than 30 inches (76 cm) nor more than 34 inches (86 cm) from the upper surface of the

stairrail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread.

MODERN MIRROR & GLASS COMPANY requires that midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members, will be provided between the top rail of the stairrail system and the stairway steps. Midrails, when used, shall be located at a height midway between the top edge of the stairrail system and the stairway steps.

Screens or mesh, when used, will extend from the top rail to the stairway step, and along the entire opening between top rail supports. When intermediate vertical members, such as balusters, are used between posts, they will be not more than 19 inches (48 cm) apart. Other structural members, when used, will be installed such that there are no openings in the stairrail system that are more than 19 inches (48 cm) wide.

Handrails and the top rails of stairrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds (890 n) applied within 2 inches (5 cm) of the top edge, in any downward or outward direction, at any point along the top edge.

The height of handrails will be not more than 37 inches (94 cm) nor less than 30 inches (76 cm) from the upper surface of the handrail to the surface of the tread, in line with the face of the riser at the forward edge of the tread.

When the top edge of a stairrail system also serves as a handrail, the height of the top edge will be not more than 37 inches (94 cm) nor less than 36 inches (91.5 cm) from the upper surface of the stairrail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread.

MODERN MIRROR & GLASS COMPANY ensures that stairrail systems and handrails will be so surfaced as to prevent injury to employees from punctures or lacerations, and to prevent snagging of clothing. Handrails will provide an

adequate handhold for employees grasping them to avoid falling.

The ends of stairrail systems and handrails will be constructed so as not to constitute a projection hazard.

Handrails that will not be a permanent part of the structure being built will have a minimum clearance of 3 inches (8 cm] between the handrail and walls, stairrail systems, and other objects. Unprotected sides and edges of stairway landings will be provided with guardrail systems.

Training

MODERN MIRROR & GLASS COMPANY will provide a training program for each employee using ladders and stairways, as necessary. The program will enable each employee to recognize hazards related to ladders and stairways, and will train each employee in the procedures to be followed to minimize these hazards.

MODERN MIRROR & GLASS COMPANY will ensure that each employee has been trained by a competent person in the following areas, as applicable:

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used;
- The proper construction, use, placement, and care in handling of all stairways and ladders;
- The maximum intended load-carrying capacities of ladders and
- The standards contained in 1926.1060

Retraining will be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance with this section.

Personal Protective Equipment

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/1/15

Purpose

This program is intended to provide general guidelines for implementing requirements for a hazard assessment and the selection of personal protective equipment. PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound work practices.

Equipment that is provided by the employee (employee-owned equipment) will first be inspected and approved by MODERN MIRROR & GLASS COMPANY before allowed to be used to perform or protect in work being done. MODERN MIRROR & GLASS COMPANY will make assurances of employee owned equipment's adequacy, maintenance, & sanitation.

MODERN MIRROR & GLASS COMPANY will provide PPE at no cost to employees.

ASSESSMENT AND SELECTION

It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational or educational operation or process, and to match the protective devices to the particular hazard. It should be the responsibility of The RSO to exercise common sense and appropriate expertise to accomplish these tasks.

Each employee who may need to wear PPE will be properly trained. Training will include at least: When PPE is necessary, what PPE is necessary, how to properly don, doff, adjust & wear PPE, Limitations of PPE, proper care, maintenance, useful life & disposal of PPE.

Retraining will occur when the workplace changes making the earlier training obsolete, the type of PPE changes, or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

All training conducted for PPE will be documented. The certification will include the employee name, the dates of training, and the certification subject.

ASSESSMENT GUIDELINES

A written hazard assessment will be conducted prior to work being performed on a jobsite. This will be to determine the applicable hazards or possible hazards that could come forth so proper PPE is selected for use. The hazard assessment will include: The certifiers name, signature, date(s), and identification of assessment documents.

In order to assess the need for PPE the following steps should be taken:

Survey

Conduct a walk-through survey of the areas in question. The purpose of the survey is to identify sources of hazards to workers and co-workers. Consideration should be given to the basic hazard categories:

- a. Impact
- b. Penetration
- c. Compression (roll-over)
- d. Chemical
- e. Heat
- f. Harmful dust
- g. Light (optical) radiation

Sources

During the walk-through survey The RSO will observe:

- h. Sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects;
- i. Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.;

- j. Types of chemical exposures;
- k. Sources of harmful dust;
- l. Sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.;
- m. Sources of falling objects or potential for dropping objects;
- n. Sources of sharp objects that might pierce the feet or cut the hands;
- o. Sources of rolling or pinching objects that could crush the feet;
- p. Layout of workplace and location of co-workers; and
- q. Any electrical hazards. In addition, injury/accident data should be reviewed to help identify problem areas.

Organize data.

Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to prepare for an analysis of the hazards in the environment to enable proper selection of protective equipment.

Analyze data.

Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards (paragraph 3.a.) should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.

SELECTION GUIDELINES

After completion of the assessment procedures, the general procedure for selection of protective equipment is to:

- Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc.;
- Compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment;
- Select the protective equipment which ensures a level of protection greater

than the minimum required to protect employees from the hazards; and

- Fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE.

FITTING THE DEVICE

Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected. An employee will demonstrate they are able to perform proper donning and doffing of equipment, and proper techniques of cleaning and maintenance of their equipment.

DEVICES WITH ADJUSTABLE FEATURES

Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work operations. In some cases a chinstrap may be necessary to keep the helmet on an employee's head. (Chin straps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

REASSESSMENT OF HAZARDS

It is the responsibility of The RSO to reassess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

If any equipment is found to be defective or damaged it will not be used and will be tagged out to indicate so.

SELECTION GUIDELINES FOR EYE AND FACE PROTECTION

Some occupations (not a complete list) for which eye protection should be routinely considered are: carpenters, electricians, machinists, mechanics and repairers, millwrights, plumbers and pipe fitters, sheet metal workers and tinsmiths, assemblers, sanders, grinding machine operators, lathe and milling machine operators, sawyers, welders, laborers, chemical process operators and handlers, and timber cutting and logging workers.

Notes to Eye and Face Protection Selection

- Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.
- Operations involving heat may also involve light radiation. As required by the standard, protection from both hazards must be provided.
- Face shields should only be worn over primary eye protection (spectacles or goggles).
- As required by the standard, filter lenses must meet the requirements for shade designations in 1910.133 (a)(5). Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
- As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or wear protective devices designed to be worn over regular prescription (Rx) eyewear.
- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments might represent an additional hazard to contact lens wearers.
- Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
- Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.
- Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
- (10) Non-side shield spectacles are available for frontal protection only, but are not acceptable eye protection for the sources and operations listed for "impact."
- Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.
- Protection from light radiation is directly related to filter lens density. Select the darkest shade that allows task performance.

SELECTION GUIDELINES FOR HEAD PROTECTION

All head protection (helmets) is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection is also available which provides protection from electric shock and burn. When selecting head protection, knowledge of potential electrical hazards is important. Class G helmets, in addition to impact and penetration resistance, provide electrical protection from low-voltage conductors (they are proof tested to 2,200 volts). Class E helmets, in addition to impact and penetration resistance, provide electrical protection from high-voltage conductors (they are proof tested to 20,000 volts). Class C helmets provide impact and penetration resistance (they are usually made of aluminum which conducts electricity), and should not be used around electrical hazards.

Where falling object hazards are present, helmets must be worn. Some examples include: working below other workers who are using tools and materials which could fall; working around or under conveyor belts which are carrying parts or materials; working below machinery or processes which might cause material or objects to fall; and working on exposed energized conductors.

Some examples of occupations for which head protection should be routinely considered are: carpenters, electricians, linemen, mechanics and repairers, plumbers and pipefitters, assemblers, packers, wrappers, sawyers, welders, laborers, freight handlers, timber cutting and logging, stock handlers, and warehouse laborers.

SELECTION GUIDELINES FOR FOOT PROTECTION

Safety shoes and boots which meet the ANSI Z41-1991 Standard provide both impact and compression protection. Where necessary, safety shoes can be obtained which provide puncture protection. In some work situations, metatarsal protection should be provided, and in other special situations electrical conductive or insulating safety shoes would be appropriate.

Safety shoes or boots with impact protection would be required for carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and, for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection would be required for work activities involving skid trucks (manual material handling carts) around bulk rolls (such as paper rolls) and around heavy pipes, all of which could potentially roll over an employee's feet. Safety shoes or boots with puncture protection would be required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury.

Some occupations (not a complete list) for which foot protection should be routinely considered are: shipping and receiving clerks, stock clerks, carpenters, electricians, machinists, mechanics and repairers, plumbers and pipe fitters, structural metal workers, assemblers, drywall installers and lathers, packers, wrappers, craters, punch and stamping press operators, sawyers, welders, laborers, freight handlers, gardeners and grounds-keepers, timber cutting and logging workers, stock handlers and warehouse laborers.

SELECTION GUIDELINES FOR HAND PROTECTION

Gloves are often relied upon to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure. OSHA is unaware of any gloves that provide protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused [**MSDS's need to be reviewed**].

It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, etc. Using standard test procedures should assess these performance characteristics. Before purchasing gloves, MODERN MIRROR & GLASS COMPANY requests documentation from the manufacturer that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated.

Other factors to be considered for glove selection in general include:

- As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types; and,
- The work activities of the employee should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.

With respect to selection of gloves for protection against chemical hazards:

- The toxic properties of the chemical(s) must be determined; in particular, the ability of the chemical to cause local effects on the skin and /or to pass through the skin and cause systemic effects;
- Generally, any "chemical resistant" glove can be used for dry powders;
- For mixtures and formulated products (unless specific test data are available), a glove should be selected on the basis of the chemical

component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials; and,

- Employees must be able to remove the gloves in such a manner as to prevent skin contamination.

CLEANING AND MAINTENANCE

It is important that Protective equipment, including personal protective equipment for:

- eyes,
- face,
- head, and
- extremities,
- protective clothing,
- respiratory devices, and
- protective shields and barriers,

will be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

For the purposes of compliance with 1910.132 (a) and (b), PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection.

It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards.

Silica Exposure Control

MODERN MIRROR & GLASS COMPANY

Revision Date: 1/30/2017

Purpose

The purpose of this program is to define the requirements for employees on MODERN MIRROR & GLASS COMPANY's Silica Policy. Its primary objective is to identify and prevent hazardous exposure from working with silica.

Silica

MODERN MIRROR & GLASS COMPANY requires that training is required prior to using silica-containing materials or working in an environment known to contain airborne concentrations of Silica. Periodic refresher training is also required.

MODERN MIRROR & GLASS COMPANY requires that full shift personal samples will be representative of the employees regular, daily exposure to silica. No Employee will be exposed to silica at or above the permissible exposure limit (PEL). The permissible exposure limit (PEL) for respirable crystalline silica is 50 micrograms per cubic meter of air, averaged over an 8-hour shift.

MODERN MIRROR & GLASS COMPANY will ensure to make aware that exposure to silica has been shown to cause silicosis, lung cancer, pulmonary tuberculosis and other airway diseases.

MODERN MIRROR & GLASS COMPANY will utilize engineering controls such as ventilation or wet methods that will be used to control silica-containing dusts. MODERN MIRROR & GLASS COMPANY will ensure that engineering controls (such as water or ventilation) to limit worker exposure to the PEL; provide respirators when engineering controls cannot adequately limit

exposure; limit worker access to high exposure areas; develop a written exposure control plan, offer medical exams to highly exposed workers, and train workers on silica risks and how to limit exposures.

MODERN MIRROR & GLASS COMPANY requires personal protective equipment such as gloves, coveralls and eye protection will be used to control silica exposures.

MODERN MIRROR & GLASS COMPANY ensures that respirators will be selected based upon measured exposure levels and the assigned protection factor of respirators. MODERN MIRROR & GLASS COMPANY will provide medical exams to monitor highly exposed workers and give them information about their lung health.

Exposure

MODERN MIRROR & GLASS COMPANY will ensure exposure assessments will be conducted for those employees who are expected to be exposed to respirable crystalline silica at or above the action level. The exposure of each employee who is or is expected to be exposed to respirable crystalline silica at or above the action level (8-hour TWA of $25\mu\text{g}/\text{m}^3$) will be assessed. This assessment can be performed by monitoring employees individually or taking a representative sample from employees.

MODERN MIRROR & GLASS COMPANY will ensure when required, respirators will be provided to employees that are exposed to respirable crystalline silica. Respirators will be provided to employees who are or will be exposed to actionable levels of respirable crystalline silica. If an employee is performing a task listed in Table 1 of 1926.1153 (c) that does not require the use of a respirator then they are not required. All other tasks not covered by Table 1 must be accounted for by providing respirators if necessary.

It is required that engineering and work practice controls will be used to reduce and maintain employee exposure to respirable crystalline silica to the lowest feasible level where required. MODERN MIRROR & GLASS COMPANY will use Table 1 for proper Engineering and work practice control methods.

Exposure Tasks

MODERN MIRROR & GLASS COMPANY has provided the following list/description of tasks that expose employees to respirable crystalline silica. They are:

- Sawing;
- Drilling;
- Jackhammering;
- Grinding;
- And other similar job activates

MODERN MIRROR & GLASS COMPANY has implemented housekeeping measures that are put in place to limit employee exposure to respirable crystalline silica. This includes:

- Sweeping;
- Wetting;
- Vacuuming;
- And other similar techniques

MODERN MIRROR & GLASS COMPANY does not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming or other methods that minimize the likelihood of exposure are not feasible.

MODERN MIRROR & GLASS COMPANY does not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to respirable crystalline silica unless:

- The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air;
- No alternative method is feasible.

Program

MODERN MIRROR & GLASS COMPANY will conduct an assessment of the written program's effectiveness at least annually. The written exposure control plan will be evaluated at least once per year and as necessary. Situations where reevaluation may be necessary include regulatory updates, changes in equipment, and exposure incidents.

MODERN MIRROR & GLASS COMPANY will ensure a copy of the written exposure control plan is available to all employees. The written exposure control plan will be available for examination and copying by each employee. Copies will be available electronically or physically, depending on location needs and requirements.

Medical Surveillance

MODERN MIRROR & GLASS COMPANY requires medical surveillance for all employees whose exposure is equal to or exceeds the action level for 30 or more days per year. A medical surveillance program is established for employees who are exposed to the action level of 8-hour TWA of $25\mu\text{g}/\text{m}^3$ of respirable crystalline silica. A baseline medical assessment will be available to exposed employees within 30 days of initial assignment unless they have previously received a suitable medical examination in the past three years. This applies to employees who would be required to wear a respirator more than 30 days per year or who are exposed to action level respirable crystalline silica for more than 30 days per year. A suitable prescreen that meets the same requirements is also acceptable.

MODERN MIRROR & GLASS COMPANY will make medical surveillance available at no cost to the employee, and at a reasonable time and place, for

each employee who will be occupationally exposed to respirable crystalline silica at or above the action level for 30 or more days per year.

MODERN MIRROR & GLASS COMPANY will ensure that all medical examinations and procedures required by this section are performed by a physician or other licensed health care provider.

Training

MODERN MIRROR & GLASS COMPANY requires that employees will be provided with training. A training program is provided for all employees who are exposed to action level respirable crystalline silica. The training will ensure that employees covered by the written exposure control plan can demonstrate knowledge and understanding of the health hazards associated with respirable crystalline silica, the specific tasks in the workplace that could result in exposure to respirable crystalline silica, the specific measures taken to protect employees from exposure to crystalline silica, the contents of the respirable crystalline silica rule, and the purpose of the medical surveillance program.

Recordkeeping

MODERN MIRROR & GLASS COMPANY requires that all applicable records will be kept. Accurate records of all air monitoring data, objective data, and medical surveillance shall be maintained as required by the regulation.

Table 1 (Tasks Engineering Controls)

Equipment/task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	>4 hours/shift
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
(iii) Handheld power saws for cutting fiber-cement board (with	For tasks performed outdoors only: Use saw equipped with	None	None

blade diameter of 8 inches or less)	commercially available dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency		
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:		
	-When used outdoors	None	None
	-When used indoors or in an enclosed area	APF 10	APF 10
(v) Drivable saws	For tasks performed outdoors only:		
	Use saw equipped with integrated water delivery system that continuously feeds water to the blade	None	None

	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions	None	None
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowl with dust collection system Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism Use a HEPA-filtered	None	None

	vacuum when cleaning holes		
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only:		
	Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filtercleaning mechanism Use a HEPA-filtered vacuum when cleaning holes	APF 10	APF 10
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector	None	None
	OR		
	Operate from within an enclosed cab and use water for dust suppression on drill bit	None	None
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact:		
	-When used outdoors	None	APF 10

	-When used indoors or in an enclosed area	APF 10	APF 10
	OR		
	Use tool equipped with commercially available shroud and dust collection system		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism:		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
(xi) Handheld grinders for mortar removal (<i>i.e.</i> , tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system	APF 10	APF 25
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		

	Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism		
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface	None	None
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	OR		
	Use grinder equipped with commercially available shroud and dust collection system		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		

	Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism:		
	-When used outdoors	None	None
	-When used indoors or in an enclosed area	None	APF 10
(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface	None	None
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions		
	OR		
	Use machine equipped with dust collection system recommended by the manufacturer	None	None
	Operate and maintain tool in accordance with manufacturer's instructions to		

	minimize dust emissions		
	Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism		
	When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes		
(xiv) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant	None	None
	Operate and maintain machine to minimize dust emissions		
(xv) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust	None	None

	Operate and maintain machine to minimize dust emissions		
	For cuts of four inches in depth or less on any substrate:		
	Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust	None	None
	Operate and maintain machine to minimize dust emissions		
	OR		
	Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant	None	None
	Operate and maintain machine to minimize dust emissions		
(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers,	None	None

	sieves/sizing or vibrating components, and discharge points)		
	Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions		
	Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station		
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (<i>e.g.</i> , hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab	None	None
	When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions	None	None
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: Demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions	None	None
	OR		
	When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab	None	None

SAFETY AND HEALTH TRAINING

Modern Mirror & Glass will provide training to assure the requirements of MIOSHA standards are met and continuously evaluate employee training needs to keep workers safe and healthy on the job.

1. **New Employee Orientation:** New employees will receive training on the company safety and health management system, safe work practices and expectations, and specific safety and health training for the tasks that they will perform.
2. After inspecting a job site, the lead glazier will identify and evaluate all potential hazards for potential of serious injuries and probability of an accident. Actions will be taken to minimize the hazards and protect the workers.
3. The Safety Coordinator or other designated site person will appraise the skill and knowledge level of exposed workers, and provide any needed training.
4. Where safety and health training is needed, appropriate training will be provided.
 - Hazards will be identified.
 - Necessary precautions will be explained.
 - Training length and level of detail will be determined by the severity of the hazards and the requirements of MIOSHA.
5. Records will be maintained for all training sessions with descriptions of topics covered and names of workers trained.
6. **Toolbox Talks:** Toolbox talks will be conducted regularly weekly or daily. Topics covered will include:
 - The safe work practices necessary for that day's work.
 - Any safety concerns workers may have.
 - Brief refresher training on relevant safety topics (topics to be provided by the Safety Coordinator).

Employee Acknowledgement Form

My signature below attests and verifies my understanding and agreement that I have read and will comply with all company safety programs and regulations.

Employee signature

Date