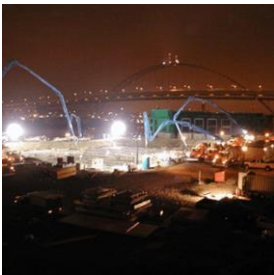




ACCIDENT PREVENTION PROGRAM



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ACCIDENT PREVENTION PROGRAM

Policy Statement

The purpose of this policy is to develop a high standard of safety throughout all operations of LaRusso Concrete and to ensure that no employee, contractor, or sub-contractor is required to work under any conditions which are hazardous or unsanitary.

We believe that each employee, contractor, and sub-contractor has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be always given top priority. It is our intention here at LaRusso Concrete, to initiate and maintain complete accident prevention and safety training programs. Everyone from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well-being of our employees, contractors, and sub-contractors. Each and every employee, contractor or subcontractor has the authority to stop work if they feel an unsafe condition exists. Employees, contractors, and sub-contractors have the responsibility to follow not only the guidelines set forth in this safety policy but to also follow local, state, and federal safety rules. Those individuals that choose not to follow the rules and guidelines will be held accountable. We need to not only look out for ourselves but also look out for one another.

Signed: Jim Lang - President



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GENERAL SAFETY RULES

The following general safety rules apply to all LaRusso Concrete projects and all persons (including subcontractors) working on LaRusso projects. Additional rules may be added based on Project Specific Hazards or Protocols.

It is important to remember that rules cannot be created to cover all conditions at the site of a project. The most important element in prevention of injuries is a positive safety attitude.

1. Follow all LaRusso Concrete project safety rules.
2. Never violate any warning signs or barricades.
3. Correct (if possible) and report unsafe conditions to a supervisor immediately.
4. Attend safety meetings.
5. Report all injuries to your supervisor immediately. If for any reason you are unable to perform assigned tasks safely on this jobsite, you have a responsibility to notify your immediate supervisor.
6. Compliance with (as required by General Contractors/Owners) Alcohol and Drug Policy is mandatory on all jobsites.
7. If you are taking any medication that could cause physical or mental impairment, or if you have a domestic or other problem that may reduce your ability to concentrate on work, notify your supervisor.
8. No fighting, horseplay, stealing, or running.
9. Wear appropriate work clothing and Personal Protective Equipment (PPE).
10. Report daily to your supervisor prior to beginning work. Contact your supervisor if you are unable to report for work a minimum of 2 hours before your shift.
11. If you are not sure how to perform your assigned task safely, stop and contact your immediate supervisor.
12. Always use equipment in accordance with the manufacturers' specifications and never tamper with or dismantle guards or safety devices on equipment.
13. Help promote good housekeeping. This includes proper disposal of lunch bags, or other personal items brought to the job. Eat and smoke in designated areas only. Make sure jobsite is free of debris/garbage left by LaRusso.
14. Operate only the equipment that you have been trained and authorized to use.
15. Each and every employee has the "Authority" to stop work if they feel there is an unsafe condition or act.
16. Each employee is "Responsible" to follow company, regulatory, manufacture and regulatory rules/operating instructions.
17. Every employee will be held "Accountable" for their actions as well as their inactions in implementing and supporting the company's safety program and safety efforts.
18. Become familiar with all LaRusso Concrete project specific safety rules. These will be explained to you during your orientation period with the company.
19. Violation of safety rules is grounds for disciplinary action up to and including dismissal and/or removal from the project.



RESPONSIBILITIES

Responsibilities for safety and health include the establishment and maintenance of an effective communication system among workers, supervisors, and management officials. To this end, all personnel are responsible for ensuring that their messages are received and understood by the intended receiver. Specific safety and health responsibilities for company personnel are as follows:

Management Officials

Active participation in and support of safety and health programs is essential. Management officials will display their interest in safety and health matters at every opportunity. At least one manager (as designated) will participate in the safety and health committee meetings, incident investigations and inspections. Each manager will establish realistic goals for implementing instructions for meeting the goals. Goals and implementing instructions shall be within the framework established by this document. Incentives will be included as part of the instructions.

Superintendents

The safety and health of the employees, contractors, and subcontractors that they supervise is a primary responsibility of the superintendent. To accomplish this obligation, superintendents will:

1. Assure that all safety and health rules, regulations, policies, and procedures are understood and observed.
2. Require the proper care and use of all required personal protective equipment.
3. Ensure that contractors and sub-contractors are identifying and eliminating job hazards quickly through job safety analysis procedures. (See the sample Pre- Task Planning form on pages 13-14)
4. Inform and train employees on the hazardous procedures they MAY encounter under normal working conditions or during an emergency.
5. Post and maintain jobsite signage.
6. Ensure contractors and sub-contractors are performing walk-around safety inspections at the beginning of each job, and at least weekly thereafter and fill out Job Safety Analysis Worksheet or other like documentation.
7. Train employees (new and experienced) in safe and efficient methods of accomplishing each job or task as necessary.
8. Review injury trends and establish prevention measures.



9. Attend safety meetings and actively participate in the proceedings.
10. Participate in incident investigations and inspections.
11. Promote employee participation in the safety and health program.
12. Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work.
13. All superintendents will keep CPR Card current.
14. All superintendents after being employed for 90 days will complete OSHA 10-hour training.

Employees

Any employees on site are to observe the items of responsibility established in this document as well as job safety rules which may apply to specific task assignments.

Vendor/Contractor

1. Provide or be able to provide a copy of their safety/accident prevention program as appropriate or at the request of the LaRusso Concrete management.
2. Follow all LaRusso Concrete, OSHA, or applicable State requirements, guidelines for a safe workplace.
3. Correct any unsafe conditions and notify LaRusso Concrete superintendent if necessary.
4. Contractors/subs/vendors are expected to have their own safety programs that meet or exceed this program and comply with Federal and state OSHA regulations.
5. All contractors, vendors and subcontractors are expected to follow all LaRusso Concrete safety rules and promote a culture of safety.



PUBLIC PROTECTION

LaRusso Concrete is as concerned with protecting the public as it is all employees on our projects.

On most projects LaRusso Concrete will refer to the General Contractor to properly address public protection. LaRusso Concrete will comment and work with the GC to alter the plan if they deem necessary.

On projects where LaRusso Concrete is the prime, prior to starting construction operations, an evaluation of the potential risks of our operations to the general public must be considered. This evaluation/planned controls may take many different forms. For our larger projects, public protection will be evaluated, and controls identified/implemented as appropriate.

Depending on the client, LaRusso Concrete may be required to submit for review/approval a project safety plan. Within this plan public safety will be addressed. For our smaller projects public safety is expected to be at the forefront of all activities. Depending on the scope of the project, steps taken to protect the public shall be addressed within either the Daily Pre-task plan and/or Daily log, whichever is more appropriate for the project.

For work within in any building or structure adjacent to public access or publicly occupied areas supervisors and crews will be expected to take adequate means to protect the public. If there is any question as to public safety the work is to stop, and the employee/crew lead is to contact the LaRusso Concrete main office for directions.

Load Securement: Every item transported to and/or from our projects must be secured so it will not be blown out of the vehicle while driving. Drivers are ultimately responsible for the securement of their loads. Any person on a LaRusso Concrete project that sees a load that is not properly secured should bring this to the attention of the Driver and/or the LaRusso Concrete on site supervisor.



HAZARD COMMUNICATION PROGRAM

The Hazard Communication Standard CFR 1910.1200 and 1926.59 is a law enacted by OSHA to protect personnel against chemical exposures at the workplace. The intent of the law is to reduce health risks by: (1) use of safer chemicals; (2) use of safety equipment and (3) training and informing personnel of the potential hazards.

It is the responsibility of each supervisor to work within these OSHA guidelines and to protect their own personnel.

Under normal operations very few chemicals are used that have not been thoroughly trained in the new employee orientation program. With that said, all employees must be trained as outlined below. This can be achieved during the various LaRusso Concrete safety training programs and/or on site if new chemicals are introduced and/or if employees are not familiar with a chemical used.

It is the employee's responsibility to inform their supervisor of any chemicals they are not familiar with. It is the responsibility of the supervisor to ensure all employees are adequately trained with any and all chemicals they will work with on near on site. This may include chemicals used by the client and/or other contractors.

Documentation of training will be archived at the LaRusso Concrete main offices, on the project daily log for recent site-specific work and/or the Pre-Task Planning (PTP) on the project. SDS sheets can be found in the SDS Appendix.

The basic requirements of the LaRusso Concrete Hazard Communication Program:

1. **Training:** Personnel will be trained on the applicable state and federal standards, in addition:
 - 1.1 Location and availability of the LaRusso Concrete Safety and Health written policy.
 - 1.2 Physical and health effects of the hazardous chemicals, in the typical and site-specific LaRusso Concrete work environments.
 - 1.3 How to reduce or prevent exposure to these hazardous chemicals in the workplace. (Reduction of exposure through administrative controls, engineering controls, or the use of P.P.E.). Safety Data Sheets (SDS) will be made and kept electronically readily available for all products used in the LaRusso Concrete workplace.
 - 1.4 Printed SDS's will be kept at the LaRusso Concrete main office. MSDS training will include How to read labels and MSDS to get appropriate safety/health information; and emergency procedures to follow if personnel are over exposed to these chemicals.



1.5 Free training may be available from the manufacture and/or on the Manufacturer's website.

2. Labeling: All containers are labeled to identify the product contained in them.

2.1 Labels on original containers of hazardous materials are not to be removed or defaced.

2.2 Secondary containers must also be labeled. At the minimum, this label must include product identification and hazard warnings.

3. P.P.E.: When required, personnel will be furnished with and trained in the use of Personal Protective Equipment (PPE). PPE is required to be used when personnel are exposed to a potentially hazardous product. (See MSDS, PPE section)

3.1 Methods and observation techniques used to determine the presence and release of hazardous chemicals in the work area shall be included in personnel training.

3.2 Proper spill and cleanup response procedures shall be included in personnel training.



SITE-SPECIFIC SAFETY PLANS

Planning is the most critical element in the development of a safe and productive LaRusso Concrete project. Tools used to facilitate this are the Project Safety and Pre-Task plans.

On some of our larger and/or more complex projects the Owner, General Contractor and/or Construction Manager may require a site-specific safety plan. When requested, the site-specific safety plan will be developed by the project management team and approved by LaRusso Concrete prior to submitting it to the client. The site-specific safety plan will be in a narrative form to identify project specific hazards and the steps the LaRusso Concrete project team has planned to mitigate these hazards.

Consideration must be given to working with our clients to develop project specific protocols when necessary. Protocols should emphasize interaction with, and lack of disruption to, facility personnel and operations. Examples: Hospitals, Airports, High Tech, Owner Occupied.

As noted in the "Inspection Section" of this LaRusso Concrete Accident Prevention Program; at the Start of each project the Site Superintendent or their representative shall make a physical inspection of the project and identify any potential hazards and planned controls for accident prevention on this project. This inspection must be documented and communicated to employees and subcontractors.

PRE-TASK PLANS

On some of our projects Pre-Task Plans may be required by the Owner, General Contractor and/or Construction Manager. Coordination for submittal, review and approval will be completed prior to mobilization. Pre-task plans may need to be modified to address the specific hazards and/or protocols for various projects. The frequency, process and format of the pre-task plan will vary with the project and complexity of the task. Contact the LaRusso Concrete supervisor for directions.

Pre-task plans are to be completed at the start of each new task and updated whenever something in the crew, equipment, or process changes. These changes must be communicated with the crew. Some projects may require updating Pre-Task Plans daily or multiple times per day. Sub- Contractors are expected to follow the same requirements for Pre-task plans.

Every LaRusso Concrete employee is expected to include in their pre-planning process the safety concerns of the specific task. Every supervisor/lead is expected to include the safety of: fellow employees; the public; the facility; and the environment in their project planning, setup and mobilization. And to take adequate steps in mitigation of anticipated hazards and exposures.



SAFETY PLANNING

Planning is the most critical element in the development of a safe and productive project. A tool to facilitate this is the project safety plan and Pre-Task Plan.

PROJECT SAFETY PLANS

The Project Safety Plan is a guideline to anticipate hazards, exposures and planned controls that may be anticipated on a project. Through the development of a Project Plan the Project Team will be able to plan ahead to minimize potential delays, costs, quality issues and safety concerns.

Some of our larger and/or more complex projects the Owner, General Contractor and/or Construction Manager may require a site-specific safety plan. When requested, the site-specific safety plan will be developed by the project management team and approved by the Superintendent prior to submitting it to the client. The Site-Specific Safety Plan will be in a narrative form identifies project specific concerns and potential exposures as well as steps that LaRusso Concrete has planned to mitigate these hazards.

For these projects a Site-Specific Safety Plan will be developed and approved by the project superintendent, prior to work being allowed to progress. The length and complexity of each site-specific safety plan will directly correlate to the size and complexity of the project.

Consideration must be given to working with our clients to develop project specific protocols when necessary. Protocols should emphasize interaction with, and lack of disruption to, facility personnel and operations. Examples: Hospitals, Schools, Airports, High Tech, Owner Occupied.

DAILY PRE-TASK PLANS

On all LaRusso Concrete projects, a daily Pre-Task Plan (PTP) is required for every crew. For some projects this may be required by the Owner, General Contractor and/or Construction Manager. Coordination for submittal, review and approval will be completed prior to mobilization. PTP's may need to be modified to address the specific hazards and/or protocols for various projects. Sub-Contractors to LaRusso Concrete are required to complete a daily PTP. Subs are encouraged to use their own PTP. PTP's should be updated daily AND when "something changes" (i.e., new crew member, new area, new equipment/tools). The PTP must be completed by the site foreman/lead and reviewed with all employees (and where appropriate our client) prior to work beginning.

Every LaRusso Concrete employee is expected to participate in the pre planning process at a minimum by listening at the Daily PTP pre-shift meeting. Every foreman/lead is expected to include the safety of fellow employees; the public; the facility; and the environment in their project planning, setup, and mobilization, and to take adequate steps in mitigation of anticipated hazards and exposures.



LOW FREQUENCY HIGH HAZARD TASKS

Some tasks LaRusso Concrete are involved with happen infrequently but have a higher level of exposure to our employees, our clients, and the environment. In these cases, a “Task Specific” plan will be developed by those involved (may include the Client, sub-contractors, consultants, vendors, etc.). These plans will be “task” specific. The task WILL NOT be allowed to proceed until the plan has been reviewed and approved by the superintendent.

AUTHORITY, RESPONSIBILITY and ACCOUNTABILITY

Each and every employee has the “**Authority**” to stop work if they feel there is an unsafe condition or act. Each employee is “**Responsible**” to follow company, regulatory, manufacture and regulatory rules/operating instructions. Every employee will be held “**Accountable**” for their actions as well as their inactions in implementing and supporting the company’s safety program and safety efforts.



PRE-TASK PLAN

CHECKLIST

Answer the following when evaluating your work:		Are any of the following required?	
Have you walked your work area to address lighting, housekeeping, slip & trip issues, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Permits/Precautions:	Personal Protective Equipment:
Have all tools and equipment been inspected prior to use?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Lockout/ Tagout	<input type="checkbox"/> Hard Hat
Are operators certified/trained?(scissor lift, power actuated tools, forklift, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Dirty Work Permit	<input type="checkbox"/> Fall Protection
Are materials and tools adequate to perform the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Confined Space Permit	<input type="checkbox"/> Eye/Face PPE
Has the work plan been coordinated with other crafts in the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Hot Work Permit	<input type="checkbox"/> Hand/ Arm PPE
Does this task require any special permits or procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Barricade/Signage	<input type="checkbox"/> Hearing PPE
Have you addressed any barricading requirements appropriate to the task?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Excavation/Trenching	<input type="checkbox"/> Foot PPE
Are you working around live systems or energized equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Other _____	<input type="checkbox"/> Respirator
Do you need to review MDSs to proceed with this task?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Locate:	
Have employees been trained in the proper usage and disposal of PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Emergency telephone	<input type="checkbox"/> Emergency exit routes
Have Employees been trained in safe ladder usage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Fire extinguishers locations	<input type="checkbox"/> Eye washes/ showers
Is the work in or over an occupied space?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> First aid equipment	<input type="checkbox"/> Other _____
Is there a new hire who will need support?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Job Specific Recommendations:	
Are you saw cutting into a slab? If yes, confirm the following: As-Built Review, On Site Assessment, Locates, Rated Insulated Gloves.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Any items checked on the "CHECKLIST" MUST BE ADDRESSED ON THE "PRE-TASK PLAN"			

BACK SAFETY / STRETCH & FLEX	
Proper planning and stretching will help prevent back injuries caused by heavy lifting and over exertion.	
Will your work require LIFTING, STRETCHING OR BENDING?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed stretch and flex today?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been trained in proper lifting techniques?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SAFE LIFTING PLAN	
Will you need to get help or additional equipment? Define your plan below	



HOUSEKEEPING

The first impression our clients have of LaRusso Concrete is our appearance. Whether that is the cleanliness of our vehicles or the housekeeping and organization of our work area, it is the first thing that people observe about LaRusso Concrete, and it creates a lasting impression.

The majority of LaRusso Concrete work is from repeat long term clients. Our clients return to LaRusso Concrete for the high-quality workmanship and that each and every LaRusso Concrete employee maintains a clean and healthful working environment.

A neat, clean job reflects directly on the workmanship of the project personnel, the quality of the building and the efficiency of the company itself. We are a service-oriented business. If the people we are working for (our clients) observe that our projects are in disarray it reflects directly on our ability as contractors. We can't afford this. As an employee-owned company each person employed by LaRusso Concrete needs to do their part to help us excel and exceed expectations.

Good housekeeping directly affects Safety, Quality and Production.

It is the responsibility of every worker on the job to keep their work area neat, clean and organized. When this happens, every individual has a safe area to work in. Never rely on others to maintain your work area.

Good housekeeping is especially critical in general access areas. Aisles, passageways, stairs, floor perimeters, entrances and exits to the job must be kept clear of debris and tripping hazards.



CORRECTIVE ACTION / DISCIPLINE POLICY

The LaRusso Concrete's Progressive Discipline Program was developed to help create a greater individual awareness and responsibility for safety on our projects. The Discipline Program works together with the Safety Incentive Program.

Individuals and/or groups of individuals (i.e., foremen and crew members) violating project safety rules will be subject to progressive discipline action. If other crew members or foremen are aware of an unsafe act or condition and do not immediately take corrective action, they can be held responsible as a group. If an individual violates the rules of the safety program and others are not aware of this action, that individual will be held solely responsible.

Individual and/or groups of individuals who violate federal, state or local safety regulations or the company's safety policy or safety practices will be subject to discipline which could include a verbal warning, written warning, suspension, termination/debarment, or result in a permanent ban from employment/debarment with LaRusso Concrete in the future.

Written Safety Violation Notices will be written by the project superintendent; project General Foreman and/or Vice President and/or their designee. This does not mean that the member of management must personally observe the violation.

Any person on the project may report an unsafe act or condition to their direct supervisor or the project superintendent at any time. It is important to take immediate action if a serious hazard has been identified. The chain of command should be followed in this event. An individual should point the hazard out to another individual. Personnel should make their foreman aware of the hazard immediately. If no corrective action is taken, the project superintendent should be notified immediately.

While it is not possible to outline all possible offenses or penalties, the following are general guidelines:

Oral warnings may be appropriate for minor offenses related to items that would not cause a serious injury.

Written warnings will be issued for violations that could result in serious injury or damage. Serious injury would be defined as those that could cause loss of use of body part and/or death or modified work type of injury.

Serious violations will follow the outlined schedule of progressive disciplinary actions and incentive program guidelines.

First Written Violation: Individual receives a written warning letter. Based on the severity of the violation and at the discretion of the Project Superintendent and/or Vice President, it may be warranted that the individual be ineligible to work for a certain number of days on any LaRusso Concrete project.



Second Written Violation: Immediate termination *and/or removal from the jobsite, whichever is applicable*, may result when the nature of the violation or when repeated violations make retention of the violator unacceptable. Willful disregard for serious safety hazards will result in immediate termination *and/or removal/debarment from the jobsite, whichever is applicable*, of individuals directly responsible. Examples: fall protection, lockout/tagout, confined space, trenching. Violations involving these types of work could result in serious injury or death to one or more person. If at any time you are unsure of safety conditions or procedures, stop immediately and contact your direct supervisor.

Permanent ban: An individual or subcontractor personnel is subject to permanent ban [ineligibility for future employment] if he/she has committed conduct which in the opinion of the Project's Superintendent and the Corporate Vice President or their designees is sufficiently serious to present a risk of serious injury or otherwise compromise the company's compliance with the law or enforcement of its policy.

In general, an individual acts in such a fashion if he/she demonstrates through word or deed a willful, conscious, intentional or repeated disregard of the law, official regulations or company policies; causes or contributes to, or has the potential to cause or contribute to, a workplace fatality, worksite catastrophe or large number of injuries; demonstrates bad faith in the performance of his/her duties under the law or company policy or engages in conduct that is so egregious as to undermine the effectiveness of the company's safety program or compliance with the law.



To: (Employee) _____	Attn: _____ Direct Supervisor: _____ Date: _____
From: _____, Superintendent on the project: _____	

WRITTEN SAFETY VIOLATION NOTICE

LaRusso Concrete Inc has a safety program with the goal of providing an accident free workplace. This program includes a **PROGRESSIVE DISCIPLINE PROGRAM (PDP)** that was developed to create greater individual awareness and responsibility for safety on LaRusso Concrete Projects.

This progressive discipline program is addressed at job orientations and acknowledged with a signed receipt at that time. This program includes various levels of safety warnings and identifies procedures for debarment from LaRusso Concrete projects for repeated safety violations and any Willful and/or Serious Violations of Safety Protocol on LaRusso Projects.

Accordingly, due to your observed unsafe act, you are receiving the Safety Violation Notice indicated below (check one):

- 1ST WRITTEN WARNING VIOLATION** (This letter constitutes the Warning for the above Safety Violation).
- 1ST WRITTEN WARNING VIOLATION WITH DAYS INELIGIBLE TO WORK ON PROJECT:** Based on the severity of the violation, it is warranted that the individual is ineligible to work for ____ days on any LaRusso Concrete Project. (This letter constitutes the Warning for the above Safety Violation).
- 2ND WRITTEN WARNING VIOLATION.** (A violation of this nature within 1 year of an earlier 1st Written Warning Violation renders the named worker ineligible to work on all LaRusso Concrete Projects for a period of **1 year**).
- WILLFUL AND/OR SERIOUS VIOLATION OF SAFETY PROTOCOL.** (This constitutes grounds for immediate removal and debarment from all LaRusso Concrete Projects for a period of **1 year**).
- PERMANENT TERMINATION OR PERMANENT DEBARMENT:** (The nature of the violation and/or behavior was such that permanent termination/debarment is warranted. The onsite project superintendent as well as the vice president agree on permanent termination/debarment.)

Please understand your support of our organization in stressing the importance and seriousness of safety in the workplace is required to make our efforts successful. Should you have any questions on this matter please call the undersigned through the project offices or the LaRusso Concrete Main office.

Project Superintendent: _____

cc: Identified Worker

Print Name

Worker's Direct Supervisor
LaRusso Concrete Main office (Original)

Signature



New Employee and Subcontractor Craft New Project Orientation

There is only one time to make a first impression. The Project Supervisor should conduct or ensure that new all new staff go through a new Project Orientation. These orientations should be site specific, shall be documented (form below).

SAFETY ORIENTATION

Name (Please Print):
Address:
Date:

Remember To Sign Below

I have received a Safety Orientation from LaRusso Concrete covering the following subjects:

- | | |
|--|--------------------------------|
| 1. Introduction/Project Overview | 15. Fire Protection/Prevention |
| 2. Safety Rules | 16. Housekeeping |
| 3. Safety Meetings | 17. Sanitation/Environmental |
| 4. Accident/Emergency Procedures | 18. Lifting/Materials Handling |
| 5. Modified Work | 19. Confined Spaces |
| 6. Drug Testing Policy | 20. Lockout/Tagout |
| 7. Discipline Policy | 21. Pre-Task Planning |
| 8. Fleet Safety Policy | 22. Evacuation |
| 9. Electrical Policy | 23. Lockout / Tag out |
| 10. Trenching & Excavation | 24. Cranes/Rigging |
| 11. Fall Protection | 25. Hazard Communications |
| 12. Ladders, Scaffolds, and Aerial Lifts | 26. EEO/ Harassment |
| 13. Personal Protective Equipment (PPE) | 27. Public Protection |
| 14. Hearing Conservation | 28. Site Specific Issues |

Employee Signature: _____

IN CASE OF EMERGENCY, NOTIFY:

Name: _____	Relationship: _____
Address: _____	
Phone: _____	

WELCOME TO LARUSSO CONCRETE INC.

Orientation Conducted by: _____
Superintendent



ENVIRONMENTAL

Under normal working conditions LaRusso Concrete uses no chemicals that pose significant impact to the environment. With that said every employee will dispose of any / all chemicals and chemical containers as identified/directed within the Safety Data Sheet. If there are any questions about disposal contact the project superintendent. No chemicals will be transported unless in approved containers and adequately secured to ensure accidental spill during transport.

Under typical working conditions LaRusso Concrete operations will not generate waste that is considered hazardous chemicals. Identified waste should be, whenever possible, recycled. General waste can be disposed of in general trash. If the employee or supervisor has any questions on waste disposal contact the project superintendent prior to disposal.

With some limited LaRusso Concrete contracts, we maybe be involved with or exposed to the presence of materials that may be considered hazardous (i.e. PCB, mercury, etc.). The storage and disposal of these products is the responsibility of the client. When dealing with owner owned potential hazardous materials employees **MUST** be trained in the precautions of working near/with these contaminates.

The project daily log shall identify where and with whom the "possible" contaminates were involved for client removal/disposal. Every effort should be made not to disturb and to leave this product in a safe secured location. The location should be at the direction of the client.



FALL PROTECTION POLICY

The intent of fall protection is to prevent personnel from exposure to or suffering injury from a fall from elevation. Due to the seriousness of fall injuries personnel must exercise extreme caution. If for any reason an individual is uncomfortable working at heights, they should notify their supervisor immediately. Use of fall protection systems and equipment is mandatory on our projects. Any personnel found in violation of LaRusso Concrete's Fall Protection requirements are subject to disciplinary action.

A "Fall Protection System" means that some physical means/methods are provided to eliminate fall exposure to personnel. This may be accomplished by means of: Ladders; Scaffolds; Lift Units; Guardrails; Static / Vertical Lines; Retractable Lanyards; Full Body Harness; Standard Lanyards; and other Fall Protection Equipment.

Fall protection on our projects is accomplished by analysis and pre-planning before the work begins. Whenever practical, the fall hazard should be engineered out or eliminated. Basic fall protection awareness will be discussed/trained during our new employee orientation. Various scaffolds and platforms awareness training will also be covered at new employee orientation. Specific fall protection system training will be conducted as needed/when needed and coordinated by the project superintendent (i.e. scaffolding, ladder, scissor lift, PPE, etc.).

LaRusso Concrete relies on General Contractors and/or Primary structural contractors to install perimeter fall arrest systems as well as fall protection systems around hole openings. We may work with other contractors on common scaffolding systems.

On our smaller projects it is anticipated that all work at heights will/can be accomplished from standard step and/or extension ladders and/or standard guardrails. If this is not the case the supervisor will coordinate (review) fall protection with the LaRusso Concrete management team and the Contractors Superintendent.

It is important to remember that it is the responsibility of LaRusso Concrete and each subcontractor to train their personnel and provide them with effective fall protection. To that end, NO LaRusso Concrete employee will work at heights until they have been trained and have the appropriate fall protection available. It is the responsibility of the employee to inform their supervisor if they are not adequately trained or do not have the appropriate equipment or if they are not comfortable working at heights. It is the responsibility of the supervisor to ensure all employees working at heights are properly trained and have the appropriate equipment.

LaRusso Concrete projects require a positive means of fall protection when the work process exposes personnel to a fall hazard of 4 feet or more on walking/working surfaces. No more than 10 feet of free fall distance is permitted on any roofing operations.

It is important to know the difference between fall restraint and fall arrest. If there is potential for a fall, then a fall arrest system must be utilized. Fall arrest systems require the use of a full body harness.



For all work in the state of Washington if a fall hazard exists a fall protection plan designed specifically for that task is required. The plan, when required, should be submitted to the project General Contractor or owner for review.

All fall protection equipment must be inspected prior to use and used in accordance with manufacturer's guidelines. Any fall protection equipment that is subject to in-service loading must be removed from service immediately. This "used" fall protection equipment is to be returned to the manufacturer for recertification or destroyed. Fall protection training is available from the manufacturer.

STATE & FEDERAL FALL PROTECTION WORK PLAN & INSTRUCTIONS

If fall hazards exist on our project of (4) feet or more on walking/working surfaces such as scaffolds, 10 feet or more for leading edge and roofing jobs, we must provide a written plan, see the Appendix for a sample form to be completed and available on the project.

In all other states a specific fall protection plan may not be "required" however fall protection planning shall be part of the pre-task / pre-job planning process. Documentation of such planning is left to the discretion of the supervisor. However, such planning should at least be documented in the Daily project log or Supervisor log(s).

In addition to "employee/craft" protection, other items to include in fall protection (working at heights include public protection, falling objects, weather, walking paths under/near overhead work, housekeeping, etc.).

LaRusso Concrete Supervision shall ask for subcontractors Fall Protection plans when subcontractors are working at heights. Additionally, LaRusso Concrete supervisor shall when on site observe any crews working at heights. If the plan is not available and/or the crews are observed not following fall protection plan/good practices, the LaRusso Concrete Supervisor shall stop work and take corrective action as noted. Notes shall be made in the Daily log and as appropriate disciplinary action shall be taken.



ELECTRICAL SAFETY

Under normal circumstances LaRusso employees should never work near energized lines, panels nor lines. For any and all electrical work licensed trained electricians should be utilized. If there is a need to work near live lines a specific Pre-task Plan should be developed and reviewed by the project superintendent before work begins. No unauthorized personnel or equipment may work within 10 feet of High Voltage Power Lines. **(50,000 volts or less). For lines over 50,000 volts minimum clearance shall be 10 feet plus 0.4 inch for each 1,000 volts over 50,000 volts.** Only licensed or authorized personnel may work on electrical systems.

The LaRusso Concrete Lockout/Tagout and Electrical Hot work Procedures must be followed for work on electrical equipment. Never make an assumption about electricity. If you are not sure contact your supervisor immediately.

Electrical Hot Work

Under normal operating conditions LaRusso Concrete nor its subcontractors should have a need to work any electrical work hot. LaRusso Concrete will defer to the GC on the project for hot work and will require any electrical hot work to follow NFPA70e specifications. Prior to doing so the Project Supervisor shall be consulted and any hot work must be pre-approved by them.

As with all safety concerns, first attempt to eliminate hazards by engineering and/or administrative controls. Lock-out/tag-out procedures are to be implemented as the primary means of protection, if at all possible. This program is not to be used as a convenience. The goal is to eliminate, or at a minimum reduce, the risk when performing electrical hot work on our projects.

Electrical hot work is defined as “any work by hand, tool or implement that would infringe on the plain of the panel or box”.



Electrical Equipment

LaRusso Concrete will ensure all electrical equipment is maintained in a safe working condition. LaRusso employs a combination of two methods to maintain safe electrical equipment conditions that involve corded tools, extension cords and generators:

1. Use of Ground Fault Circuit Interrupters (GFCIs) to protect against faults coming from temporary power 115/120 receptacles.
2. Use of Assured Equipment Grounding Program that requires quarterly inspection of extension cords, corded tools and generators.

Written records should be maintained of the LaRusso Concrete quarterly grounding inspections. LaRusso Concrete supervisors have been designated competent to supervise, monitor and/or administer this program.

Methods to test cords and tools: cords and tools may be tested with a Volt/OHM meter, continuity tester and/or cords may be tested with a 3 light plug in continuity tester.

All electrical equipment will be visually checked on a daily basis by supervisors and field employees.

Any equipment that is found to be defective or not inspected and marked according to this program must immediately be taken out of service and red-tagged to preclude use until it is properly repaired.



LOCK-OUT/TAG-OUT PROCEDURE

Under normal circumstances LaRusso Concrete work should not need any LO/TO, when LO/TO is required, the following procedure shall be referenced.

The purpose of Lock-Out/Tag-Out Safety Procedures is to prevent an injury or accident while working on tools, equipment or systems that may be energized or have stored energy that could seriously injure a worker if the energy was inadvertently released.

It is very important to remember that Lock-Out/Tag-Out procedures apply to more than just electrical energy systems. Serious injury could occur from energy stored in other types of equipment or systems such as mechanical, piping and gravity. It is important to blank out or disconnect pipe systems and block up equipment that might fall if it isn't blocked up.

The basic idea of Lock-Out/Tag-out Procedures is to ensure that each worker is protected while in a hazardous location. Accidental release of energy from that system can be prevented by having a lock and tag placed at the source of the energy of that system. This could be as simple as disconnecting the plug of a saw while changing the blade or as complicated as a plant system review with the facilities systems coordinator. The rule is: While you are working, take steps necessary to assure that energy cannot be released that would harm you. This can be achieved by utilizing physical locks or by disconnecting from the power source. Do not assume that another worker or someone from the plant has made the system safe. After a system has been locked out always test the system by opening a valve or pushing the start or on button. Make sure you are clear of potential harm when checking to see if there is stored energy left in the system.

Due to the threat of potential injury any person who violates lock-out/tag-out procedures will be subject to immediate termination.

Questions regarding the safety of equipment or systems on the project should immediately be referred to your supervisor. If your supervisor has any doubts the project superintendent and/or LaRusso Concrete Main office should immediately be contacted.

When working at an existing facility, lock-out procedures will be reviewed by the facilities (client) manager. Any lockout applied will be in conjunction with the facility lock-out procedures.

When locking out systems the LaRusso Concrete Lockout/Tagout plan must be utilized.

Only individuals trained and authorized may lock systems. Depending on the client (building owner and/or General Contractor) prior approval to install and/or remove a lock may be required. Contact your supervisor for project specific direction. Depending on the project and system being locked out, a Construction Incident Prevention Plan may be required, discuss with your supervisor if locking out this system has potential life safety or facility interruption potential.

If a lock must be removed and the person who applied the lock cannot be located, the lock can only be removed with permission directly (no voice mail or email messages) from the LaRusso Concrete Project Manager. All locks must have a tag and/or other identifying system. Violation of this policy is grounds for immediate termination.



PERSONAL PROTECTIVE EQUIPMENT POLICY

Personal Protective Equipment (**PPE**) is exactly what the term implies. It is equipment designed and intended to provide for individual personnel's protection at the workplace. PPE should be the last protective measure behind engineering and administrative controls to reduce employee exposure.

LaRusso Concrete has evaluated our typical work site and assignments and have identified that the below PPE will be available at all times to employees. All employees at our New Employee Orientations will be trained in the PPE's proper use, storage and limitations.

A list of typical PPE that will be made available with training includes: Fall protection, Eye Protection, Gloves, Hard Hats, and Hearing Protection.

Under typical LaRusso Concrete operations, no additional PPE is required. For such times additional PPE is required, the employee or direct supervisor is to contact the LaRusso Concrete main office for direction on acquisition and training. Such PPE may include fall protection, respirator protection, and full-face protection.

Each LaRusso Concrete service vehicle will be equipped with: Eye Protection, Gloves, Hard Hats, and Hearing Protection. LaRusso Concrete will not supply or loan PPE to subcontractors or their personnel. It is the individual employee's responsibility to inspect and maintain the PPE in a safe condition.

If any personnel have a question about the adequacy of their level of PPE while working on our project, they should contact their immediate supervisor. On some projects the GC and/or Owner may have site specific PPE requirements that will be reviewed during mobilization.

Eye Protection

LaRusso Concrete personnel shall be provided ANSI Z87.1 approved protection appropriate for the tasks being performed. The type of task specific eye protection required for non-routine tasks will be determined during the pre-job and pre-task planning.

Fall Protection

LaRusso Concrete operations typically require the use of fall protection. When employees are working in exposure to falls on walking and/or working surfaces (exemption roofing) adequate protection must be planned/provided beginning at 4 feet on many of our projects. This may take many different forms such as handrails, hole covers etc. PPE will be the last resort to protect employees.

Hearing Protection

LaRusso Concrete has a mandatory hearing protection policy for our personnel. When ambient or local noise levels exceed 85 dba hearing protection is required to be used. Normally this is in the form of earplugs or muffs, which will be available on the project. Your foreman will show you how to use them properly. Always use clean earplugs. In addition to offering earplugs, other type of protection will be offered (e.g. muffs or head band plugs) as alternatives. Personnel are encouraged to use earplugs as they offer the highest level of protection.



Respirators

Under normal work conditions LaRusso Concrete personnel should not need a respirator. The site-specific planning will first attempt to remove the need for respirators by eliminating the hazard. For special work process such as grinding, demolition and sweeping, dust masks will be appropriate. These will be available on the project. See the section on Silica Safety for using respirators while finishing concrete.

Reference the MSDS when/where respirators may be required for suspect materials. Medical exam and personal fitting is required when the task requires the use of a respirator. No LaRusso Concrete employee will be allowed to/required to wear a respirator until authorized and trained by/through the main office.

Hard Hats

Hard Hats that are ANSI approved are mandatory for personnel on LaRusso Concrete projects. At the discretion of the LaRusso Concrete Supervisor, certain areas of the project may be exempt from this policy. This exemption is only allowed when personnel working in this area have no exposure to falling objects. When personnel are allowed to remove their hard hats, the area must be well identified.

Gloves

Gloves shall be worn when our work processes expose employees to sharp objects or tasks likely to injure their hands. For special work process that may involve use of chemicals the MSDS should be referenced for type of gloves required. If and when electrical hot work is authorized only approved gloves (PPE) may be used.

Foot Wear

Leather work boots may be required on LaRusso Concrete projects when exposures have not been eliminated to penetration, burns or similar hazards. A work boot is defined as having a minimum of six (6) inch high leather ankle support which is measured from the heel. Soles shall be slip resistant/no-skid and provide good traction upon the surfaces personnel would be expected to work (rubber soled or treated boot sole). Rubber boots are acceptable.

High Visibility

High visibility outer garments may be required when exposure to large equipment such as cranes, trucks, earth mining equipment and vehicular traffic cannot be avoided. This type of garment will be provided by the LaRusso Concrete main office. High visibility garments are required when working on or near public streets. LaRusso Concrete shirts are high visibility.

Some Personal Protective Equipment will be issued to you at your orientation. It will be provided to you in a safe and clean condition. It is your responsibility to inspect and maintain the equipment in a safe condition.

CONFINED SPACE POLICY

Under normal business operations LaRusso Concrete employees should never have to enter into a Confined Space to perform work. If a confined space entry is needed, the individuals involved shall NOT enter into the confined space until approval have been received from the Superintendent and all employees involved have received appropriate training and have appropriate equipment available.

The purpose of the Confined Space program is to assure that all personnel are properly trained, equipped and supervised when entering a confined space. Most confined space accidents are caused by personnel not recognizing work areas as confined or hazardous. It is important to remember that the majority of confined space accidents are fatal. Personnel attempting to rescue personnel account for 60% of these fatalities. All spaces will be classified as Full Permit, or Non- Permit with potential input from the project owner (host employer).

Confined Space definition

1. An area that has limited or restricted means for entry and exit; and
2. An area not normally intended for human occupancy; and
3. An area that is large enough and so configured that a person can bodily enter to perform assigned work.

Traditional confined spaces include tanks, manholes, vessels, cooling towers, scrubbers, excavations and elevator shafts. However, there are many other confined spaces that exist or may be created on a construction project. Rooms and areas with ventilation systems that are incomplete and not operational can be a hazard during the construction phase and may constitute a confined space.

It is important to remember that a space may be safe to enter initially. The space can become a confined or hazardous area depending on the work being performed. There are three classifications of confined space that are addressed below.

A Full Permit Required Confined Space means any confined space that has one or more of the following characteristics:

Hazardous Atmospheres

An atmosphere which exposes personnel to a risk of death, incapacitation, injury or acute illness from one of the following causes:

1. A flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LEL);
2. An airborne combustible dust at a concentration that obscures vision at a distance of five feet or less.
3. An atmospheric oxygen concentration below 19.5% or above 23.5%.
4. An atmospheric concentration of any substance for which a permissible exposure limit (PEL) or other established exposure criteria (e.g., in Material Safety Data Sheet) exists (e.g., hydrogen sulfide or carbon monoxide) and could result in personnel exposure in excess of the limit; or
5. Any atmospheric condition recognized as immediately dangerous to life or health (IDLH).



Engulfment Potential

The confined space contains material that is a liquid or a flowable solid substance that has the potential for engulfing an entrant.

Internal Configuration

The confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section.

Job Introduced Hazards

A job inside the confined space involves:

- Welding, cutting, grinding, burning, heating or any other source of ignition within the confined space.
- The use of flammable or toxic cleaning solutions.
- Other serious safety or health hazards.

A Non-Permit required Confined Space means any confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazards capable of causing death or serious physical harm. As an extra precaution, the internal atmosphere may be tested before entry by any personnel.

LaRusso Concrete has developed a **“Confined Space Entry Plan”** (Full Permit). This form must be completed by an individual qualified to work in confined spaces. The form must also be signed by the project superintendent prior to any work being performed inside the confined space (see Confined Space Entry Permit Form). A permit form shall be completed for Full Permit Required Confined Spaces entries. For Non-Permit Required Confined Space entries no form shall be completed, but a “Testing Record” shall be documented on the foreman’s daily log. All Confined Space Permits and supplemental safety plans shall be retained in the permanent job site file.

The project superintendent and/or General Foreman shall coordinate entries with the project owner (host employer) and involved subcontractors.

Additional permits may be required for the work that is being performed (i.e. hot work, lock-out, chemical use). The plans must be approved by the project superintendent prior to any work being performed in the confined space.

The Project Superintendent and/or General Foreman shall ensure that all personnel involved in the job have been trained in confined space entry. The project superintendent shall ensure that all personnel are trained explicitly their assigned confined space responsibilities and whenever there is a change in those responsibilities (i.e. entry supervisor, attendants, entrants, rescue person {if applicable}). The project superintendent shall certify that the training has been accomplished. The certification shall include at a minimum the names of the personnel that received the training, the signature of the trainer(s) and the date of the training.

The project superintendent shall provide training/duties for the authorized entrants, attendants and entry supervisors. Additionally, verification with local rescue/emergency services must be made for their availability. Minimum training/duty requirements shall include the following:

Authorized Entrants

- Know the hazards
- Know how to use all equipment - testing & safety/rescue
- Understand the necessity of communication with attendant to monitor entrant status for monitoring and evacuation purposes
- Understand the necessity to alert the attendant whenever conditions change in the confined space
- Understands evacuation procedures and emergency response procedures

Attendants

- Know the hazards
- Know behavioral effects that entrants may be exposed to in the confined space
- Maintain responsibilities of attendant remaining outside the confined space until relieved
- Understand necessity to maintain communication with entrants for monitoring and evacuation purposes
- Understand activities in and out of the confined space to ensure that there are no physical or hazardous exposures
- Understand evacuation procedures, emergency response procedures and effective communication with the rescue service (normally local fire department).
- Conduct non-entry rescues

Entry Supervisors

- Know the hazards
- Understand permit procedures
- Understand all activities in and out of the confined space
- Understand entry procedures
- Understand monitoring procedures
- Understand safety rescue procedures
- Understand emergency response procedures
- Coordinate entries with project owner and subcontractors

Any questions or doubts regarding confined spaces should be immediately referred to the project superintendent and/or the LaRusso Concrete main office.

Remember: A mistake about confined spaces could cost you your life or that of a co-worker.

LADDERS, SCAFFOLDS & AERIAL PLATFORMS

Ladders and scaffolds are equipment that we use frequently on our projects. They are intended to provide a safe platform and to allow safe access to work at elevations. When used correctly they are safe and efficient. Incorrect use of this equipment can cause serious injury. It is important to plan ahead and select the most effective type of equipment for the job to be performed at elevation.

The primary hazard when using these types of equipment is falling.

Ladders

1. Inspect all ladders to insure they are in safe working condition before each use. If the ladder isn't safe immediately remove it from service and red-tag mark it as unsafe. Remove it from the project before the next shift.
2. Ladders must be secured against accidental movement when in use. This means:
 - a. If it is an "access" ladder, it must be tied off at top and bottom.
 - b. It must be set on a stable base that should be level under typical conditions.
 - c. It must be set at a safe climbing angle. A safe climbing angle is about 75°. A 'Rule of Thumb': when standing on the first rung and extending arms out straight in front you, grab the rungs. The base of the ladder should be positioned 1/4 of the height from the vertical plain.
 - d. While climbing a ladder your hands may only be used for that purpose. Approved climbing methods are hands placed rung to rung or sliding the side rails.
 - e. For short duration work, it is not required that the ladder be tied off. However, it must be set in a secure position at the top and bottom in compliance with manufacturer's recommendations.
 - f. Side rails shall extend at least 36" above the landing. If this is not practical, grab rails must be provided.
3. Gang ladders should not be used to access levels over 24 feet. Stair towers should be used in high traffic areas. Job site-made ladders cannot exceed 30 feet.
4. Ladders used for access must extend at least 3 feet above the top landing.
5. All work requiring the use of both hands done from ladders over 25 feet above the ground/floor require the use of a full body harness and lanyard.
6. Ladders need to be secured with 9 wire (or larger). The anchorage for the ladder must be structurally sound. When securing at top, tie at side rails around beam, not in middle of rung.
7. When working from ladders near or above a window, wall opening or guardrail, fall protection equipment may be necessary.
8. Always face the ladder at all times.
9. Stepladders must be used in the open position with braces in the locked position.

10. When using a stepladder, never stand above the second rung from the top.
11. If using a ladder in a high-traffic area or a blind spot, consider using a barricade around the work area.

Scaffolds

1. Any scaffold that will exceed 20 feet requires approval of the LaRusso Concrete main office prior to erection. Drawings or scaffold plan will be submitted for review.
2. Scaffold erectors will be required to follow the manufacture and OSHA/DOSH's procedures.
3. All scaffolding will be erected and maintained in accordance with state and federal OSHA /DOSH standards as well as the manufacture specifications.
4. Never erect a scaffold within 10 feet of high voltage power lines (50 volts or less). For over 50 volts minimum clearance shall be 10 feet plus 0.4 inch for each 1,000 volts.
5. Use of a scaffold by multiple contractors must be approved by the LaRusso Concrete main office. Each contractor will be responsible to inspect and insure the scaffold is in safe condition prior to any of their personnel working on the scaffold.
6. Scaffolding will be inspected for safe conditions on a daily basis by a competent person. The competent person will maintain a daily inspection log on the project. Daily to mean prior to use on the days the scaffolding is used.
7. A safe means of access must be provided to upper levels of the scaffolding. Access to scaffolding should follow the OSHA/DOSH standards and manufacture specifications.
8. All suspended scaffolds require independent safety lines for each person. Personnel must use a full body harness when working from any suspended scaffold.
9. Scaffold towers, single section, or rolling scaffolds must not exceed a 4 to 1 base to height ratio. Nor shall any section of the scaffold exceed a 4 to 1 ratio without structural bracing. A 3 to 1 ratio is required for aluminum. Always follow the manufacture specifications.
10. Cantilevered or outrigger scaffolds must have documentation to demonstrate safe loading conditions.
11. Mobile scaffolds at perimeters will require additional fall protection.
12. No person is to work on, modify, erect, dismantle or modify unless trained and authorized by LaRusso Concrete.

Forklifts & Platforms

1. Forklifts may only be operated by trained and authorized personnel. Operators must carry an operators card with them at all times. Capacity of forklift must be attached to the forklift.
2. Only formally engineered, stamped and LaRusso Concrete approved personnel platforms may be used with forklift. When lifting personnel using a forklift and while personnel are elevated, operator must remain at the controls. No travel with personnel in the platform is permitted other than minor positioning.

3. All platforms must be secured to the forklift unit(s).
4. All pinch points must be guarded.
5. Personnel must tie off when working on the platform. All individuals must have fall protection while working from the platform.
6. The operator must remain at the controls (or within OSHA allowable distance) at all times when personnel is inside the platform.

Manbaskets & Cranes

1. OSHA/DOSH guidelines must be followed when and if man baskets are intended to be used as lifting devices.
2. Any LaRusso Concrete project crew and or subcontractor intending to use a crane and man basket must have prior approval for this process from the LaRusso Concrete main office. A crane lift plan must be submitted and approved prior to any personnel lifting condition.

Aerial Lift Units

1. Only trained and authorized personnel are permitted to operate aerial lift platforms. Contact the LaRusso Concrete main office for direction.
2. A qualified person should conduct personnel training. A qualified person would be a manufacturer's representative or an individual who has received training from a manufacturer's representative as a trainer.
3. Documentation is required to demonstrate at least the following basic operator requirements. Documentation may be in the form of a wallet sized operators card or on an LaRusso Concrete meeting form.

OPERATOR SAFETY CHECKLIST

1. Read and understand the manufacturer's operating instructions and safety rules and be trained by a qualified person on the contents of the manufacturer's instructions and safety rules.
 2. Read and understand all decals, warnings and instructions.
 3. On a daily basis prior to use the unit must be inspected for:
 - a. Any defects such as cracked welds, hydraulic leaks, damaged control cable, tire damage and missing or damaged parts.
 - b. Test controls for proper operation.
- Note: If any damage is noted a thorough inspection of the unit must be performed by a qualified service person. Any unsafe items identified must be corrected prior to further use.**
4. Survey the work area for hazards such as: Utility lines: Electric, (10 Ft. clearance for overhead lines) Gas or Chemical lines, uneven, un-compacted or unstable soil conditions, holes, obstructions, debris, other work process in the area.
 5. Whenever possible, the machine should be in the lowered position for travel. When this is not practical, an additional check for any potential overhead or surface obstructions should be conducted.
 6. Assure that the unit is not to be overloaded by work process.
 7. Assure adequate guardrails are in place and used.
 8. Do not use railings, planks, ladders or other devices to gain additional platform height.
 9. Only full body harnesses and lanyards must be used when working from any aerial lift unit that requires personal fall protection. Lanyards must only be connected to approved anchorage points.
 10. Fuel tanks must not be filled while the engine is running.
 11. Batteries are set for re-charge at the end of shift. This must be done in a clean, free of flame and well-ventilated area.

INCIDENT INVESTIGATION

It is the policy of LaRusso Concrete to investigate all accidents and incidents which are **work related** or related to the construction programs which result in personal injury, illness, damage to property, or equipment, as a result of an accident or natural phenomena. **The Supervisors will have the responsibility to investigate all accidents**, provide all information outlined below, and submit to LaRusso Concrete Superintendent, Project Manager, Vice President, and President. Workers have the right to utilize the licensed medical facility of their choice for medical treatment, however **all injured workers are encouraged to utilize preferred Occupational Medicine Clinics for non-Emergency care**. Occupational Medicine clinics have the most experience processing Worker's Compensation injury claims, and encourage timely Return to Work, which reduces lost wages. Most important, avoiding the Emergency Room for non-Emergency care reduces the burden on those resources.

A. Site Supervisor for injured employee immediately takes charge

1. Call 911 if person injured needs professional care.
2. Supervise and administer first aid as appropriate (Good Samaritan Law applies).
3. Arrange for transportation (ambulance, helicopter, company vehicle, etc.), depending on the seriousness of the injury. Protect the injured person from further injury.
4. Notify LaRusso Concrete Superintendent, if not already present.
5. Do not move anything unless necessary, pending investigation of the incident.
6. Accompany or take injured person(s) to the doctor, hospital, home etc. (depending on the extent of injuries).
7. Take injured person to the nearest appropriate hospital or urgent care.
8. Remain with the injured person until relieved by other authorized persons (manager, EMT, doctor, etc.).
9. When the injured person's immediately family is known, the employee's supervisor should properly notify family members, preferably in person, or have an appropriate person do so.
10. Incident Investigation forms are in the Appendixes

B. Documentation

1. **Minor injuries** - requiring doctor or outpatient care: After the emergency actions following an injury, an investigation of the incident will be conducted by the immediate supervisor and any witness to determine the causes. The findings must be documented on our investigation form.

2. **Major injuries** - fatality, hospitalization, non-hospitalized amputation or loss of an eye(s), offsite medical attention is needed: The employee's supervisor must see that OSHA, and the State safety regulatory office where the incident occurred (if applicable) is notified as soon as possible, but at least within 8 hours of the incident that caused the fatality or in-patient hospitalization. Also, any non-hospitalized amputation or loss of an eye(s) must be reported within 24 hours of the incident. The findings must be documented on the incident investigation report form and recorded on the injured parties company OSHA 300 log, if applicable.
3. **Public Injury** - Complete an investigation form for every public injury and seek medical attention as necessary. Ensure pictures are taken of the area, and any object or surface that was or could have been involved.
4. **Vehicle Incident** - Complete an investigation form, ensure pictures are taken. Some incidents may need to be reported to State DMV or law enforcement.
5. **Basic Rules for Incident Investigation**
 - I. The purpose of an investigation is to find the cause of the incident and prevent future occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.
 - II. Visit the incident scene as soon as possible—while facts are fresh and before witnesses forget important details.
 - III. Take lots of pictures and include with incident report.
 - IV. If possible, interview the injured worker at the scene of the incident and “walk” him or her through a re-enactment. Be careful not to repeat the act that caused the injury.
 - V. All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap.
 - VI. Consider taking the signed statements in cases where facts are unclear or there is an element of controversy.

- VII. Graphically document details of the incident: area, tools, and equipment. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
- VIII. Focus on the causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself (unsafe equipment/condition, unsafe act, etc.), not just the injury.
- IX. How will you prevent such incidents in the future? Every investigation should include an action plan.
- X. If a third party or a defective product contributed to the incident, save any evidence. It could be critical to the recovery of the claim costs.



JOBSITE INSPECTIONS

Walk-around safety inspections will be conducted by the contractor or sub-contractor at the beginning of each job, and at least weekly thereafter or when on site thereafter. The initial inspection must be documented and available onsite.

If a regulatory agency shows up on site, treat them with respect, answer their questions and don't offer any information that has not been requested by the inspector. Do not provide any documentation without a written request from the Compliance Officer and approval from the corporate office. Immediately after any inspector comes on site and presents their identification, take time to ask the Compliance Officer to wait until the LaRusso Concrete supervisor contacts the corporate office for directions. Always accompany the inspector, take notes, and take pictures if they take pictures.

LaRusso Concrete senior management will make announced and unannounced visits for the purpose of inspection. LaRusso Concrete has engaged an outside safety consulting company to conduct announced and unannounced visits for the purpose of inspection.

During every project visit the LaRusso Concrete supervisor will inspect the project. The purpose of this inspection is to: ensure public are being protected; ensure material and protected from weather and theft; and that all craft on site are working "safety" and using tools & equipment per manufacture specifications. Positive as well as corrective actions taken should be logged on the Superintendents Daily log and/or the Project log.

TRENCHING AND EXCAVATING

Most of the work at LaRusso Concrete will not involve entering into a trench or excavation. On the rare occasion entry into a trench and/or excavation all entry's four (4) feet or deeper must be evaluated by a "competent person". If no competent persons are available, contact the main office for direction. For excavations deeper than 4 feet, a pre-planning meeting must be held with all employees entering the trench/excavation as well as the cave-in competent person.

The following procedures are to be considered general safety guidelines for work on any entry into trenches and/or excavations by any LaRusso Concrete employee or Contractor. They are not intended for use in lieu of but in conjunction with State or Federal OSHA standards. These standards must be strictly always adhered to. No entry shall be allowed/preformed unless under the supervision and approval of a cave-in competent person.

1. Locate and identify all underground utilities on the project. Locates should be called for weekly. This should be coordinated with local utility agencies and/or facility representatives. An excavation work plan may need to be completed prior to any trenching (or) excavation work process. Note: If at any time unidentified or non-located utilities are found, stop all work immediately and contact the supervisor.
2. If available, a "Soils Report" for the project should be reviewed prior to beginning any dirt work. This report will provide a professional analysis of the soils and ground conditions that will be encountered. In the event a soils report hasn't been prepared, the dirt work contractor will have to arrange for a qualified individual to do a soil analysis. NOTE: Soils reports are often limited in scope, thus the excavation contractor should be prepared for unanticipated changes in soil conditions – stopping work and updating their plan as needed.
3. All sloping or shoring of trenches or excavations must be in accordance with the OSHA standards.
4. For all work in excess of 10 feet in depth or in any class C soils a cave-in safety plan designed specifically for this entry shall be submitted to the main office prior to entry.
5. Shoring equipment used for work in excess of 20 feet in depth will require stamped engineering data that verifies its adequacy for various depths and types of soil. This plan must be on the jobsite. This data must be submitted with the safety plan to the main office prior to entry.
6. Any work that involves entry into vault should be considered as a permit required Confined Space Entry. The Confined Space Entry forms must be filled out prior to this work process. LaRusso Concrete may need to have available on the project specialized confined space entry equipment such as atmospheric testing equipment, rescue equipment and ventilation. Contact the main office for directions prior to entry into any vault.



7. Excavations five (5) feet (4 feet in WA) in depth or deeper **MUST** have cave-in protection either shoring, sloping or benching.
8. Individuals must always work within and access via the confines of the shoring system.
9. A means of egress must be available so that an employee does not have to travel more than 25 feet.
10. An excavation "**competent person**" must be on site when employees are working within an excavation.

SILICA INFORMATION SHEET

Crystalline silica is the basic component of sand, quartz, and granite rock. This form of silica is obtained from the earth's crust through mining.

Silicates exist in fibrous and non-fibrous forms. Examples of non-fibrous forms include Portland cement, talc, mica, soapstone, and clays. Asbestos is an example of a fibrous silicate but is dealt with as a separate health risk.

In the construction industry employees have the potential to be overexposed to respirable crystalline silica when performing work activities such as chipping, grinding, cutting, drilling, blasting or dry sweeping of rock, concrete or masonry products.

When workers inhale particles of crystalline silica, the smaller particles can become deposited in the lower lungs. Crystalline silica has a toxic effect that leads to the development of fibrotic nodules and scarring around the deposited silica particles. This fibrotic condition of the lungs is called "silicosis."

Exposure to respirable crystalline silica dust can lead to chronic airway obstruction and bronchitis, tuberculosis and possibly lung and/or stomach cancer.

You can limit your exposure to silica dust by planning ahead to eliminate or control dust at the source. Awareness and planning are keys to the prevention of silicosis.

When performing abrasive blasting, do not use silica sand or other substances that contain more than 1% crystalline silica. Substitute for less hazardous materials.

Use engineering controls and containment methods to control hazard and protect adjacent workers from exposures. For example, use exhaust ventilation, vacuum equipment, hand tools or wetting methods. If these methods are ineffective or inadequate, wear respiratory protection and other appropriate personal protective equipment.

Post warning signs that mark the boundaries of work areas, warning others of the hazard.

Practice good personal hygiene and wear disposable or washable protective clothing at the worksite.

If possible, shower and/or change into clean clothes before leaving the worksite to prevent contamination of cars, homes, and other work areas.



RESPIRATORY PROTECTIVE PROGRAM

The intent of this program is to protect the health of all LaRusso Concrete employees by outlining the rules regarding the use of respirator masks for personal protection against airborne contaminants (dust, fumes, sprays, gases, etc.) and oxygen deficient environments. Where feasible, employee exposure to possible airborne contaminants and/or oxygen deficient environments should be eliminated by engineering controls such as enclosure of the operation, ventilation, or substitution of less toxic material.

RESPONSIBILITIES

It is the responsibility of the Superintendent and Foreman to identify which areas require the use of respiratory equipment. The Superintendent and foreman are also responsible for providing the needed respiratory equipment. They are also responsible for ensuring that all personnel under his/her supervision are completely knowledgeable of the respiratory protection requirements for the areas in which they work. Also, each Superintendent and Foreman is responsible for ensuring that his/her subordinates comply with all applicable facets of the respiratory program.

Assistance in determining the need for the appropriate respiratory protection will be provided by the Safety Department. This should be addressed in the pre-job planning procedures.

Employees are responsible for maintaining an awareness of the respiratory protection requirements for their work area. Employees are also responsible for cleaning and inspecting their own equipment. In addition, the employees are responsible for wearing the appropriate respiratory equipment as required.

Respirators are to be worn when working with or exposed to gases, fumes, vapors, or dust above the OSHA-permissible exposure limit (PEL) or when an oxygen-deficient atmosphere exists. OSHA's PEL can be identified on the MSDS's.

Availability of Respirators

Each employee that requires a respirator will be issued one at the company's expense with replacement parts, cartridges, and filters upon request. Various types of respirators and cartridges are available throughout the yard. The type of respirator and cartridges required must be identified in the jobs pre planning procedures through the use of MSDS's.

Use of Respirators

For each task that requires a respirator, the employee shall wear an approved respirator, properly fitted at all times while performing an operation defined as HAZARDOUS; or in the immediate area for an extended period of time where another employee is performing a HAZARDOUS operation. Hazardous operations will be determined by the Project Superintendent in the Pre job planning procedures. Assistance in evaluating operations is available from the Safety Department. The following operations are examples that should be considered HAZARDOUS:

1. Use of chemicals that the MSDS requires or states that respirator protection shall be worn.
2. Entrance into a confined space where the air monitor indicates a potential airborne contaminant, oxygen deficiency/enrichment or other atmospheric hazard.



Medical Examination

Each employee required to wear a respirator shall be given a physical to determine that they are medically and physically able to perform the task and use the equipment. The attached form will be completed by the employee prior to the physical. Only Industrial Medical Doctors are eligible to conduct this evaluation. A listing of eligible doctors/facilities is available through the Corporate Safety Office.

Selection of Respirators

Only NIOSH/MSHA approved respirators have been chosen for use in this program. The choice between these respirators is dependent upon the airborne contaminant present, the HAZARDOUS operation performed, and on the basis of comfort and ease of obtaining a proper individual fit. LaRusso Concrete will provide the required respirators and maintain a supply at the yard. The useful life of each respirator will depend mainly on the employee's job duties, and actual time the unit is in use and manufacture recommendations.

These respirators are also noted to have the following limitations:

1. Filtration (negative pressure) respirators do not protect employees in low oxygen environments.
2. Negative pressure respirators, with cartridges for specific hazards are limited to a concentration of 10 times the Permissible Exposure Limit (PEL).

Training of Employees

Each respirator user will be shown and trained how to use and maintain the respirator based on that respirator use, its limitations and maintenance of that respirator (based on manufactures recommendations). This training will be given by a competent foreman and documented.

Employee's training shall consist of the following: instruction on possible airborne contaminants and oxygen deficient atmospheres; fitting instructions (including demonstration in how the respirator should be worn and adjustments); and the respirator user must have read, understood and be able to apply the contents of this respirator program in the daily use, care, and safekeeping of the respirator, they have been assigned. Training will be repeated annually.

Copies of the respiratory Protection Program will be available at all LaRusso Concrete projects, the LaRusso Concrete Yard, and through the corporate Safety Director's office.

Fitting of Respirators

Proper fitting of respirators is essential if employees are to receive the protection for which this program is designed. Air which passes around the edges of the respirator, rather than through it, is not filtered air. In order to ensure a good face seal, the following rules must be observed:

1. The respirator and straps must be in place and worn in the appropriate position (manufacture procedures). To adjust head bands, pull the free ends tight until a comfortable fit is obtained. All straps shall be secure.
2. To adjust the face piece properly, simply position chin firmly in the chin cup and manually shift rubber mask until the most comfortable position is located. Make final adjustments in the head band and do not break the nasal seal. Modification to the respirator or straps shall not be made.



3. Proper fit must be checked each time the respirator is worn according to the manufacturer's instructions. Respirators shall not be worn when projections under the face piece prevents a good face seal. Note: Such conditions may be a growth of beard, sideburns, temple pieces on glasses or skull cap that projects under the face piece. Wearing contact lenses in contaminated atmospheres with a respirator shall not be allowed. No employee who is required to wear a respirator may wear a beard.
4. The fitted respirator must be tested using the appropriate qualitative fit tests. Irritant fume tests can be used with particulate respirators to insure proper fit. This test is to be performed annually, and whenever the type of respirator assigned to the employee changes.

In the event an employee is unable to obtain a satisfactory fit with the type of respirator furnished, then efforts must be made to correct the problem (i.e., use of different brands of respirator, personnel rotation, etc.).

Maintenance of Respirators

Respirators should be cleaned after each day's use and placed in a plastic bag and stored in the container provided for this purpose.

When respirators need to be cleaned and disinfected, the following procedures shall apply:

- a. Remove the air-purifying elements from the respirator. Air purifying elements must never be washed or disinfected.
- b. Immerse the respirator in a warm (140-160 degrees F) aqueous solution of a germicidal detergent. The respirator face piece and parts may be scrubbed gently with a cloth or soft brush. Make sure that all foreign matter is removed from all surfaces of the rubber exhalation valve flap and plastic exhalation valve seats.
- c. After washing and disinfecting the respirator, rinse the same with clean, warm (140-160 degrees F) water and then allow the respirator to dry.
- d. After the respirator is dry, attach the air-purifying elements.
- e. Store the respirator in the container provided for this purpose.

Any malfunction on the respirator shall be reported to the job site superintendent. Replacement parts will be made available from the yard as needed.

After normal use respirators shall not be hung on nails on the wall but must be stored in its plastic bag and in a provided container.

After inspection, cleaning, and necessary repair, or after each day's use, the respirator shall be stored in the plastic bag and in the container provided for the purpose. In storing the respirator, the face piece and exhalation must be in a normal position so as to prevent the abnormal set of elastomer parts during storage.



Each worker assigned to use a respirator shall maintain and routinely inspect it before and after each use. Respirators should be inspected routinely by the job site foreman to assure that it is kept clean and in satisfactory working condition. The yard will also conduct inspections when respirators are returned to the yard. Respirator inspection shall include:

- a. Tightness of connections
- b. Conditions of face piece
- c. Condition of head bands
- d. Condition of cartridges
- e. Condition of valves
- f. Rubber or elastomer for pliability
- g. Rubber or elastomer for deterioration

NOTE: Stretching and manipulating rubber or elastomer parts with a massaging action will keep them pliable and flexible and prevent them from taking a set during storage.

Worn out parts will be replaced immediately by the employee.

Respirator Program Evaluation

The company shall monitor the effectiveness of this program by:

1. Frequent unscheduled observation of employee activities throughout the various projects to confirm proper respirator use.
2. Periodic observation of and discussion with new employees to confirm proper training has been carried out.
3. Periodic discussion with foremen and superintendents during safety inspections.



SAFETY COMMITTEE PROGRAM

Introduction

LaRusso Concrete Inc. is committed to accident prevention in order to protect the safety and health of all our employees. Losses due to hazards are needless, costly, and preventable. To prevent these losses, a joint management and worker safety committee has been established. Employee involvement in support of safety committee members and activities is necessary to ensure a safe and healthful workplace.

Purpose

The purpose of our safety committee is to bring workers and management together in a non- adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

Organization

The Safety Committee shall consist of no less than four employees while maintaining a balance of management and nonsupervisory personnel. Employee representatives shall be volunteers. If no employee volunteers, they may be appointed by management. Management representatives will be appointed. Safety committee members will serve a continuous term of at least one year. The length of membership will be staggered so that some members of the committee will always be experienced. Employees will be compensated for their service with and on behalf of the safety committee. The safety committee will meet monthly.

Extent of Authority

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond, in writing, to the committee within a reasonable time.

Functions

- Ensure management's commitment to workplace safety.
- Committee meetings to discuss safety concerns and give recommendations to management.
- Ensure that policies are implemented and followed.
- Hazard assessment and control.
- Safety and health planning.
- Accident and incident investigations
- Safety and health training
- Other duties as assigned by management.

Recommendations

All recommendations submitted to management must be in writing, adhering to the following:

- Be clear and concise
- Provide reasons for implementation
- Show implementation costs and recommended completion dates
- List benefits to be gained
- List risks if not implemented

Procedures

The committee's plan of action requires procedures that will ensure successfully fulfill its role. Procedures developed should include, but not be limited to:

- Meeting date, time and location
- Election of chairperson and secretary Order of business
- Records

Duties of each member must include, but not limited to:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner:
- Set an example:
 - Observing how safety and health is enforced in the workplace.
 - Completing assignments given to them by the chairperson.
- Acting as a work area representative in matters pertaining to health and safety.
- Other as determined by company.

Summary

Only the planning and effective joint leadership of management and the safety committee can build a program which lasts. The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of the company.



RETURN-TO-WORK POLICY

Note: This document is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973 or other applicable laws.

To preserve the ability to meet company needs under changing conditions, this company reserves the right to revoke, change or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

Objectives:

LaRusso Concrete has developed a return-to-work policy. Its purpose is to return workers to employment at the earliest date following any injury or illness. We desire to speed recovery from injury or illness and reduce insurance costs. This policy applies to all workers and will be followed whenever appropriate.

LaRusso Concrete defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge, and skills. Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

For any business reason, at any time, we may elect to change the working shift of any employee based on the business needs of this company.

The physical requirements of transitional/temporary work will be provided to the attending physician.

Transitional/Temporary positions are then developed with consideration of the worker’s physical abilities, the business needs of LaRusso Concrete and the availability of transitional work.

In case of an on-the-job accident

If you have a work-related injury and are missing time from work, contact our human resources or personnel department for details regarding time-loss.

Transitional temporary work assignment

LaRusso Concrete will determine appropriate work hours, shifts, duration and locations of all work assignments.

LaRusso Concrete reserves the right to determine the availability, appropriateness and continuation of all transitional assignments and job offers.

Communication

It is the responsibility of the worker and/or supervisor to immediately notify Personnel of any changes concerning a transitional/temporary work assignment. Personnel will then communicate with the insurance carrier and attending physician as applicable.



Employee responsibilities

1. Accident reporting:

A. An **accident** is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries and near misses must be reported immediately to Personnel.

B. If an accident occurs, but does not require **professional medical treatment**, the supervisor should immediately be informed, so that an Investigation Report can be completed. If first-aid treatment is needed, it should be sought on-site.

C. If an accident occurs which requires **professional medical treatment**, the worker should immediately notify the supervisor and follow the emergency response plan. The worker must fill out a workers' compensation **801** form as soon as possible.

2. Worker's physical condition:

A. If professional medical treatment is sought, the worker should inform the attending physician that LaRusso Concrete has a return-to-work program with light duty/modified assignments available.

B. The worker should obtain a **Release to Return-to-Work** form and completed **Job Description** form (if available) from Personnel. This should be provided to the treating physician and should be returned to Personnel following the initial medical treatment.

3. Worker return to work:

A. If the attending physician releases the worker to return to work, as evidenced by completion of a **RTRTW Form** and **Job Description Form**, the form(s) must be returned to Personnel, within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time. **The worker cannot return to work without a release from the attending physician.**

B. If you return to a transitional/temporary job, you must make sure that you do not go beyond either the duties of the job or your physician's restrictions. If your restrictions change at any time, you must notify your supervisor at once and give your supervisor a copy of the new medical release. If the attending physician releases you to light duty, we will give you an appropriate assignment. If you choose to decline that assignment it could lead to termination.

4. Worker unable to return to work:

A. If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.

B. While off work, it is the responsibility of the worker to supply Personnel with a current telephone number (listed or unlisted) and an address where the worker can be reached.

C. The worker will notify Personnel within 24 hours of all changes in medical condition.



Employer responsibilities

1. Accident reporting:

- A. The supervisor will conduct an accident analysis on all accidents, whether or not an injury occurs.
- B. When an accident occurs which results in injury requiring **professional medical treatment**, Personnel will forward a completed workers' compensation 801 form to the insurance carrier within five (5) calendar days of knowledge of the injury or illness.
- C. Other information will be forwarded as soon as developed including:
 - 1. Name of worker's attending physician.
 - 2. Completed **Release to Return-to-Work Form** from attending physician and medical documentation, if appropriate.
 - 3. Completed transitional/modified or regular **Job Description**.
 - 4. **Job Offer** letter and responses.
- D. Human Resources will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

2. Medical treatment and temporary/transitional duty physical condition:

- A. A **Release to Return-to-Work Form** and a completed **Job Description** form (if available) will be provided to the worker to take to the attending physician for completion and/or approval.
- B. At the time of first medical treatment the **Release to Return-to-Work Form** must be completed and returned to Personnel. If one is not, Personnel will request one from the attending physician.
- C. If feasible, Personnel will accompany the worker to the first visit with the treating physician.
- D. The completed **Release to Return-to-Work Form** will be reviewed by Personnel. A temporary/transitional **Job Description** form will be prepared from information obtained from the attending physician for review and approval.

E. Job Offer Letter:

Upon receipt of a signed temporary/transitional **Job Description** form from the attending physician, a written **Job Offer Letter** will be prepared by the employer. It will be mailed by both regular and certified mail to the worker's last known address or presented to the worker.

The letter will note the doctors' approval and will explain: the job duties, report date, wage, hours, report time, duration of transitional work assignment, phone number and location of the transitional assignment.

The worker will be asked to sign the bottom of the **Job Offer Letter** indicating acceptance or refusal of the offered work assignment.

Copies of the **Job Description**, **Work Releases**, and **Job Offer Letters** will be forwarded to the insurance carrier.



3. Supervisor and Human Resources:

A. The supervisor and human resources will monitor the worker’s performance to ensure the worker does not exceed the physician’s release.

B. The supervisor and human resources will monitor the worker’s recovery progress through regular contact to assess when and how often duties maybe changed. The supervisor and human resources will assess the company’s ability to adjust work assignments upon receipt of changes in physical capacities.

RETURN-TO-WORK POLICY WORKER ACKNOWLEDGMENT

Worker acknowledgment:

- The return-to-work policy and procedures have been explained to me.
- I have read and fully understand all procedures and responsibilities.
- I agree to observe and follow these procedures.
- I have received a copy of this policy and procedure.
- I understand failure to follow these procedures may affect my re-employment, reinstatement and vocational assistance rights.

Print Name

Signature Date



VEHICLE SAFETY POLICY

Summary

It is the policy of Larusso Concrete that our passenger vehicles (including vans and light-duty trucks) will be used only for company business and will be operated only by authorized persons who meet the driver criteria in our vehicle safety program.

This policy applies to our company-owned vehicles and private or rental vehicles authorized for use on company business.

All employees must comply with federal, state and local laws and policies and be “job ready” when they are on company business. Job-ready means that employees must be physically and mentally able to do their jobs.

Employees must not use intoxicants, drugs or medications that could impair their judgement or ability to drive. Superintendents and supervisors have the right to determine an employee’s job readiness.

Employees who drive on company business must have a valid driver’s license and a satisfactory driving record.

Violations of this policy may result in revocation or restriction of employee authorization to drive a company- owned or private vehicle on company business, reassignment, demotion, suspension or dismissal.

All employees must sign a statement stating they have read and understand this policy and the consequences of violation of it.

Employee Responsibilities

Superintendents are responsible for ensuring that all employees under their direction comply with all elements of this policy.

The superintendent must verify that the employees have valid drivers’ licenses, medical certificates and are qualified to operate company vehicles before they begin driving on company business.

Employees who drive on company business must follow all parts of this policy. They must do a walk around inspection of any vehicle before driving it and they must not use a company vehicle for personal business unless it is approved, in writing by a superintendent or Jim Lang.

When operating company vehicles, employees should remember that their driving habits reflect on all company employees. Company vehicles must be used legally, courteously and safely.

Employees are strongly encouraged to plan mini-breaks every two hours during long periods of driving and to allow for no more than 10 hours driving per day in good driving conditions.



Employees must use and require seat belts to be worn by their passengers. Smoking is not permitted in company vehicles.

Employees are responsible for the care of vehicles assigned to them and may be held liable for improper care and abuse of the vehicle. Misconduct could lead to withdrawal of driving privileges and/ or disciplinary actions, up to and including dismissal.

Requirements for New Employees

New employees who drive on company business must read and sign a MVR consent form that permits Larusso Concrete to complete a motor vehicle background check.

The Superintendents will review this vehicle safety policy with each new employee who drives on company business.

Requirements for Drivers Under 21

Drivers under the age of 21 are prohibited from operating vehicles or trucks that transport hazardous materials.

Licensing

Employees who drive on company business must have a current, valid license for the vehicles they drive. Licenses will be photocopied and kept in the employee and driver's files.

Use of Personal Vehicles for Company Business

The Superintendents must review and approve use of a personal vehicle for company business.

Employees who drive personal vehicles on company business must provide evidence of automobile liability insurance as required by the state of Oregon/Washington. A current certificate or proof of insurance must be kept in the driver's file.

Larusso Concrete does not provide liability insurance for employees who use their own vehicles on company business. Employees who use their personal vehicles on company business are responsible for all liability resulting from use of their vehicles.

Motor Vehicle Record (MVR) Review

The office administrator will review the driver's MVR annually.

Reporting Incidents Involving Motor Vehicles

Incident report sheets are located in the truck binder of each vehicle. Be familiar with this report and the “What to do in case of a motor vehicle” sheet in you binder. It contains instructions on what to do in case of an incident.

Employees or their supervisors are responsible for completing and filing all necessary reports within the time periods required by this policy. Failure to file a report may cause the loss of the employee’s license, driving privileges, and liability insurance coverage.

Employees or their supervisors must immediately report to the superintendent or office administration, all collisions, accidents, or vandalism involving vehicles they use on company business.

Incident report sheets are due in the office within 24 hours of the incident.

If the incident results in injuries or fatalities, employees or their supervisors must report them to a superintendent or office administration immediately after ensuring the injured have or will receive necessary medical treatment.

Employees or their supervisors, must forward copies of all vehicle accident forms to the office administration.

Employees involved in vehicle crashes should discuss details of the incident only with the police officers, appropriate state officials, or representative of the company insurance carrier. Drivers are prohibited from signing or making any statement regarding responsibility for vehicle crashes.

Department of Transportation (DOT) Regulated Vehicles

Any vehicle traveling across state lines with a gross vehicle weight rating over 10,000 lbs. (including any towed items or actual weight of vehicle and any tows) is subject to DOT regulations. Each driver must have a DOT compliant Driver File maintained in the office before being allowed to drive vehicles within this classification.

In addition to a DOT compliant driver file, any driver of a vehicle with a gross vehicle weight rating (including tows) over 26,000 lbs., (or actual weight of vehicle and any tows) must possess a valid commercial driver’s and be in compliance with DOT regulations.

Any vehicle carrying hazard materials at a level to which placarding is required under DOT regulations (regardless of the vehicle’s gross vehicle weight rating or actual weight) must possess a valid CDL license with hazardous material endorsement.

The Yard will be responsible for evaluating the applicability of DOT regulations to this company's operations and ensuring compliance with those regulations. All drivers of DOT regulated vehicles will have responsibilities beyond those outlined in this policy and will receive additional training and information.

Pre-Trip Walk-Around Inspections

Employees are responsible for conducting walk-around inspections of their vehicles before driving each day or shift and note any defects or damage. Employees must also note defects or damage to seats, seat belts, interior lights, rearview mirrors, emergency equipment, and engine warning lights.

Employees must report defects or damage to the yard immediately. The yard will evaluate the report and ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

Vehicle Service and Maintenance Records

A signed and dated record of all maintenance work must be kept in the vehicle file. Vehicles that are unsafe to drive must be placed out of service until repairs are completed.

Records Kept in Company Vehicles

LaRusso Concrete keeps the following records on each company-owned vehicle:

- *Monthly vehicle inspection reports.* Identifies damaged or defective equipment.
- *Daily pre and post trip inspection forms.* Walk around inspection done by the driver before and after his shift.
- *Daily mileage reports:* Starting and ending odometer numbers, and destination for each trip.
- *Registration:* Current registration card for the vehicle
- *Proof of insurance:* Current insurance card for the vehicle.
- *Driver's license of driver assigned to the vehicle:* Current and valid license of the driver assigned to the vehicle.
- *Driver's Medical Certification card:* Current and valid Medical Certification of the driver assigned to the vehicle.



MVR CONSENT FORM

I have reviewed the information in the LaRusso Concrete Vehicle Safety Policy.

I understand that it is my responsibility to operate company vehicles safely and follow the requirements of the LaRusso Concrete Vehicle Safety Policy. I also understand that the company will periodically review my motor vehicle record (MVR) and assess my eligibility to drive a motor vehicle on company business.

I authorize LaRusso Concrete to obtain my MVR. This authorization remains valid as long as I am an employee or employee candidate and may only be rescinded in writing.

Employee's name (printed): _____

Driver's license number and state issued: _____

Employee's signature and date: _____

Reviewer's signature and date: _____



MOBILE PHONE USE AGREEMENT

Employees who use mobile phones in a company vehicle should remember that their number one priority is obeying the rules of the road. LaRusso Concrete requires that you do the following when you use a mobile phone when you are driving company vehicle:

- Find a safe place to pull off the road and place your call.
- If you receive a call while driving, let the call go to voice mail and answer when it is safe to do so.
- Employees who use hands-free devices may accept calls while driving but must find a safe place to pull off the road to place a call.
- Texting and driving is not allowed. You must find a safe place to pull off the road before sending or reading incoming texts.

I have read and will comply with this mobile phone use agreement.

Employee's name (printed): _____

Employee's signature and date: _____



VEHICLE USE AGREEMENT

Using company-owned vehicles:

- Employees and passengers must wear seat belts while the vehicle is in motion.
- The vehicle must be maintained in accord with LaRusso Concrete's maintenance requirements. Employees must report all mechanical problems to the yard mechanic immediately.
- Employees must report any motor vehicle incident that results in damage, injury, or a citation to their supervisor and the office immediately.
- Employees must have a valid driver's license for the vehicles they operate, must follow all license restrictions, and must have their license in their possession when they are driving. A driver whose license is suspended, revoked, or terminated will notify their supervisor and the office immediately.
- Employees must have a current and valid Medical Certification. The Medical Certification card is to be carried with them, and a copy given to the office.
- Employee's spouses and children are not allowed to operate company vehicles.
- Hitchhikers are not permitted in company vehicles.
- Employees are responsible for all traffic and parking violations they receive when using company vehicles.
- Modifying or adding accessories to a company vehicle is prohibited.
- Radar detectors are prohibited.
- Employees are not allowed to operate vehicles at any time while under the influence of alcohol or drugs.

Using personal vehicles for company business

- Employees and passengers must wear seat belts while the vehicle is in motion.
- Employees must have the appropriate license to operate their vehicles.
- Employees must provide proof of insurance upon hire and each time their policy is renewed or updated.
- Employees must provide a copy of their insurance certificates to the office.
- Employees must notify LaRusso Concrete of all vehicle accidents or violations involving vehicles driven on company business.
- LaRusso Concrete is authorized to review the driver's MVR annually as long as the driver is a company employee.
- The vehicle owner is responsible for mechanical repairs.
- Employees are not allowed to operate vehicles while under the influence of alcohol, drugs or other medications that could impair their ability to drive safely.
- Employees must comply with all state and federal laws and regulations at all times.

I have read, understand, and agree to comply with this Vehicle Use Agreement.

Employee's name (printed): _____

Employee's signature and date: _____



ACCIDENT PREVENTION PROGRAM ACKNOWLEDGMENT

I have reviewed the information in the LaRusso Concrete Accident Prevention Program.

I understand that it is my responsibility to safely follow the requirements of the LaRusso Concrete Accident Prevention Program.

Employee's name (printed): _____

Employee's signature and date: _____

Reviewer's signature and date: _____