

# Great Lakes GPR Health & Safety Plan



## **Great Lakes GPR LLC Safety Policy**

The personal health and safety of each employee of Great Lakes GPR, LLC. and its clients are of the upmost primary importance. It is Great Lakes GPRs goal that everyone involved on the job goes home healthy and safely.

We maintain a health and safety program that is consistent with the certified practices of the construction industry, as well as the environmental industry. To be successful, such a program must embody the proper attitudes towards injury and illness prevention for each employee of Great Lakes GPR and the clients we work with.

**Jason Vertrees**

A handwritten signature in blue ink, appearing to read "J. Vertrees", is positioned above the printed name.

President

**Great Lakes GPR**

## Table of Contents

Delegation of Safety Responsibilities.....	3
Management Responsibility .....	3
Employee Responsibility .....	3
Employee Safety Agreement .....	3
Safety Rules Policy .....	4
Enforcement of Safety Rules.....	5
Safety Rules.....	6
Safety Training Policy.....	7
<i>Hazard Communication Training</i> .....	7
<i>Equipment</i> .....	7
<i>PPE</i> .....	7
<i>First Aid</i> .....	8
Required OSHA Forms.....	9
<i>OSHA No. 300- Log Summary of Occupational injuries and Illnesses</i> .....	9
<i>OSHA No. 101 - -Supplementary Record of Occupational injuries and Illnesses</i> .....	9
<i>Company Forms</i> .....	9
<i>Workplace Posters</i> .....	9
Site Specific Inspection Checklist .....	10
Job Site Accident Investigation .....	13
Job Site Accident Investigation Report .....	14
Emergency Response .....	16
<i>Emergency Phone Numbers</i> .....	16
Motor Vehicle Safety .....	17
Vehicle Accident Reporting.....	17
Vehicle Accident Report.....	18
Hazard Reporting .....	22
Fire Prevention & Protection .....	22
<i>Fire Classifications</i> .....	23
<i>General Rules for Using Most Fire Extinguishers</i> .....	23
<i>Fire Alarm</i> .....	23
<i>Access &amp; Egress</i> .....	23
Construction Housekeeping.....	24
<i>Housekeeping Policies &amp; Procedures</i> .....	24
<i>Housekeeping Rules</i> .....	24
<i>Housekeeping Checklist</i> .....	25
<i>Material handling, Storage, Use &amp; Disposal</i> .....	26
Lifting .....	26
Hazard Communication Training .....	27
<i>Material Safety Data Sheets</i> .....	27
<i>Labeling</i> .....	28
<i>Employee Information &amp; Training</i> .....	28
Electrical Safety.....	29
Blood borne Pathogens Awareness .....	29
Hearing Conservation / Noise Protection.....	30
Substance Abuse Policy.....	30
Summary .....	31

## Delegation of Safety Responsibilities

### Management Responsibility

Establish and maintain the overall company safety and health program.

- Show 100% commitment to the safety and health of all Great Lakes GPR employees.
- Establish rules to promote the safety and health of all employees
- Make available the training, in order for each employee to perform safely.
- Make available all necessary PPE for all employees.
- Investigate, as appropriate, any accidents or "near miss" incidents.
- As necessary, discipline employees who willfully disregard the safety policy.
- Require any subcontractors, suppliers, and visitors on site to adhere to Great Lakes GPR safety standards.
- Act immediately to eliminate hazards and/or remove employees from hazardous conditions.
- Ensure that equipment and PPE are being properly used and maintained.
- Ensure that any injury is treated promptly and properly, providing medical treatment, if necessary.
- Ensure that all OSHA record keeping and posting requirements are fulfilled.
- Periodically, evaluate the effectiveness of the safety program.

### Employee Responsibility

All employees of Great Lakes GPR are expected to follow the following standards on Great Lakes GPR job sites.

- Act as a competent person.
- Remain knowledgeable about all safety regulations and safe work practices that apply to their work being performed.
- Work in a safe manner to ensure your own safety and the safety of those around you.
- Maintain mental and physical health conducive to working safely.
- Adhere to all Federal, State, and Local Laws.
- Adhere to all site specific rules.
- Request instruction from site superintendent if unsure of how to perform a task safely.
- Report any obvious or questionable hazards to the site superintendent.
- If possible, identify and correct any hazards or unsafe conditions.
- Maintain and take responsibility for personal protective equipment (PPE).
- Use all tools and PPE properly, as instructed by your supervisor.
- Keep all work areas clean and free of debris.

### Employee Safety Agreement

I have read and I understand the company safety rules of Great Lakes GPR, LLC agree to take responsibility for my own safety and the safety of those around me by complying with all OSHA, local, state, and federal regulations, as well as the rules of Great Lakes GPRI understand that these rules may change if Great Lakes GPR, LLC. chooses to change them.

I understand that my safety record on the job sites I work on will have a direct effect on my position advancement within the company and will be given significant consideration in performance reviews.

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Safety Rules Policy

To ensure the company safety rules will be effectively followed, Great Lakes GPR will strive to do the following:

- Provide each employee with his/her own copy of the safety rules
- Review the rules with all new employees when they begin work.
- Maintain accessible copies of the rules in every company office.

VIOLATION OF THESE SAFETY RULES MAY BE CAUSE FOR DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBLE DISMISSAL, EVEN ON THE FIRST VIOLATION.

### Enforcement of Safety Rules

Because it is the intent of Great Lakes GPR to provide a safe and healthy working environment for each of its employees, cooperation with this program is considered a condition of employment and is mandatory and is not necessarily limited to these requirements alone.

Employees who disregard, willfully violate, or repeatedly violate safety rules are subject to the following disciplinary procedures.

A. 1<sup>st</sup> Offense - Employee will be given a written warning and instruction of safe practice.

B. 2<sup>nd</sup> Offense- Employee will be given one week off without pay, and will be required to write a letter, demonstrating a clear understanding of what action was inappropriate and how the action will be performed safely in the future.

C. 3<sup>rd</sup> Offense- Employee will be terminated.

To ensure the safest work environment is maintained, action will be taken immediately if a violation of a rule is observed. Management personal are responsible for the enforcement of all rules. Both the disciplinary policy and the company safety rules will be discussed with all employees at the time of the initial hiring and will be periodically reviewed during the time of each employee's employment.

## Safety Rules

- Employees must adhere to all Federal, State, and Local Laws, as well as employer and site specific policies.
- Horseplay causes accidents and is strictly prohibited.
- Employees must be alert to hazards, and must immediately report any unsafe conditions, acts, tools, or equipment to the site superintendent.
- Employees shall never perform any assignment that they determine to be unsafe.
- If an employee does not know the safe procedure for a job, he should ask the site superintendent for further instruction.
- Employees must report any injury, accident, or "near miss" to the site superintendent, as quickly as possible.
- Employees must practice good housekeeping and keep their area free of clutter and debris.
- Employees must be aware of the location of fire extinguishers and first aid kits.
- The use or sale of alcohol or drugs, including illegal drugs and the misuse of prescription drugs is strictly prohibited.
- No firearms or other weapons are permitted on job sites or company grounds.
- PPE must be worn and used properly, according to site rules.
- Employees must maintain and take responsibility for their PPE.
- Tennis shoes, shorts, and sleeveless shirts, are not permitted on construction sites.
- Tools and equipment shall be inspected and maintained on a regular basis.
- Hand tools should not be used for any other purpose than those intended and should be repaired or replaced when necessary.
  - Do not use hand tools you deem to be unsafe.
- Employees must never remove or bypass safety equipment.
- Employees must only approach mobile equipment if the operator is aware of their presence.
- Employees are prohibited from improperly riding on equipment
- Ladders must be placed on a substantial base and may not be used if they have broken, split, or missing rungs.
  - All ladders are to extend at least three feet above the landing platform and must be securely fastened or tied off.
  - The maximum length of a ladder must not exceed 30 feet.
  - All ladders must have slip resistant feet to prohibit accidental movement.
- Scaffolding must be erected according to OSHA standards.
- Floor holes must be planked over and secured.
- Railings and toe boards must protect floor edges of an open building.
- Employees must not remove or move protective barriers unless directed by the site superintendent.
  - If temporary removal is required, the employees are responsible for immediate replacement upon completing work in the designated area.
- Wall openings must be protected by a railing or a safety net, or personal arrest systems must be used.
- Employees must wear fall protection when necessary.
- No employee must enter a confined space unless they have received proper training and the area is designated ok by a competent person.
- Smoking is only allowed in designated areas and never near flammable liquids or combustible material.
- Engines must be turned off when refueling.
- Gasoline must be transported and stored in approved safety cans equipped with flash arrestors.
- Sources of ignition are prohibited from areas where flammable liquids are stored or issued.
  - Appropriate warning signs shall be placed in these areas.

**VIOLATION OF THESE SAFETY RULES MAY BE CAUSE FOR DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBLE DISMISSAL, EVEN ON THE FIRST VIOLATION.**

## Safety Training Policy

Training for Great Lakes GPR employees is key to the effectiveness of our safety program and to the prevention of injury and illness. Training for the construction industry is also mandated by OSHA in the Safety Training and Education Standard in Title 29, Code of Federal Regulations, Part 1926.21 (b). The standard states:

"The employer shall instruct each employee in the recognition of hazards in the work environment to control or eliminate any hazards or other exposure to illness or injury."

Therefore, all Great Lakes GPR employees will be instructed to recognize and avoid general workplace hazards. In addition, all employees will be taught to understand and to follow all company safety policies and procedures. Certain employees may be required to attend specialized training to become certified in specific areas.

### ***Hazard Communication Training***

Employees will be trained in the company's hazard communication policy before beginning work. The training will include information on the "Haz-Com" standard, physical and health hazards of pertinent chemicals, non-routine tasks, and the use and availability of the company's Material Safety Data Sheets and labels.

### ***Equipment***

When issued new equipment, employees will be instructed how to use the equipment properly and safely.

### ***PPE***

- At the time of hiring, each employee will be provided with a supply of PPE. Standard Items to be issued are:
  - Hardhat
  - Safety glasses
  - Fall protection
  - Hearing protection
  
- Additional items may be issued depending on specific job site requirements. Prior to using any new PPE, the employee must demonstrate an understanding of how to use it correctly.
- The only PPE our employees are responsible for purchasing is their steel toe boots.
- All PPE is to be kept in sanitary and reliable condition. Before being used on a job site, the PPE must be fit tested to assure that it will work in a safe manner.
- Other than steel-toe boots, no employee is to use any PPE that is not provided by Great Lakes GPR.
- When PPE becomes damaged, it should be disposed of and replaced with new suitable PPE.
- Some of our employees will work in areas where fire retardant clothing is required.
  - When these situations arise, Great Lakes GPR will supply the fire retardant clothing.

***First Aid***

Each of our employees will have a first aid kit in their vehicle at all times. In the event you sustain a minor injury, you can clean it and care for it on your own. All injuries, even minor, need to be reported.

Because you will primarily be working by yourself, it is imperative that you communicate with your site contact about what to do in the event of an emergency. Many projects will have a first aid administration center set up on site, you should be familiar with the location of the first aid center and this should be where you go for initial treatment of any injury.

In the event you sustain a serious injury you will need to be transported to a nearby medical center.

Keep emergency contact information in your wallet at all times.



## **Required OSHA Forms**

### ***OSHA No. 300- Log Summary of Occupational injuries and Illnesses***

The OSHA 300 form will be used to record and classify injuries and illnesses, along with employee information and the extent of each case.

A copy of the totals and the information on the last page, to the right of the vertical dotted line, summarizes the injuries and illnesses in an establishment each year.

### ***OSHA No. 101 - -Supplementary Record of Occupational injuries and Illnesses***

The OSHA 101 form provides more detailed information about the entries on the OSHA 200 form and will be completed for each OSHA recordable injury or illness.

An insurance, worker's compensation, or company devised form may be used in place of the OSHA 101 form, provided that all of the same information is recorded.

## ***Company Forms***

In addition to the injury and illness forms, Great Lakes GPR will strive to maintain the following records:

- Reports for injuries requiring first aid only
- Accident Investigation forms
- Attendance Records from Training Classes
- Employee acknowledgement of receiving training and material

## ***Workplace Posters***

- OSHA Job Safety and Health Protection
- Emergency Phone Numbers
- Proof of Worker's Compensation Coverage
- State Minimum Wage Law
- State Minor Labor Law
- State Fair Employment Practices Law
- State Unemployment Compensation Law
- Equal Employment Opportunity is the Law

- Employee Polygraph Protection Act
- Family & Medical Leave Act

## Site Specific Inspection Checklist

Contractor \_\_\_\_\_

Project Foreman \_\_\_\_\_

Date \_\_\_\_\_

Person Performing Inspection \_\_\_\_\_

### Job Site Information

- \_\_\_\_\_ Are the OSHA poster and other applicable posters obviously placed on the job site?
- \_\_\_\_\_ Is a weekly safety meeting held and does it need to be attended by sub-contractors?
- \_\_\_\_\_ Is the first aid kit stocked and in a conspicuous and accessible place?
- \_\_\_\_\_ Are injury and illness records up to date?
- \_\_\_\_\_ Are Emergency phone numbers posted?

### Housekeeping

- \_\_\_\_\_ Are working areas neat and generally free of debris?
- \_\_\_\_\_ Is there ample access to, and use of, trash containers?
- \_\_\_\_\_ Is waste disposed of regularly?
- \_\_\_\_\_ Are passageways and walkways clear?
- \_\_\_\_\_ Is there adequate lighting?
- \_\_\_\_\_ Is there adequate ventilation?
- \_\_\_\_\_ Have all protruding nails been removed or bent down?
- \_\_\_\_\_ Has oil and grease been removed?
- \_\_\_\_\_ Are sanitary facilities adequate and clean?
- \_\_\_\_\_ Is there an adequate supply of drinking water cups?

### Heavy Equipment

- \_\_\_\_\_ Is equipment regularly inspected and maintained?
- \_\_\_\_\_ Is there adequate lubrication of moving parts?
- \_\_\_\_\_ Do all lights, brakes, and warning signals work?
- \_\_\_\_\_ Are noise arrestors in use?

### Fire Prevention

- \_\_\_\_\_ Has an emergency action plan been developed for the site?
- \_\_\_\_\_ Have employees been instructed in fire policies and procedures?
- \_\_\_\_\_ Have fire extinguishers been checked?
- \_\_\_\_\_ Are "No Smoking" signs posted and rules enforced?
- \_\_\_\_\_ Is the route for emergency vehicles accessible?

### Confined Space Entry

- \_\_\_\_\_ Is the appropriate PPE available to the employee?
- \_\_\_\_\_ Is the confined space properly vented and atmospheric hazards eliminated?
- \_\_\_\_\_ Are all barriers in place and labeled?
- \_\_\_\_\_ Are attendants available for duration of entry?

- \_\_\_\_\_ Has the proper information been provided on the entry permit?
- \_\_\_\_\_ Has a competent person given the authorization to enter the confined space?

**Personal Protective Equipment**

- \_\_\_\_\_ Are hard hats worn at all times when an overhead hazard exists?
- \_\_\_\_\_ Is proper eye protection used?
- \_\_\_\_\_ Is proper hearing protection used?
- \_\_\_\_\_ Is proper respiratory protection used?
- \_\_\_\_\_ Are proper work shoes and clothing worn?
- \_\_\_\_\_ Is proper fall protection used?

**Ladders**

- \_\_\_\_\_ Are ladders in good condition?
- \_\_\_\_\_ Are ladders properly maintained and stored?
- \_\_\_\_\_ Are ladders kept away from electrical hazards?
- \_\_\_\_\_ Do ladders extend three feet beyond the landing?
- \_\_\_\_\_ Are ladders tied off?
- \_\_\_\_\_ Are stepladders fully opened when in use?
- \_\_\_\_\_ Are scaffolds properly erected, under the supervision of a competent person?
- \_\_\_\_\_ Are all connections secure?

**Scaffolds**

- \_\_\_\_\_ Are scaffolds plumb and square, with cross bracing?
- \_\_\_\_\_ Are guardrails, midrails, and toe boards in place?
- \_\_\_\_\_ Are scaffolds tied to a structure?
- \_\_\_\_\_ Are foot sills and mud sills used?
- \_\_\_\_\_ Are workers protected from falling objects?
- \_\_\_\_\_ Is scaffold equipment properly maintained and in good working order?

**Hand & Power Tools**

- \_\_\_\_\_ Is the proper tool being used for the job?
- \_\_\_\_\_ Have employees been instructed in the correct use of each tool?
- \_\_\_\_\_ Are tools properly maintained and stored?
- \_\_\_\_\_ Are tools inspected for defects?
- \_\_\_\_\_ Are damaged tools repaired or replaced immediately?
- \_\_\_\_\_ Do power tools have the proper grounding?
- \_\_\_\_\_ Are mechanical safeguards in use for power tools?

**Electrical Work**

- \_\_\_\_\_ Are tools grounded with GFCI's?
- \_\_\_\_\_ Is there adequate, well insulated wiring?
- \_\_\_\_\_ Are fire hazards checked and are fire extinguishers provided?
- \_\_\_\_\_ Are electrical dangers posted?
- \_\_\_\_\_ Are terminal boxes equipped with required covers and are covers used?
- \_\_\_\_\_ Have overhead and underground power hazards been assessed and eliminated?

**Material Handling & Storage**

- \_\_\_\_\_ Are materials stored neatly?
- \_\_\_\_\_ Are stacks steady and not too high?
- \_\_\_\_\_ Are employees lifting loads correctly?
- \_\_\_\_\_ Is traffic flow maintained and controlled?

**Fall Protection**

- \_\_\_\_\_ Are holes covered and edges properly guarded?
- \_\_\_\_\_ Are wall openings secured with guardrails, midrails, & toe boards?
- \_\_\_\_\_ Is fall protection inspected prior to each use?
- \_\_\_\_\_ Are full body harnesses being used?
- \_\_\_\_\_ Are lanyards and snap hooks secure?
- \_\_\_\_\_ Are there anchorage points present able to withhold 5,000 lbs.?
- \_\_\_\_\_ Are all guards properly labeled?

**Hoists, Cranes, & Derricks**

- \_\_\_\_\_ Is a visual inspection performed daily?
- \_\_\_\_\_ Is a more detailed inspection performed on a regular basis?
- \_\_\_\_\_ Are power lines inactivated, removed, or out of proximity?
- \_\_\_\_\_ Are signalmen used when needed?

**Excavations**

- \_\_\_\_\_ Have soil samples been taken?
- \_\_\_\_\_ Has a competent person overseen the process?
- \_\_\_\_\_ Has adequate protective system been installed according to OSHA standards?
- \_\_\_\_\_ Has site been inspected daily?
- \_\_\_\_\_ Has adequate protection been provided for falling objects?
- \_\_\_\_\_ Are guardrails provided if needed?

**Additional Notes & Observations:**

## Job Site Accident Investigation

All accidents, including near miss incidents, must be immediately reported to the Site Superintendent and the Regional Director. If they are unavailable, the Safety Coordinator should be contacted.

Great Lakes GPR's investigations will be fact finding, but not fault finding. After the cause is determined through a root cause analysis, immediate corrective action will be taken to control or eliminate the hazard before another incident can occur.

As soon as possible after the incident, the area should be secured to prevent any changes prior to the investigation. If appropriate, equipment and tools should be removed from the area and stored safely for further review. Accident reports should be factual, complete documents, and finalized by the employees Regional Director and submitted to the Safety Coordinator, Human Resources and President within 24 hours of the accident, if possible.

## Job Site Accident Investigation Report

Employee \_\_\_\_\_ SSN \_\_\_\_\_

Date & Time of accident: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Employee Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Job Site Name: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical Treatment Needed: \_\_\_\_\_

\_\_\_\_\_

Was Employee Transported to a Medical Facility?: \_\_\_\_\_

If Yes, Name and address of transportation service: \_\_\_\_\_

\_\_\_\_\_

Physician Name: \_\_\_\_\_

Description of injury & body part: \_\_\_\_\_

Was PPE being used? \_\_\_\_\_ Was PPE Required? \_\_\_\_\_

If Yes, What was required and what was being used? \_\_\_\_\_

What equipment was being used? \_\_\_\_\_ Was it being used correctly? \_\_\_\_\_

Was there any damage to property or equipment? \_\_\_\_\_ If Yes, Explain: \_\_\_\_\_

Did employee fill out a JHA prior to performing work? \_\_\_\_\_ If not, Why? \_\_\_\_\_

Were there site specific safety rules? \_\_\_\_\_ If Yes, What? \_\_\_\_\_

Were site-specific safety rules followed? \_\_\_\_\_ If Not, Why? \_\_\_\_\_

Could this accident have been prevented? \_\_\_\_\_ If Yes, How? \_\_\_\_\_

Affected employees account of event: \_\_\_\_\_

Were there any witnesses? \_\_\_\_\_ If yes, what is their name and phone number? \_\_\_\_\_

Witness account of what happened: \_\_\_\_\_

Corrective action taken to prevent this from happening again: \_\_\_\_\_

I have read the above report regarding the facts and circumstances surrounding the accident. I agree that it is accurate and true to the best of my knowledge.

**Name of Affected Employee:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Name of Witness:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Regional Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Emergency Response

On every job site, each employee will be instructed to remain calm if an emergency occurs. The first thing an employee should do is call 911 or site emergency services immediately. If it is the employee who is injured, their personal physician should be called immediately after 911.

In addition, employees should notify their supervisor. All emergency phone numbers, along with the type of information to convey, will be posted in a conspicuous place.

The employee should keep everyone at a safe distance until emergency crews arrive. As appropriate worker's compensation forms will be completed and the State Bureau of Workers' Compensation will be notified of the potential claim. If possible, Great Lakes GPR will report all compensation cases to the BWC within 28 days of the injury or within one week of being notified of the incident.

If the incident results in a lost workday claim, Great Lakes GPR will maintain regular communication with the injured employee, to ensure that proper medical treatment is provided and to make an effort to have the employee return to work as quickly as possible. We will encourage rehabilitation and strive to offer a modified duty work program for injured employees.

Because our employees are generally the only representative from our company on Site, they cannot be expected to be responsible for their own first aid treatment or Transportation to a medical facility in the event they are injured.

### *Emergency Phone Numbers*

Great Lakes GPR Employee \_\_\_\_\_

Personal Physician \_\_\_\_\_

Physician Phone Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_



Emergency Contact Number \_\_\_\_\_

## **Motor Vehicle Safety**

- All traffic laws should be obeyed at all times, including traffic laws within facilities, where Great Lakes GPR may be working.
- Seat belts are to be used at all times.
- At no time are people to ride in the bed or on the tailgate of a pick -up truck.
- Talking on the phone while driving is permitted if the phone device is hands free.
- Email and Text Messages should be read/sent on a PDA only when the car is completely stopped and off the road.

## **Vehicle Accident Reporting**

- Stop at once and investigate
- Call for medical aid for the injured
- Carefully examine damage: Take detailed pictures if able of both company vehicle and any other vehicle involved.
- If any personal injury or serious property damage has occurred, report by phone to your supervisor.
- Be courteous- Do Not Argue- Be Calm
- Get all witnesses possible
- Do not talk about the accident- except to the policeman or the insurance investigator.
- Beware of fake investigators- Say Nothing, Sign Nothing
- Fill out the following report and return to Great Lakes GPR immediately after verifying that everyone involved is not injured.
- Have a post-accident drug test done within 24 hours of the accident and have results sent into Great Lakes GPR corporate office.

## Vehicle Accident Report

### Great Lakes GPR Vehicle

Driver's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Unit Number: \_\_\_\_\_ VIN#: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Damage to Cargo: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Witnesses

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Description of Accident**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Traveling in Which Direction: \_\_\_\_\_

Speed at which you were Traveling: \_\_\_\_\_

Signals Used? \_\_\_\_\_

Condition of Weather: \_\_\_\_\_

Description of What Happened: \_\_\_\_\_

**Damage to Property of Others**

Owner's name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Driver Name: \_\_\_\_\_

Driver Address: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Company Phone Number: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Driver Name: \_\_\_\_\_

Driver Address: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Company Phone Number: \_\_\_\_\_

**Injured**

Get full name, address, nature of injuries, where the injured person was taken after the accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the above report regarding the facts and circumstances surrounding the accident. I agree that it is accurate and true to the best of my knowledge.

**Name of Affected Employee:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Name of Regional Director:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Hazard Reporting

In the event that you see a hazard, your responsibility is to abandon your job task immediately, and take corrective action. In the event that other people are near you, notify a group of people so they can monitor the situation while you seek help to correct the problem. Notify the superintendent or the person in charge of the area immediately. The hazard must be identified immediately, and repaired as soon as deemed necessary. Verification of the prompt correction of the identified hazards must be reported.

## Fire Prevention & Protection

Fuel, Heat, & Oxygen are the three necessary components to start a fire. On a job site, the elements are there, although the amount and the locations change constantly.

Piles of wood scraps, cardboard, straw, paper, and other trash are fuel sources that accumulate daily. Heat sources are also present. Cutting and welding torches, carelessly discarded matches, cigarettes, tar kettles, and temporary heaters and lights are familiar objects on job sites. Oxygen is obviously present in the atmosphere.

Every worker on a construction site should be instructed in the following:

- Where the fire extinguishers are located.
- How to operate the extinguishers
- The classifications of fire extinguishers and the classes of fires
- How to call the fire department
- How to make sure that a used fire extinguisher has been recharged and whom to notify when the extinguisher has been used and needs refueling.

## *Fire Classifications*

Class A fires consume combustible materials such as wood, cloth, and paper. These fires need the quenching/cooling effect of water, or solutions that are mostly water, to lower the temperature of the burning material below its ignition level.

Class B fires occur in flammable petroleum products or other flammable liquids and greases. The blanketing/smothering action of an oxygen-excluding medium is most effective in extinguishing Class B fires.

Class C fires involve electrical equipment and must be extinguished by a medium that does not conduct electricity.

Class D fires involve combustible metals. Fire extinguishers for Class D fires will state the type of metal they should be used on.

## *General Rules for Using Most Fire Extinguishers*

- Use the extinguisher in the upright position.
- Start the discharge of the extinguisher eight feet from the fire, with the wind at your back, if possible.
- Attack the fire as you advance.
- Work quickly, since the discharge time to empty the contents of the extinguisher is generally about one minute.
- Be prepared to retreat if the fire progresses toward you, due to change in wind direction.
- In enclosed areas, the best air to breathe is the air between knee level and the floor.
- With water type extinguishers, direct the steam at the base of the fire and move forward.
- When using chemical extinguishers, attack the nearest edge of the fire and walk forward, moving the nozzle rapidly with a side-to-side sweeping motion. Direct the initial discharge from a distance no closer than eight feet from the fire.
- When fighting flammable liquid fires with carbon dioxide (CO<sub>2</sub>) extinguishers, use the CO<sub>2</sub> from the extinguisher discharge horn to sweep the flames off the burning surface. Start at the near edge of the fire and gradually move forward, waving the discharge cone slowly from side to side. Be careful of using this type of extinguisher in an enclosed area, because carbon dioxide may produce an oxygen deficit in the area.

## *Fire Alarm*

All employees will be instructed in the location and operation of the fire alarm and means will be available for calling the department quickly. Firefighters will have easy access to all parts of the project.

## *Access & Egress*

When a building has only one point of access between levels, that point of access will be kept clear to permit a free passage of employees. When work must be performed or equipment must be used that would restrict free passage at that point of access, a second point of access must be provided. When a building or structure has two or more points of access between levels, at least one of those points will be kept clear to permit free passage of employees.

## Construction Housekeeping

Good housekeeping is an essential part of safety on any construction site. Great Lakes GPR enforces the following information- compiled by the State of Ohio, Bureau of Workers' Compensation, Division of Safety & Hygiene - as its minimum company housekeeping policy.

All employees should be trained in housekeeping procedures before beginning work and should be instructed in any appropriate site-specific housekeeping plans, including material storage.

### *Housekeeping Policies & Procedures*

A good housekeeping program not only prevents accidents and injuries, but also enhances public relations, promotes job morale, increases efficiency and production and presents a picture of a well-organized job site. The following steps to a good housekeeping program that will be established on every job site.

- Any debris or trash will be disposed of in the appropriate place.
- During scanning, equipment that is not being used should be neatly organized.
- Work with customers to comply with site specific housekeeping requirements.

### *Housekeeping Rules*

- Materials will be maintained in neat stockpiles for ease of access. Aisles and walkways will be kept clear of loose material.



- Loose material and waste will be cleaned up immediately. This is especially important in the aisles and in the vicinity of ladders, ramps, stairs, rolling scaffolds and machinery. Tools and loose material will be removed if they create a hazard.
- Empty bottles, containers, and papers will not be allowed to accumulate where lunches are eaten on the job site. Trash disposal cans will be provided.
- Spills of oil, grease, or other liquids should be cleaned immediately or sprinkled with floor dry.
- Litter will be prevented by providing suitable receptacles for waste and scrap.

### *Housekeeping Checklist*

- Scaffolds, stairways, and work platforms shall be free of ice, mud, and debris.
- All access ways, halls, and stairs shall be kept free of ice, mud, snow, and debris.
- Demolition areas shall be barricaded and proper signs shall be posted.
- Toolboxes, vehicles, and trailers shall be kept clean and orderly.
- Compressed gas cylinders should be stored in an upright position.
- Fire extinguishers shall be conveniently located, accessible, and identified.
- Temporary wiring and lighting shall be elevated and protected.
- Electrical cords, cables, and hoses shall be kept clear of traffic areas.
- Sharp or pointed tools shall be guarded and equipment shall be stored properly.
- Projecting pipes, conduits, and rebar shall be protected to prevent tripping and impalement hazards.
- All floor holes/wall openings shall be properly guarded or covered.
- Standard guardrails shall be secure and substantially supported and free from protruding objects such as nails, bolts, screws, and splinters.
- Changes in floor elevations shall be identified or protected.
- Adequate ventilation shall be provided when masonry or concrete saws are used inside.
- Flammable liquids shall be stored in approved safety containers with flame arrestors.
- Open trenches and excavations shall be barricaded. Material shall be kept at least 24" from the edges.
- Hanging ropes and lines shall be protected from passing workers, vehicles, and equipment.
- No Smoking areas shall be designated with posters.
- Unless properly secured, loose or light material shall not be stored or left on roofs or floors that are not closed.
- Tools, material, and equipment subject to displacement or falling shall be secured.
- Job toolbox storage shall be maintained in an orderly fashion.

## *Material handling, Storage, Use & Disposal*

- All material stored in tiers shall be prevented from sliding, falling, or collapsing.
- Dropping excessive amounts of debris through floor holes (without the use of a chute) requires the area below to be barricaded.
- All scrap and hazardous chemicals shall be removed from work areas and disposed of in accordance with government regulations.

## **Lifting**

Know your lifting limits. The weight carried by each worker should be determined by factors such as the route and distance to be traveled, the amount of time required, and the center of gravity necessary to handle the load safely. In instances where manual lifting must be used, employees will be instructed to:

- Get help with heavy or awkward loads
- Check for exposed rebar, nails, or other protruding objects to prevent impalement and other injuries.
- Face the load, instead of twisting.
- Take a breath and hold it while lifting, because the air acts as a cushion to abdominal walls.
- Keep the load close to your body.
- Keep your path constantly in view.
- Beware of turns, blind corners, ramps, sills, steps, and other tripping hazards.
- Pace your lifting tasks.
- Lift with your legs, not your back, keeping your back straight to avoid strain.

## Hazard Communication Training

Great Lakes GPR has established the following hazard communication program - for the safety and health of Great Lakes GPR employees, and to comply with the OSHA Hazard Communication Standard, described in Title 29, Code of Federal Regulations, and part 1926.59.

The program is designed to ensure communication of information to employees about exposure to hazardous chemicals in normal conditions, non-routine tasks, and emergencies. Hazardous chemicals can be liquids, solids, gases, vapors, fumes, and mists including chemicals generated through work operations. It is the responsibility of the Great Lakes GPR employee to locate and read the MSDS for any chemical hazards which may be present at our job location.

### *Material Safety Data Sheets*

Employers who use hazardous chemicals, but do not produce or import them, are not required to evaluate the chemicals for hazardous properties. Suppliers/Manufacturers are responsible for determining which chemicals are hazardous, and for supplying users with the necessary Material Safety Data Sheets (MSDS). Although MSDS have no specified format under the OSHA standard, a non-mandatory MSDS form 174 is available through OSHA. Regardless of the form, data that must be included is as follows:

- Information on the Manufacturer
- Hazardous Ingredients and Identity Information

- Physical & Chemical Characteristics
- Fire & Explosion Data
- Reactivity Data
- Health Hazard Data
- Precautions for Safe Handling & Use
- Control Measures

Great Lakes GPR does not use any chemicals in its work, but if the need should arise to use a chemical, Great Lakes GPR will obtain an MSDS and make it available to all parties involved.

In the event that we are on a site and we are using material requiring MSDS documentation, the MSDS sheets should be made available to all companies working on the job site.

### *Labeling*

All containers of hazardous chemicals on site will be labeled, tagged, or marked by the supplier/manufacturer with the following information:

- Identity of the Hazardous Chemical
- Name & Address of Manufacturer, Supplier, or Responsible Party
- Affected Target Organs

All labels will be in English and will be prominently displayed on the container or readily available in the work area during each shift. If chemicals are transferred from the original, labeled container to another container, Great Lakes GPR will ensure that the new container receives the proper labeling.

### *Employee Information & Training*

All employees will be provided with training and information on hazardous chemicals in the work area at the time of their initial hire and whenever a new hazard is introduced to the job site. Employees will be informed of the following:

- The existence and requirements of the OSHA Hazard Communication Standard.
- The components of the company hazard communication program.
- The location of the written hazard communication program.
- The list/indexes of hazardous chemicals and the MSDS
- Operations in work areas where hazardous chemicals are present
- Hazards associated with non-routine tasks.
- Methods to detect the presence of hazardous chemicals in the work area
- Physical and health hazards of chemicals in the work area.
- How the hazard communication program is implemented in the work place.
- How to read and interpret information on labels and MSDS
- How to obtain and use the available information on the hazardous chemicals.
- Measures employees can take to protect themselves from hazards - including specific procedures

required to provide protection against hazards, such as personal protective equipment and emergency procedures.

## Electrical Safety

- When using electrical equipment, if your source is not a building receptacle you must use a GFCI (Ground Fault Circuit Interrupter).
- Prior to using any extension cord, it should be inspected to verify the cord is not frayed and that no wires are exposed. This inspection should take place prior to each use of any cord.
  - If the cord is frayed, you should dispose of it and buy a new cord.

## Blood borne Pathogens Awareness

- Because you will be working in construction/industrial environments on a regular basis. You need to be aware of potential risks in the event you were to cut yourself or if you are exposed to another person working on site who has an open wound.
  - In the event that you are a first responder or a Good Samaritan to an injured worker on site, you need to use the proper PPE to treat the injured worker. This PPE includes latex gloves, CPR Mask with a one way valve, Biohazard bags, plastic bags, & tongs.

- Our company will provide training on an annual basis for each employee involved in field operations.

## Hearing Conservation / Noise Protection

- You will occasionally be working in loud industrial settings. If the area you are working in is measured by a sound meter to be greater than 85 decibels, you will need to use ear plugs.
- If there is no meter available and hearing protection is not required by the facility in which you are working, you should use your best judgment. In general, you should wear hearing protection if you need to raise your voice in a normal conversation with someone next to you.
- Signage will occasionally be posted in areas where hearing protection is necessary. Whenever it is mandated that hearing protection is required, you must follow the rule.

## Substance Abuse Policy

It is the policy of Great Lakes GPR that there will be zero tolerance for substance abuse. At the time of hire, all employees are required to take a mandatory drug screening. All employees are also subject to random drug testing, for reasonable suspicion, and in the event of an accident, a post-accident test must be taken within 24 hours of the incident. In the event that an employee of our company is found to have been under the influence of drugs or alcohol on a job site, or at the time of an incident, their employment will be terminated immediately.

In the event that an employee fails to pass a new hire or random drug test, they will be given an opportunity to attempt to pass a second test. If the secondary test is failed, employment will be terminated.

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Name (Print) Date

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Signature

## Summary

Great Lakes GPR, LLC., is sincerely concerned with each employee's safety and health and will strive to provide the safest working environment possible. We will endeavor to maintain a workplace as free from recognized hazards as possible, by providing each employee with proper training and safe equipment and tools.

As an employee of Great Lakes GPR, you are encouraged and expected to follow recognized safety practices including federal, state, and local safety regulations, as well as Great Lakes GPR policies, and site specific rules.

We believe most accidents can be avoided by using common sense and personal initiative and we ask you to be a part of the Great Lakes GPR commitment to safety.

We look forward to your employment with us being both accidents free and productive.



Sincerely,  
Jason Vertrees  
President  
Great Lakes GPR, LLC