

HIGHMARK



Safety Policy

It is the policy of Highmark Companies Inc. that every employee is entitled to work under safe conditions. To reach this goal, every reasonable effort will be made in the interest of accident prevention, fire protection and health preservation.

Highmark Companies Inc. will strive to maintain a safe and healthy working environment. We will provide safe working equipment, necessary personal protection, and in case of injury, first aid and medical service.

Although we try to make your work and your equipment safe, you should always remember that there are hazards in your work which require you to be a **"thinking worker"**. If you are assigned to work which you have never done, be sure to seek instructions when necessary. Always ask about the hazards, take nothing for granted, and remember you have an obligation to your family, to yourself, and to the company to be a safe and efficient worker.

Highmark Companies Inc. will comply with all the rules and regulations enacted by Minnesota OSHA and implemented in the AWAIR Plan as set forth in State of Minnesota Statute 182.653, Subdivision 8. Responsibility for implementation and participation will be established with the Highmark Companies Inc. Safety Plan. Our employees are considered valuable assets, and their safety is of vital concern therefore: The goal of Highmark Companies Inc. utilizing the Safety Plan is to provide a safe working environment for Highmark Companies Inc., employees and guests.

Review Date: March 24, 2025

Safety Management Team

Your Responsibility to be a Safe Worker

It is your responsibility to report any unsafe act, unsafe conditions or unsafe equipment to your immediate Supervisor. Such reporting may prevent serious injury or be the difference between life and death.

When you observe another worker committing a hazardous act, tell him about it. Be on the lookout for new employees and help them become safety conscious.

Safety rules are written for your protection. They are determined through experience, and therefore, when a rule is adopted by the company it becomes your responsibility to follow this rule. When you fail to abide by safety rules, you endanger your safety on the job and that of your fellow employee.

Short cuts which involve taking a chance or creating hazards are not for your best interest or the company's. They only shorten your chances of continuing to be a safe worker.

We must have 100% cooperation from all employees if we are to maintain maximum safety in our work. It has been stated often, and it is a known fact that 90% of all accidents are attributed to unsafe acts on the part of the worker. Failure to think before acting constitutes the case of practically all the accidents in this category.

Think Safety - Then Act Safely

Highmark Companies

Safety Plan Responsibilities

Responsibility of Highmark Companies Inc. Safety Plans and performance is vested in operations leaders that comprise our team of safety managers:

Eric DeBuzzi- Highmark Builders Inc.
Michael Brooks- Restorations by Highmark
Lee Pflug- Restorations by Highmark
George Emerson- Exteriors by Highmark
Eric Danielson- Christian Brothers Cabinets

1. Direct, promote and enforce Highmark Companies Inc. employee safety program.
2. Communicate with Highmark Companies Inc. employees, safety policies and rules.
3. Require other companies on Highmark Companies Inc. projects to abide by Highmark Companies Inc. safety plan.
4. Conduct safety meetings and safety inspections.
5. Investigate all accidents in accordance with the plan.
6. Administrator Minnesota Right to Know Standard.
7. Review on a regular basis, the safety performance of the Company.
8. Approve, direct and communicate, changes to the plan.
9. Continually seek methods to improve safety performance.
10. Establish and provide safety training, equipment and material to employees.
11. Together with key employees of Highmark Companies Inc. conduct an annual review of the effectiveness of Highmark Companies Inc. safety program and its positive and negative effects on the employees

Project Managers and Superintendents

1. Assure compliance of the safety plan.
2. Provide necessary personal protective equipment, materials and equipment to Highmark Companies Inc. employees only
3. Establish foreman's responsibilities and specific safety duties.
4. Develop safe job procedures for unusual or hazardous job conditions.
5. Regularly review project safety performance and initiate necessary actions.
6. Provides guidance and training where necessary to assure or improve safety performance.
7. Take immediate corrective action if unsafe conditions are discovered.
8. Maintains communications with the Safety Director on safety performance.
9. Assures project has proper OSHA signs and reports posted.
10. Develop inspection procedures to ensure compliance with Highmark Companies Inc. Safety Rules and Regulations for subcontractors and employees.

Highmark Companies Inc.

Safety Responsibilities

Employer:

1. Direct, promote and enforce Highmark Companies Inc. employee safety.
2. Communicate to Highmark Companies employees Highmark Companies Inc. safety policies and rules.
3. Require others utilizing Highmark Companies Inc. facilities to abide by Highmark Companies Inc. Safety Plan.
4. Conduct safety meetings.
5. Provide Highmark employees with a safe working environment.
6. Provide Highmark employees with personal protective equipment.
7. Provide Highmark employee safety training as needed.
8. Maintain and post OSHA requirements and records.
9. Continually seek methods to improve safety performance.
10. Provide and maintain all equipment and supplies necessary to provide Highmark employees with a safe working environment.

Employee:

1. Comply with all safety rules and regulations.
2. Refrain from unsafe acts.
3. Report any unsafe condition to Highmark Companies Inc. management
4. Highmark Companies Inc. personnel must wear personal protective equipment provided.
5. Be constantly alert to all hazards.
6. Be a "Competent Person".
7. Subcontractor MUST supply personal protective equipment to their employees and assure they wear PPE
8. Utilize the equipment and supplies supplied by Highmark Companies Inc., or your employer, to abide by all MN OSHA Regulations and all safety regulations imposed by Highmark Companies Inc. to create a safe working environment for all.

Highmark Companies Inc. Policy

JOB SITE SAFETY

Highmark Companies Inc. will evaluate their AWAIR program annually to determine if all hazards, specific to the job site, which can expose Highmark Companies Inc. employees or other contractors' employees are included. Highmark Companies Inc. will inform their employees and subcontractors of the specific hazards on the job site.

Job inspections will be done by the company's Safety Director and by the supervisor of that job on a regular basis. These inspections are designed to help identify hazards and take the necessary steps to correct these hazards that may lead to accidents and injuries.

You, as an employee, are encouraged to also look for these hazards and take the proper steps to correct and or report them to your supervisor. It is only when we all work together as a team that can we make all our job sites safe for those that work on them.

SUBCONTRACTORS

Highmark Companies Inc. will require all subcontractors to have a written safety and health program covering their own employees or a written commitment to follow the Highmark Companies Inc. AWAIR Plan.

Subcontractor compliance of safety codes must be the concern of every employee of this company. It is imperative that all Highmark Companies Inc. employees observe subcontractors' operations, and where deficiencies are located, identify them to the supervisor. All contracts to subcontractors contain a provision that Federal and State laws concerning safety will be a contract requirement.

Safety on the project extends to all subcontractor operations, as one unsafe condition left unattended generally encourages deficiencies in other areas.

Highmark Companies Inc.

Accident Investigation Policy

Investigation Procedure

The safety manager, along with either the superintendent or foreman or any other employees or personnel necessary, will investigate every accident. A written accident report will be required for every accident on any project. The purpose of the investigation is to gather facts regarding the accident such as:

1. Who was involved?
2. Location of the accident
3. What was being done (Activity?)
4. Cause of the accident
5. How could the accident have been prevented
6. How can recurrence be prevented

To prevent the recurrence of this type of accident, an in-depth analysis of the cause and effect of the accident will be performed. If possible, the cause of the accident will be eliminated, or corrective actions will be taken to reduce the risk of future recurrences.

In a safety meeting or training session, the corrective actions resulting from the accident will be communicated to all employees.

If subcontractors choose to comply with this AWAIR plan, they shall comply with this section also.

Highmark Companies Inc.

Safety Rules

1. All Highmark Companies Inc. projects where there is an overhead hazard present, all personnel will have and wear a hard hat
2. All Highmark Companies Inc.'s activities will be in accordance with MN OSHA Rules and Regulations.
3. All Highmark Companies Inc. employees and all subcontractors will be informed of their rights and obligations under The Minnesota Right-To-Know Act.
4. All personnel are required to read, understand and comply with the safety rules.
5. Guests must be accompanied by Highmark Companies Inc. personnel and obey all Safety rules.
6. All accidents, injuries or damage to property must be reported at once to Highmark Companies Inc. management
7. Be aware of the location of First Aid equipment and fire extinguishers.
8. Personal protective equipment issued to employees and subcontractors' employees by subcontractors will be always worn.
9. Only licensed people will be allowed to operate fork trucks and cranes
10. Procedures must be taken to ensure that hazardous materials are labeled and stored In accordance with SDS sheets. SDS sheets will be available for all employees at work areas.
11. Good Housekeeping procedures will be always adhered to. Keep work areas neat while always maintaining good access.
12. Employees must not be under any load lifted by any piece of equipment.
13. Employees will comply with all posted safety signs.
14. The use of being under the influence of intoxicating alcohol or drugs while on the project is prohibited and grounds for dismissal.

VIOLETIONS OF MINNESOTA OSHA REGULATIONS, AND OR HIGHMARK COMPANIES INC. SAFETY REGULATIONS WILL BE SUBJECT TO THE DISCIPLINARY REQUIREMENTS OF THE COMPLIANCE SECTION OF HIGHMARK COMPANIES INC. SAFETY PLAN.

Highmark Companies Inc.

Safety Compliance Policy

Safety is an important part of our business. The rules and regulations set forth in this Safety Plan are intended to reduce the risk of accidents and injuries to all employees. Willful disregard of these rules will not be tolerated

The safety manager will determine appropriate disciplinary actions.

The first occurrence of non-compliance will be documented and filed in the employees' personnel file for a minimum of one year and generally will result in a verbal warning.

The second occurrence of non-compliance with the safety rules will result in a written reprimand which will be sent to the employee and also placed in the employee's personnel file.

The third occurrence of non-compliance with the safety rules will result in termination.

It is the responsibility of Highmark Companies Inc. to furnish its employees with a safe workplace. Compliance with the safety rules and regulations will result in a safe working environment for all employees.

Subcontractors who choose to comply with this AWAIR program, shall also comply with this section and discipline their employees who do not comply with the AWAIR rules.

Highmark Companies Inc.

Implementation Guide

Minnesota Employee Right to Know Standards

Highmark Companies Inc. will identify and list all hazardous substances and survey for hazardous physical agents in their workplace. To be included are hazardous chemicals that are generated in their work operation but not in their containers, such as welding fumes. Highmark Companies Inc. will develop procedures to keep their list current, and when new substances are used, they will be added to this list. When chemicals are no longer used, they will be disposed of properly and removed from the list.

Highmark Companies Inc. will request Safety Data Sheets (SDS) from the chemical manufacturer, distributor or importer of all hazardous substances in their possession. These sheets must contain the physical and chemical properties of a substance, as well as the physical and health hazards, and routes of exposure. They also must include precautions for safe handling and use, emergency and first aid procedures and control measures.

If these SDS sheets are incomplete or confusing Highmark Companies Inc. will contact the manufacturer or distributor for more information

Highmark Companies Inc. will also develop a routine procedure for requesting SDS each time a new substance is ordered.

Highmark Companies Inc. will check all incoming shipments of hazardous chemicals to be sure they are labeled. At a minimum, all containers received from manufacturers should be labeled with the following three pieces of information

1. The identity of the hazardous substance or substances.
2. The appropriate hazard warnings.
3. The name and address of the chemical manufacturers, importer, or other responsible party.

All Highmark Companies Inc. employees working with hazardous substance must be identified and provided with training. A written employee Right-to-Know (RTK) program will be developed and implemented. This written program will describe how the training, the availability of information and the labeling provisions of the Minnesota RTK standard will be met.

This training will be provided at the following times










1. Prior to an employee's initial assignment to work with hazardous substances or substances.
2. Prior to the time an employee may be assigned to work with any additional hazardous substance.
3. Annually.

Highmark Companies Inc. will develop a system to ensure that the SDS sheets are available to all affected employees on all work shifts, and personnel are available to explain SDS to all employees

The Minnesota OSHA Poster entitled "Safety and Health all Protection on the Job" will be posted at workplaces in a conspicuous place where notices to employees are typically posted. This poster describes employee protections and employers' obligations under the Minnesota OSHA act.

All Highmark Companies Inc. employees and employees of Subcontractors must be trained in the use of pictogram and works associated with hazards.

The Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

<p align="center">Health Hazard</p> 	<p align="center">Flame</p> 	<p align="center">Exclamation Mark</p> 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophoric • Self-Heating • Emits Flammable Gas • Self-Reactive • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p align="center">Gas Cylinder</p> 	<p align="center">Corrosion</p> 	<p align="center">Exploding Bomb</p> 
<ul style="list-style-type: none"> • Gases under Pressure 	<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactive • Organic Peroxides
<p align="center">Flame over Circle</p> 	<p align="center">Environment (Non-Mandatory)</p> 	<p align="center">Skull and Crossbones</p> 
<ul style="list-style-type: none"> • Oxidizers 	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Highmark Companies Inc. Policy

Minnesota Employee Right-To Know Program

The purpose of this notice is to inform you that Highmark Companies Inc. is complying with the Minnesota OSHA Employee Right-To-Know Standard, by compiling a hazardous chemicals list, by using safety data sheets, by ensuring that containers are labeled, and by providing you with training.

This program applies to all work operations in our company where you may be exposed to hazardous substances or harmful physical agents under normal working conditions or during an emergency situation.

The safety managers have overall responsibility for this program. The safety manager will review and update the program as necessary.

Under this program, you will be informed of the contents of the Employee Right-To Know Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with non-routine tasks and the hazards associated with chemicals in unlabeled pipes.

The safety manager will make a list of all hazardous chemicals and related work practices used in the facility and will update this list as necessary. Our list of chemicals identifies all the chemicals used in the work process areas. A separate list is available for each work area and each list also identifies the corresponding SDS for each chemical. A master list of these chemicals will be maintained and is available in the company office.

The safety manager will make a list of harmful physical agents when present in the workplace and where workers may be exposed to the agent through equipment use, product handling or otherwise. Heat, noise, ionizing radiation and non-ionizing radiation sources will be identified for each work area. Each list also identifies the corresponding physical agent fact sheet for each source.

Personnel Protective Equipment (PPE)

When a hazard is identified on a construction site, make every possible effort to eliminate it so no one is harmed. When exposures to hazards cannot be engineered completely out of normal operations, use protective clothing or equipment.

PPE covers:

- Face and eye protection — safety glasses, goggles, face shields, welding and laser protection.
 1. When exposed to any flying objects, dust, sparks and/or splashing of chemicals
 2. Glasses shall be furnished by Subcontractors to their employees
 3. Protective eyewear to meet Contractor specifications

- Head protection — hard hats capable of protection against impact and electrical shocks:
 1. Hard hats must be worn when exposed to any overhead hazard or if required to have 100% hard hats by regulations of General Contractor or Owner of Highmark Companies Inc. projects.

- Hearing protection
 1. When noise levels are at 90 dba or above, for example: if standing with three feet and noise levels affect communication.
 2. Earmuffs, and/or molded and formable ear plugs shall be used.

- Respiratory protection — filter respirators, cartridge respirators, supplied-air respirators and or self-contained breathing apparatus.
 1. When needed, see silica and respirator sections.

Hazards of PPE

While PPE is considered to be part of the job in the construction industry as a rule, it is considered a last-resort, temporary type of protection. For normal operations, always try to eliminate the hazard in the environment before using PPE. No single combination of protective equipment and clothing is capable of protecting against all hazards. Thus, you should use PPE in conjunction with other protective methods.

PPE use cannot eliminate all worker hazards, such as heat stress, physical and psychological stress, and impaired vision, hearing, mobility and communication. In general, the greater the level of PPE protection, the greater the level of associated risks.

Personal Protective Equipment Uses

For the safe use of any personal protective device, it is essential that all employees are properly instructed in its selection, use and maintenance.

Highmark Companies Inc. supervisors shall make routine and planned inspections to determine if employees and subcontractor employees properly issue, use and maintain PPE.

Excavation and Trenching Safety

Definitions

Trench: Narrow excavation made below the surface of the ground in which the depth is greater than the width (the width not exceeding 15 feet).

Excavation: Any cut, cavity, trench or depression formed by earth removal covering anything from cellars to highways.

Planning for safety prior to digging/ Utility identification

1. Contractor must ask the utility companies and/or owners to find the exact location of utility installations including sewer, telephone, fuel, electric, water lines or any other underground installations that may be encountered during digging. Utilities and/or owners have twenty-four (72) hours to find the exact location (unless the state gives them longer) of the utility installation or the contractor may proceed with caution. Contractor will contact utilities (within timelines required locally) and inform them of the proposed work.
2. Contractor must use safe and acceptable means to locate, remove, protect or properly support underground installations.
3. Contractor will do a written hazard analysis of the site and make provisions for safety and hazard training for employees. (For legal, inspection and regulatory reasons it is wise to have written documentation.) Training will include proper operation of equipment, managing traffic, working with other contractors on the site and more.
4. Daily, a competent person must inspect excavations and the adjacent areas for possible cave-ins, failures of protective systems and equipment, hazardous atmospheres or other hazardous conditions. If these conditions are found, exposed employees must be removed from the hazardous area until the necessary safety precautions have been taken. Employees who notice these conditions must immediately contact a supervisor and vacate. A competent person will make an inspection after natural (such as heavy rains) or man-made (such as blasting) events that may increase the potential for hazards.

Traffic Control

This plan applies to all workers, contractors, and visitors involved in construction projects with road or traffic work zones.

1. Hazard Identification

Common hazards related to traffic control on construction sites include:

- **Collisions with Vehicles:** Workers or pedestrians could be struck by moving vehicles in or around the work zone.
- **Poor Visibility:** Construction zones often have limited lighting, obstructed views, or confusing signage that can lead to accidents.
- **Inadequate Traffic Control Devices:** Missing, damaged, or improperly placed signs, cones, and barriers could lead to unsafe driving conditions.
- **Pedestrian Hazards:** Pedestrians working or walking near traffic lanes are at risk of injury.

2. Risk Assessment

Evaluate the potential severity and likelihood of each hazard:

- **High Risk:** Vehicles traveling too close to workers, inadequate flagging/traffic control staff, poorly marked or missing traffic control devices.
- **Medium Risk:** Reduced visibility at night or during adverse weather conditions, workers distracted by tasks.
- **Low Risk:** Minor miscommunications or traffic flow disruptions that don't directly endanger lives.

3. Preventive Measures and Controls

To mitigate risks, the following controls must be implemented:

a. Traffic Control Plan (TCP)

- Develop a specific **Traffic Control Plan (TCP)** for each construction site detailing:
 - Lane closures, road diversions, detour routes, and pedestrian pathways.
 - Types of signs, barricades, and flagging techniques required for the site.
 - Temporary traffic signals, warning lights, and barriers.

b. Traffic Control Devices

- **Signs and Barriers:**
 - Use proper warning signs (e.g., "Road Work Ahead," "Flagger Ahead," etc.).
 - Set up barriers to separate the work zone from traffic.
- **Flaggers and Spotters:**
 - Ensure flaggers are stationed at critical points to control traffic flow.
 - Train flaggers to communicate clearly and effectively with drivers.
 - Utilize spotters for backing and maneuvering equipment near traffic.
- **Advanced Warning Systems:**
 - Implement advanced warning systems like variable message signs (VMS) or portable traffic signals where applicable.

c. Site Signage and Lighting

- Ensure visibility of all traffic signs and warning lights at night or during low visibility conditions (fog, rain).
- Use reflective materials or lights on cones, barriers, and signs.

d. Personal Protective Equipment (PPE)

- Ensure all workers wear high-visibility vests, hard hats, and other appropriate PPE when near the work zone.

e. Training and Education

- **Traffic Control Training:** All personnel involved in traffic control should undergo training that includes proper flagging techniques, the use of traffic control devices, and knowledge of the site's specific traffic control plan.
- **Emergency Response Training:** Train workers on what to do in case of accidents or traffic-related incidents.

5. Monitoring and Review

- **Regular Inspections:** Conduct regular inspections of the traffic control setup to ensure all signs, barriers, and equipment are functional and in place.
- **Daily Safety Briefings:** Hold daily safety briefings to review any new hazards, changes in the work zone, or weather conditions that may affect traffic control.
- **Incident Reporting and Investigation:** Establish procedures for reporting and investigating any traffic-related accidents or near misses. Follow up with corrective actions to prevent recurrence.

6. Emergency Procedures

In case of an accident involving vehicles or workers:

- **Communication:** Establish clear communication channels between workers, traffic control personnel, and emergency responders.
- **First Aid/Medical Assistance:** Ensure that first aid kits are available, and designated personnel are trained in first aid.
- **Road Closures:** Be ready to implement road closures or detours as necessary to allow for emergency vehicles to reach the scene.

7. Documentation and Compliance

Ensure that all traffic control plans are documented, updated regularly, and comply with local and federal regulations. This includes:

- Traffic control designs and layouts.
- Training records for traffic control personnel.
- Records of inspections and maintenance of traffic control devices.

Site Security

Site security on a construction jobsite focuses on minimizing risks related to unauthorized access, theft, vandalism, and worker safety threats. Implementation of access control measures, such as secure fencing, identification badges, and access checkpoints, to ensure only authorized personnel enter the site. Use of surveillance systems, when deemed needed, including security cameras and motion-detection alarms, enhance monitoring and deter criminal activity, especially during off-hours. Adequate lighting, secure storage of materials and equipment, and regular security patrols further strengthen site security. Any incidents of breach will be reported in an incident report log.

Attractive Nuisance Controls

Attractive nuisance controls on a construction site are crucial for preventing accidents and injuries, especially for children or unauthorized individuals who may be drawn to the site. These controls include securing the site with strong, impenetrable fencing that prevents access to hazardous areas, along with clear signage indicating "No Trespassing" and "Danger" to warn of potential risks. Excavations, trenches, and equipment should be properly covered or guarded to avoid accidental falls or entrapment. Construction materials, machinery, and tools should be stored in secure areas when not in

use, minimizing their allure. Regular inspections are to be conducted to ensure that all barriers, locks, and safety measures remain intact and effective, thus reducing the likelihood of attracting unauthorized individuals to the site.

Electrical safety

Electric inspection on construction sites

Electrical extension cords must be inspected each day, inspect to ensure:

- All extension cords are three-wire cords.
- Only cord sets marked as S, SO ST or with a SJ, SOJ, and or STJ shall be used;
- Ground pin is on male plug.
- Unbroken insulation on cord.
- All wires are continuous and unbroken.
- All cords are protected from damage, likely to occur when passing through a door or window.
- Metal boxes with knockouts are not used on extension cords.
- Plugs are molded in place not screwed.
- Romex (non-metallic sheathed cable) is not used as flexible cord.
- Cords are not stapled or hung from nails.
- Ladders, Scaffolds and employees shall not be closer than 10 feet to any overhead line

GFCI (ground-fault circuit interrupters)

All 120-volt, single-phase, 15- and 20-ampere receptacle outlets that are not a part of the permanent wiring of the building or structure and that are in use by personnel will have GFCI protection for personnel. Cord length for a number 16 shall be 100 ft or less, for number 14 150'

Overhead Lines

If work is to be done near overhead power lines, the lines must be de-energized and grounded by the owner or operator of the lines or other protective measures (such as guarding or insulating the lines) must be provided before work is started.

Unqualified employees and mechanical equipment must stay at least 10 feet away from overhead power lines. If the voltage is over 50,000, clearance should be at least 4 inches for each additional 10,000 volts.

When mechanical equipment is being operated near overhead lines, employees standing on the ground may not contact the equipment unless it is located so that the required clearance cannot be violated even at maximum reach of the equipment.

Employees who work constantly and directly with electricity must use the personal protective equipment required for the jobs they perform. This equipment may consist of rubber insulating gloves, hoods, sleeves, matting, blankets, line hose and industrial protective helmets.

Employees must use tools that are designed and constructed to withstand the voltages and stresses to which they are exposed when handling energized conductors.

When work is performed around energized lines, employees will follow these basic procedures:

- Have the line de-energized.
- Ensure that the line remains de-energized by using some type of lockout and tagging procedure.
- Use insulated protective equipment.
- Keep a safe distance from energized lines.

Powered Industrial trucks (PIT)

Highmark Companies Inc. is mandated to provide adequate, organized and documented training for all employees using PITs. The training will be based on the operator's prior knowledge and skill, the type of PIT that the employee will use, the potential hazards present and the operator's demonstrated ability to operate the PIT. Highmark Companies Inc. will assure that subcontractors have provided the same training to their employees by asking for employee certificates of training and or license for PIT operators. Highmark Companies Inc. will require refresher training after an accident, a near-miss incident or observation of the operator using the PIT in an unsafe manner for subcontractor operators of a PIT. Employers shall also hold refresher training when there are changes in the workplace, new hazards present or when the operator is assigned to a different type of PIT.

All employers and subcontractors shall complete an evaluation of each operator at least once every three years, and document and keep on file all initial and refresher training.

How to Control Fall Hazards

A fall hazard is an unprotected, elevated walking/working surface. You can control most fall hazards by planning your job carefully, training employees how to work safely, and enforcing safe practices with on-the-job supervision

Planning is the first step in controlling fall hazards. Think about hazards your employees will encounter and what you can do to keep them safe before you begin a project. You're more likely to use fall-protection methods that enhance the work rather than interfere with it when you identify fall hazards during the planning stage.

Identify hazards before you begin the project. Will other tradespeople be working on the roof? How steep is the roof? What's the composition of the roof material? How will employees get on the roof? Do they need to handle heavy materials? How long will they be working on the roof? How close to the roof edge are they working?

With adequate planning and the right equipment, a physical means of protecting employees from falls is possible.

A physical means of fall protection will not allow an employee to fall or will prevent the employee from hitting the ground or a lower level if a fall occurs.

All employees working six (6) ft or more above a working walking surface **MUST** have fall protection. On scaffolds all employees working above ten (10) ft **MUST** have fall protection.

Highmark Companies Inc. supervisors must enforce safe practices with on-the-job supervision

- Verify that employees and subcontractors' employees have been trained and can perform their work safely.
- Review the safety performance of each subcontractor periodically.
- Determine that subcontractors are instructing, retraining, or discipline employees who work unsafely.
- Review performance of subcontractors as to compliance with safety rules and procedures

Basic Fall Prevention

1. Fall protection starts at 6 feet for all workplaces including ROOFS except for above 10 ft on scaffolds
2. Primary fall protection
 - a. Guard rails
 - b. Personnel Fall Systems
 - c. Fall restraint systems
 - d. Scaffolds as a catch platform
 - e. Fork Trucks as a catch platform
3. Guard rails
 - a. Height 42 in plus or minus 3 inches
 - b. Wood posts min 2 x 4 at no more than 8 feet on center, with top rail capable of 200 load falling against, with mid rail and toe board
4. Personnel Fall Arrest Systems
 - A. An **anchorage** to which the other components of the PFAS are rigged.
 - B. A full body **harness** worn by the worker.
 - C. A connector, such as a **lanyard or lifeline**, linking the harness to the anchorage. A rip-stitch lanyard, or deceleration device, is typically a part of the system
5. Fall Restraint Systems
 - a. The system tethers a worker in a manner that will not allow a fall of any distance. A fall restraint system is comprised of a body belt or body harness, an anchorage, connectors, and other necessary equipment
6. **Scaffolding**: Can be erected at the edge of the roof or as a “catch platform.” Catch platforms must have a standard guardrail and toe board and extend at least 2 feet past the eave overhang; the guardrail must extend substantially above the slope plane of the roof and prevent a person from passing over or through the rails.
7. Fork trucks can be used as a catch platform as long as manufacturer does not prohibit such use and catch platform does not stick out more than 10 in each side. Fall protection (GR PFAS) needed in platforms
8. A rescue plan shall be in place if any employees on Highmark Companies Inc. projects have the need to be rescued, due to falling, lack of ability to self-rescue, or employee incapacitated. Prior to the project start make arrangements with 911, as to location, work involved and possible need for rescue
9. **Safety Monitor System**

Under 1926.501(b) (10), safety monitoring systems can be used in conjunction with a warning line system to protect employees during the performance of roofing work on roofs of 4 in 12 pitches or less. When such a roof is 50 feet (15.25 m) or less in width, a safety monitoring system can be used alone, i.e., without a warning line system.

Safety Monitor

- be competent to recognize fall hazards.
- be on the same walking surface and within visual sighting distance of the employee being monitored.
- be close enough to communicate orally with the employee; and
- not have other responsibilities which could take the monitor's attention from the monitoring function.

General Requirements Roofing

Trained Workers Only.

Only workers who have been trained to be proficient in the methods of fall protection shall be allowed onto the roof and to be aware that they **MUST** have fall protection when working at six (6) feet and over. In addition, each affected employee and subcontractor employees shall be trained to ensure specific awareness of the fall hazards associated with work on roofs

Slip Hazards

The roof surfaces shall be inspected for slipping hazards. The employer shall either eliminate any such hazards or take effective measures to have workers avoid them. The employer shall have workers wear appropriate footwear to reduce the potential for slipping.

Bad Weather.

When adverse weather (such as high winds, rain, snow, or sleet) creates hazardous conditions, roofing operations shall be suspended until the hazardous condition no longer exists

Roof holes/openings.

The employer shall have any damaged portions of the roof deck repaired as soon as practicable. Any holes (including skylight openings) or other areas where employees are exposed to falling shall be covered or surrounded by guardrails.

Access to Roof

Ladders used as an access to roofs must be stable and erected on a 1:4 ratio, extend above the exit at least 3 feet. Scaffolds for access and catch platforms shall be erected according to requirements in this plan

Employers shall not allow workers to ascend or descend the roof's slope within 6 feet of the rake edge except where that limitation would prevent the performance of work.

Location of Materials.

Supplies and materials shall not be stored within 6 feet of the rake edge, or three feet where tile roof systems are being installed.

Impalement Hazards.

The area below the eaves and rakes shall be kept clear of materials and other objects which could pose impalement or other hazards or properly guarded.

Roof Anchor

Anchorage available on the market will meet the strength requirements if they are installed as per the manufacturer's instructions, with the correct number of properly sized nails or screws through the roof sheathing and or into one or more roof trusses.

Preventing Slip Hazards

Workers should avoid working on any roofs and or metal roofs that are wet and slippery. If work must be performed in such conditions, the worker must wear proper slip-resistant soles to reduce slipping hazards.

Scaffold

While scaffolding varies greatly in design and construction, there are many similarities regarding requirements for erection and dismantling. Erection and dismantling of scaffolding must be done under the direct supervision of a competent person. Scaffolding erected by outside scaffold erection companies must be in accordance with OSHA requirements. Inspection by a scaffold competent person must be completed before employees are allowed on scaffold each day.

The following items are required of all scaffolding:

1. All components must be free of damage.
2. Workers must never remove and or revamp any part of the scaffold unless authorized by the scaffold outside service
3. Workers shall use ladders or scaffold ladders erected by the scaffold service only.
4. Fall protection shall be used if scaffold is more than 14 inches from side of wall working on.
5. Competent person shall inspect scaffold prior to any worker accessing scaffold each day.

Fall protection, such as guardrails and toe boards, is required at a height of over 10 feet.

Ladder Jack Scaffolds

Limit ladder jack scaffolds to light-duty use. Their height should not exceed 20 feet. Use heavy-duty ladders (Type 1A) to support the platform and workload. If bearing on the rungs only, the bearing area should include at least 10 inches of bearing on the rung. The platform should be a minimum of 18 inches wide. If you use wood planks, provide support every 8 feet.

Fall protection on PIT or Lifts

Operators of extensible and articulating boom lifts must wear a body harness with a lanyard attached to the boom or basket when working from an aerial lift. Workers working from a basket attached to a fork truck must wear PFAS unless in a guardrail system on basket. Basket must be attached to tines and attached to fork truck by mechanical means.

Ladders

The following general requirements apply to all portable ladders and job-made ladders:

- Prior to each use, a competent person shall inspect the ladder for:
 - Cracks, splits or deterioration of the side rails.
 - Broken or missing rungs, cleats, or steps.
 - Loose rivets, screws, bolts or hardware.
 - Corroded components.
 - Damaged or non-functioning safety shoes.
 - Oil, grease or other slipping hazards.
 - Other faulty or defective components.

If you note defects, immediately mark or tag the ladder with “Do Not Use” or similar language and withdraw the ladder from service until repaired

The following are safe work practices when using portable ladders:

- When using portable ladders to access an upper landing surface, the side rails must extend at least three feet above the upper landing surface. If this is not possible, you must place a grabrail to assist mounting and dismounting the ladder.
- Use straight ladders at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one quarter of the working length of the ladder.
- Use ladders only on stable and level surfaces unless secured to prevent accidental movement.
- Never use ladders on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement.
- Do not use the top or top step of a stepladder as a step.
- When ascending or descending a ladder, face the ladder.
- A worker on the ladder must not carry any object or load that could cause him or her to lose balance and fall.
- Ladders must have nonconductive side rails if they are used where they could contact exposed energized electrical conductors or equipment.
- Ladders must be placed 10 ft or more from live electric lines
- On a stepladder always stands no higher than second step from top
- Never use a step ladder as a straight ladder
- On a straight ladder never stand more than third step from top

Hand Tools

Tools shall be inspected:

- Prior to use and any tool not safe shall be removed from project.
- Electric power tools shall be approved-doubled insulated type or grounded.
- All guards shall be left in place on all tools.

Pneumatic power tools

These guidelines apply to the safe use of pneumatic power tools:

- Ensure the supply pressure meets rated pressure; if not, use pressure regulators.
- Relieve air hoses and lines of compressed air before being disconnected or disjointed.
- Do not use synthetic lubricants, which can cause deterioration of elastomer seals, in air systems for tools.
- Secure pneumatic power tools to the hose by a positive locking clamp or other means.
- Install safety clips or retainers on pneumatic impact tools to prevent attachments from being forced out.

- Ensure all pneumatically driven nailers, staplers and other tools, which operate at more than 100 psi of pressure, have a muzzle device to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.
- Inspect, lubricate and maintain the equipment in accordance with manufacturer's recommendations.
- Do not point pneumatic gun at any person at any time.
- If the employee/subcontractor operating the pneumatic tool is exposed to flying debris, they shall wear eye protection.

Nail Gun Safety

- Only operate a nail gun if you have been properly trained to do so and read the manufacturer's instructions and warnings first.
- Inspect the tool before each use.
- Always wear safety glasses, a hard hat and appropriate hearing protection.
- Keep guards and other safety devices on nail guns working in accordance with the manufacturers' recommendations?
- Always assume that the nail gun is loaded and contains fasteners.
- Never carry the tool with your finger on or under the trigger; always remove your finger from the trigger when not driving nails or fasteners.
- Use the nail gun as directed. For example, with a pneumatic nail gun, you should first contact the surface and *then* squeeze the trigger. "Bumping" or "bouncing" the nail gun against the work surface with the trigger engaged could cause the nail gun to go off when it hits something else by accident, like your leg.
- Drive nails/fasteners into the work surface only, never into materials that are too hard to penetrate.
- Do not drive nails/fasteners close to the edge of the work surface, on top of other nails/fasteners or with the tool at too steep an angle, which could cause the nails/fasteners to ricochet and hurt someone.
- Never point the tool at yourself or others in the work area and keep hands and feet away from the firing head during use.
- Remove all nails/fasteners from the tool before connecting it to the air compressor and do not exceed the manufacturers' recommended air pressure rating.
- Securely fasten the air hose to the tool to prevent it from becoming disconnected.
- Disconnect the air before clearing jams, performing maintenance, leaving the work area or moving the tool to another location.

Silica Exposure

Regardless of which exposure control method is used, all Highmark Companies Inc. subcontractors' employers covered by the standard are required to:

- Establish and implement a written exposure control plan that identifies tasks that involve exposure and methods used to protect workers, including procedures to restrict access to work areas where high exposures may occur.
- Designate a competent person to implement the written exposure control plan.
- Restrict housekeeping practices that expose workers to silica where feasible alternatives are available.
- Train workers on work operations that result in silica exposure and ways to limit exposure.
- Keep records of workers' silica exposure and medical exams

Training Topics

Highmark Companies Inc. must make sure that subcontractors employees trained under the silica standard can demonstrate knowledge and understanding of at least:

1. Health hazards are associated with respirable crystalline silica exposure. For respirable crystalline silica, health hazards include: cancer, lung effects, immune system effects, and kidney effects.
2. Specific workplace tasks that could expose employees to respirable crystalline silica.
3. Specific measures Highmark is implementing to protect employees from respirable crystalline silica exposure, including engineering controls, work practices, and respirators to be used.

Subcontractor employees must be trained at the time they are assigned to a position involving exposure to respirable crystalline silica.

Overview

Crystalline silica is an important industrial material found abundantly in the earth's crust. Quartz, the most common form of silica, is a component of sand, stone, rock, concrete, brick, block, and mortar. Materials containing quartz are found in a wide variety of workplaces.

Silica dust is hazardous when very small (respirable) particles are inhaled. These respirable dust particles can penetrate deep into the lungs and cause disabling and sometimes fatal lung diseases, including silicosis and lung cancer, as well as kidney disease.

Occupational exposure to respirable crystalline silica occurs when cutting, sawing, drilling, and crushing of concrete, brick, ceramic tiles, rock, and stone products. Controlling the exposure to silica in construction can be done through engineering controls, administrative actions, and personal protective equipment (PPE), similar to practices in other industries. Engineering controls include such things as replacing silica with another material (substitution), isolating an exposure source, and using ventilation systems. Administrative actions include limiting workers' exposure time and providing showers. Use of PPE includes wearing proper respiratory protection and protective clothing. The following references aid in controlling crystalline silica hazards in the workplace.

Key Provisions of Highmark Companies Inc. Program

Reduces the permissible limit (PEL) for respirable crystalline silica to 50 micrograms per cubic meter of air, averaged over an 8-hour shift.

Requires Highmark Companies Inc.: to use engineering controls (such as water or ventilation) to limit worker exposure to the PEL; provide respirators when engineering controls cannot adequately limit exposure; limit worker access to high exposure areas; develop a written exposure control plan, offer medical exams to highly exposed workers, and train workers on silica risks and how to limit exposures.

Provides medical exams to monitor highly exposed workers and gives them information about their lung health.

The program applies to all occupational exposures to respirable crystalline silica in Highmark Companies Inc. construction work, except where employee exposure will remain below 25 µg/m³ as an 8-hour TWA under any foreseeable conditions. The program applies where exposures below 25 µg/m³ as an 8-hour TWA are expected or achieved, but only because engineering controls are being used to limit exposures.

Highmark Companies Inc. will designate a competent person to frequently and regularly inspect job sites, materials, and equipment to implement the written exposure control plan. A competent person is someone who:

- can identify existing and foreseeable respirable crystalline silica hazards;
- is authorized to promptly eliminate or minimize silica hazards; and
- has the knowledge and ability to implement the written exposure control plan.

The competent person will normally be the Highmark Companies Inc. supervisor of the project.

The Highmark Companies Inc. silica program for construction provides a flexible approach for Highmark Companies Inc. subcontractors to achieve compliance with OSHA standards. Barricades or similar devices will be provided around areas with potential silica exposure at or above 25 micrograms per cubic meter of air, if employees or subcontractor employee's exposure is or could be expected, during silica activities.

The Highmark Companies Inc. program includes common tasks using various types of tools or equipment found at Highmark Companies Inc. construction sites. For each employee engaged in a potential silica task in Highmark Companies Inc. projects the following will determine implementation of the engineering controls work practices, and respiratory protection specified by Highmark Companies Inc. to comply with the OSHA Standard. Highmark Companies Inc. is not required to conduct exposure assessments or comply with a PEL for those employees who perform the potential silica exposing work tasks in accordance with the following:

Equipment Task	Engineering and Work Practice Control Methods	Required Respiratory And Minimum Protection Factor	Protection Assigned APR
Stationary Masonry Saw	Use saw equipped with integrated water delivery system that continuously feeds Water to the blade Operate and maintain tool in accordance With manufacturer instructions to Minimize dust emissions	< 4 hours None	>4 hours None

Stationary masonry saws must be equipped with an integrated water delivery system (commercially developed specifically for the type of tool in use) that continuously feeds water to the blade. The water delivery system usually includes a nozzle for spraying water attached near the blade that is connected to a water basin by a hose and pump. The tool must be operated and maintained in accordance with manufacturers' instructions to minimize dust emissions. Stationary masonry saws equipped with an integrated system for blade cooling also suppress dust and meet the requirements of the standard

Full and proper implementation of water controls on stationary masonry saws requires Highmark Companies Inc. to ensure that:

- An adequate supply of water for dust suppression is used.
- The spray nozzle is working properly to apply water at the point of dust generation.
- The spray nozzle is not clogged or damaged; and
- All hoses and connections are intact

Equipment Task	Engineering and Work Practice Control Methods	Required Respiratory and Minimum Protection Factor	Protection Assigned APR
Handheld Saw	<p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>When used outdoors. When used indoors or in an enclosed area.</p>	<p>< 4 hours</p> <p>None APF 10</p>	<p>>4 hours</p> <p>None APF 10</p>

Handheld power saws with any blade diameter must be equipped with an integrated water delivery system (commercially developed specifically for the type of tool in use) that continuously feeds water to the blade. The water delivery system usually includes a nozzle for spraying water attached near the blade that is connected to a water basin via a hose and pump. The tool must be operated and maintained in accordance with manufacturers' instructions to minimize dust emissions. Handheld power saws must be equipped with an integrated water delivery system for blade cooling also suppress dust.

Full and proper implementation of water controls on handheld power saws requires Highmark Companies Inc. to ensure that:

- An adequate supply of water for dust suppression is used.
- The spray nozzle is working properly to apply water at the point of dust generation.
- The spray nozzle is not clogged or damaged.
- All hoses and connections are intact.

Equipment Task	Engineering and Work Practice Control Methods	Required Respiratory and Minimum Protection Factor	Protection Assigned APR
(x) Jackhammers and handheld powered chipping tools	<p>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</p> <p>When used outdoors. When used indoors or in an enclosed area.</p> <p>OR</p> <p>Use tool equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collectors must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or</p>	<p>< 4 hours</p> <p>None APF 10</p>	<p>>4 hours</p> <p>APF 10 APF 10</p>

	<p>greater efficiency and a filter-cleaning mechanism.</p> <p>When used outdoors.</p> <p>When used indoors or in an enclosed area.</p>	<p>None</p> <p>APF 10</p>	<p>APF 10</p> <p>APF 10</p>
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Jackhammers and handheld powered chipping tools must be operated using either a water delivery system that supplies a continuous stream or spray of water at the point of impact, or a tool equipped with a commercially available shroud and vacuum dust collection system. Jackhammers and other handheld powered chipping tools must be operated and maintained in accordance with manufacturer's instructions to minimize dust emissions.

If using the shroud and dust collection system, the vacuum dust collection system must provide at least the air flow recommended by the tool manufacturer and have a filter with 99 percent or greater efficiency and a filter cleaning mechanism.

The water delivery system is not required to be integrated or mounted on the tool; it can be assembled and installed by the employer. However, it must deliver a continuous stream or spray of water at the point of impact. Full and proper implementation of water controls on jackhammers and other handheld powered chipping tools requires the employer to ensure that:

- An adequate supply of water for dust suppression is used.
- The water sprays are working properly and produce a pattern that applies to water at the point of dust generation;
- The spray nozzles are not clogged or damaged; and
- All hoses and connections are intact.

Acceptable water delivery systems include direct connections to fixed water lines or portable water tank systems. These water delivery systems can be operated by one worker or could require a second worker to supply the water at the point of impact.

Full and proper implementation of dust collection systems requires Highmark Companies Inc. to ensure that:

- the shroud is intact and installed in accordance with the manufacturer's instructions.
- the hose connecting the tool to the vacuum is intact and without kinks or tight bends.
- the filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and
- the dust collection bags are emptied to avoid overfilling.

Respiratory protection with an APF of 10 is required when the task is done outdoors for more than four hours per shift, or when the task is done indoors or in an enclosed location regardless of task duration.

When working indoors or in an enclosed space (areas where airborne dust can build up, such as a structure with a roof and three walls), employers must provide additional exhaust, as needed to minimize the accumulation of visible airborne dust

Equipment / Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours /shift	> 4 hours /shift
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	<p>For tasks performed outdoors only:</p> <p>Use saw equipped with commercially available dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.</p>	None	None

Description of Task:

- Handheld power saws for cutting fiber-cement board (with a blade diameter of 8 inches or less)

Control Description Controls:

- Use saw equipped with commercially available dust collection system

Work practices:

- Employers who fully and properly implement the controls in cutting fiber-cement board do not have to assess employees' silica exposure levels or keep employee exposures at or below the permissible exposure limit (PEL) if using saws with dust collection system on saws.
- Operate and maintain the saw in accordance with manufacturer's instructions to minimize dust emissions.
- Dust collectors must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.
- The shroud or cowl is intact and installed in accordance with the manufacturer's instructions
- The hose connecting the tool to the vacuum is intact and without kinks or tight bends.
- If dust is created connect a dust collecting circular saw to a regular shop vacuum, which had a high efficiency disposable filter bag as a pre-filter and a cartridge filter (not HEPA),
- The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions to prevent clogging.
- The dust collection bags are emptied to avoid overfilling.
- Use polycrystalline diamond-tipped (PCD) blades designed to be used to cut fiber-cement siding
- Do not clean the cartridge filter, work clothing, or other areas with compressed air. In addition to creating hazardous dust cloud, compressed air can damage the filter.
- Workers and other individuals who happen to be in the vicinity of a silica-generating task are not considered "engaged" in the task.
- No respirator required when using outside

Housekeeping:

- Dust containing silica on work surfaces and equipment must be cleaned up using wet methods or a HEPA-filtered vacuum.
- Do not use compressed air or dry sweeping for removing dust and debris containing silica from work surfaces.
- Dispose of used vacuum bags in a container and keep the container sealed.

Procedures Used to Restrict Access to Work Areas:

Place the work area so that only employees who are engaged in the task (the saw operator and employees helping the operator) are in the area.

The above is the description of workplace tasks involving exposures to respirable crystalline silica. The tasks listed above are tasks that Highmark Companies Inc. employees perform that could expose them to respirable crystalline silica dust

If and when Highmark Companies Inc. employees are required to perform tasks that do not fit the above, Highmark Companies Inc. will change this document, to reflect what procedures Highmark Companies Inc. employees are to be protected from possible silica exposure.

The following are the procedures Highmark Companies will implement for restricting access of employees not engaged in the task as part of its Written Exposure Control Plan.

The following is a description of the procedures used to restrict access to work areas, when necessary, to limit the number of employees exposed to respirable crystalline silica and the levels to which they are exposed, including exposures generated by other employers or self-employed workers.

This section of the plan describes how Highmark Companies Inc. will restrict access to prevent exposure, such as:

- Scheduling certain tasks when others are not around,
- Telling employees to stay out of areas where dust is generated,
- Moving employees to an area where they are not exposed to dust, or
- Posting warning signs.

Highmark Companies Inc.'s supervisors and or competent persons will also restrict access, when needed, for exposures generated by another employer or self-employed person. Such a situation might occur if the other employer of a self-employed person is conducting a task that generates clearly visible dust.

The competent person can use traffic cones or barrier tape to restrict access if needed for other reasons such as safety concerns. Limit exposure to silica areas by fencing, barricades, etc., to keep other employees from potential exposure to silica areas.

The Housekeeping section of this program requires that when cleaning up dust that can contribute to employee exposure to respirable crystalline silica, Highmark Companies Inc. employees must:

- Not allow cleaning by dry brushing and sweeping, unless methods such as wet sweeping and HEPA-filtered vacuuming are not feasible.
- Not allow cleaning of surfaces or clothing with compressed air, unless the compressed air is used together with a ventilation system that effectively captures the dust cloud or no other cleaning method is feasible.

Highmark Companies Inc. will provide employees with appropriate respirators where required by the silica standard. The respirators must comply with requirements of the silica standard and with OSHA's Respiratory Protection standard (29 CFR 1910.134).

Highmark Companies Inc. must make an initial or periodic medical examination available to employees who will be required by the silica standard to wear a respirator for 30 or more days per year in the upcoming year (the next 365 days). If the employee is required to wear a respirator at any time during a workday, that counts as one day of respirator use

Training Topics

Highmark Companies Inc. will train and inform employees covered by the silica standard about respirable crystalline silica hazards and the methods the employer uses to limit their exposures to those hazards. Highmark Companies Inc. will cover the cost of training and must pay employees for the time spent on training. Highmark Companies Inc. will ensure those subcontractors employed by Highmark Companies Inc. train their employees in hazards of silica.

Highmark Companies Inc. will make sure that employees trained under the silica standard can demonstrate knowledge and understanding of at least:

1. Health hazards are associated with respirable crystalline silica exposure. For respirable crystalline silica, health hazards include cancer, lung effects, immune system effects, and kidney effects.
2. Specific workplace tasks that could expose employees to respirable crystalline silica. Examples include those listed in Table 1, such as using a stationary masonry saw to cut crystalline silica-containing materials.
3. Specific measures by Highmark Companies Inc. is implementing to protect employees from respirable crystalline silica exposure, including engineering controls, work practices, and respirators to be used.
4. Highmark Companies Inc. will train employees trained at the time they are assigned to a position involving exposure to respirable crystalline silica

G. Highmark Companies Inc. will allow the written exposure control plan to be viewed or copied by each employee covered by the standard, their designated representative, and representatives from OSHA or NIOSH, upon request. Making the written exposure control plan available to employees and their designated representatives empowers and protects employees by letting them and their representatives know the silica hazards the employer identified and controls for those hazards.

● HEAT STRESS

In the event of extreme heat and humidity Highmark Companies Inc. will cease operations.

POSSIBLE HEAT DISORDERS

Heat exhaustion results from loss of fluid through sweating when a worker has failed to drink enough fluids or take in enough salt or both. The worker with heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. The skin is clammy and moist, the complexion pale or flushed, and the body temperature normal or slightly higher. Treatment is usually simple: the victim should rest in a cool place and drink an electrolyte solution (a beverage used by athletes to quickly restore potassium, calcium, and magnesium salts).

Heat stroke, the most serious health problem for workers in hot environments, is caused by the failure of the body's internal mechanism to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Signs include (1) mental confusion, delirium, loss of consciousness, convulsions or coma; (2) a body temperature of 106 degrees F or higher; and (3) hot dry skin which may be red, mottled, or bluish. Victims of heat stroke will die unless treated promptly. While awaiting medical help, the victim must be removed to a cool area and his or her clothing soaked with cool water. He or she should be fanned vigorously to increase cooling.

Heat cramps, painful spasms of the muscles, are caused when workers drink large quantities of water but fail to replace their bodies' salt loss. Tired muscles -- those used for performing the work -- are usually the ones most susceptible to cramps. Cramps may occur during or after working hours and may be relieved by taking liquids by mouth or saline solutions intravenously for quicker relief, if medically determined to be required.

PREVENTING HEAT STRESS

Most heat-related health problems can be prevented or the risk of developing them, reduced. Following a few basic precautions should lessen heat stress.

1. **Work practices** such as providing plenty of drinking water -- as much as a quart per worker per hour -- at the workplace can help reduce the risk of heat disorders. Training first aid workers to recognize and treat heat stress disorders and making the names of trained staff known to all workers is essential.

2. **Employee education** is vital so that workers are aware of the need to replace fluids and salt lost through sweat and can recognize dehydration, exhaustion, fainting, heat cramps, salt deficiency, heat exhaustion, and heat stroke as heat disorders.

● **COLD STRESS**

Prolonged exposure to freezing temperatures can result in health problems as serious as frostbite, and hypothermia. Workers in such industries as construction need to be mindful of the weather, its effects on the body, proper prevention techniques, and treatment of cold-related disorders. In the event of extreme cold temperatures Highmark Companies Inc. will cease operations until the extreme weather ceases.

Wind chill, a combination of temperature and velocity, is a crucial factor to evaluate when working outside. A dangerous situation of rapid heat loss may arise for any individual exposed to high winds and cold temperatures.

Symptoms:

Initial effects of frostbite include uncomfortable sensations of coldness; tingling, stinging or aching feeling of the exposed area followed by numbness. Ears, fingers, toes, cheeks, and noses are primarily affected. Frostbitten areas appear white and cold to the touch. The appearance of frostbite varies depending on whether rewarming has occurred. Deeper frostbite involves freezing of deeper tissues (muscles, tendons, etc.) causing exposed areas to become numb, painless, and hard to the touch.

Treatment:

If you suspect frostbite, seek medical assistance immediately. Any existing hypothermia should be treated first (See Hypothermia below). Frostbitten parts should be covered with dry, sterile gauze or soft, clean cloth bandages. Do not massage frostbitten tissue because this sometimes causes greater injury. Severe cases may require hospitalization and even amputation of affected tissue.

General Hypothermia occurs when body temperature falls to a level where normal muscular and cerebral functions are impaired. While hypothermia is generally associated with freezing temperatures, it may occur in any climate where a person's body temperature falls below normal.

Treatment:

Treatment of hypothermia involves conserving the victim's remaining body heat and providing additional heat sources. If the person is unresponsive and not shivering, assume he or she is suffering from severe hypothermia. Reduction of heat loss can be accomplished by various means: obtaining shelter, removal of wet clothing, adding layers of dry clothing, blankets, or using a pre-warmed sleeping bag.

For mildly hypothermic cases or those more severe cases where medical treatment will be significantly delayed, external re-warming techniques may be applied. This includes body-to-body contact. It is best to have the person lying down when applying external re-warming. You also may give mildly hypothermic people warm fluids orally, but avoid beverages containing alcohol or caffeine.

Crisis Management—Emergency Guidelines

The basic emergency procedures outlined below are to enhance the protection of lives and property through effective use of the Highmark Companies Inc. EAP (Emergency Action Plan). Whenever an emergency affecting the company reaches proportions that cannot be handled by Highmark Companies Inc.'s routine measures, a representative of the Highmark leadership team or other authorized person, may declare a crisis situation and the EAP will be implemented. The following definitions are provided as guidelines to assist in determining appropriate response:

Minor Emergency: any incident, potential or actual, which will not affect overall functional capacity of Highmark Companies Inc.'s operations.

Major Emergency: Any incident which could affect overall operation call office at once.

Disaster: An event or occurrence which has seriously impaired or halted operations of Highmark Companies Inc. such as major injuries, death, or severe property damage.

Action: Call 911, and Highmark Companies Inc.'s office at once. Stop operations and be prepared to help emergency services.

Examples of major emergencies and or disasters are as follows:

Severe weather: Tornado hits job, or damaging winds

Violent or criminal behavior

Chemical spills

Life threatening injuries, and or a death

Property damage: Machine overturning or potential building collapse

In the event of a major emergency and/or a disaster the following procedure will apply

- Provide help to emergency providers as needed.
- **Do not speak to the media, only authorized spokesmen, will meet and or talk to media.**
- Do not speculate on events to emergency personnel, OSHA, and/or others, use only factual information in relating what happened when asked by authorities.
- When not needed in helping with a crisis, Highmark Companies Inc. personnel will provide instructions as to what you should do at that time and in the future.

The following are the authorized personnel who will speak for Highmark Companies Inc.:

A representative of the Highmark leadership team or other authorized personnel approved by Highmark Companies Inc.

Be prepared, recognize potential incidents and be proactive to head off potential or actual incidents that could impair the ability of all Highmark Companies Inc.'s personnel to be safe on the project. Report any potential or actual incidents at once, and take actions to protect yourself, all Highmark Companies Inc.'s personnel and the public.

Highmark Companies Inc. Safety Committee

Purpose: The purpose of safety committees is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health. Safety committees and safety meetings will assist the company in making continuous improvement to their safety and health programs.

The safety and health committee shall establish a system to obtain safety-related suggestions, reports of hazards, and other information from all people involved in the operations of their workplace. The safety and health committee shall review and make recommendations about the employer's occupational safety and health program and occupational safety and health records. The safety and health committee shall review incidents resulting in work-related deaths, injuries, and illnesses and make recommendations to prevent further occurrences. The committee's review of these incidents may be limited to a review of a report made by others who have investigated the incident. The Highmark Companies Inc. management shall provide materials and facilities to the safety and health committee to enable it to perform its duties. All safety and health committee recommendations or reports made to the employer shall be kept by the employer for two years and shall be provided to the commissioner of the Department of Labor and Industry on the commissioner's request.

The Meetings

Before convening the first meeting, map out your objectives for the committee, goals and responsibilities, and the resources you have available.

That could be reviewing accident records and recommending high-frequency areas to be studied or conducting job-safety analyses.

. "Committee members should be able to identify problems, use their range of insights to seek solutions, have the authority and expertise to implement needed policies which ensure an effective safety program and the scope of oversight necessary to ensure changes made are effective."

Safety committees should be composed of a mixed population of employees and managers, with representatives from both construction and administration, usually between 4 and 8 on a committee with at least one-year terms. A chairperson must be chosen, who will run the meetings and set up the agenda. Usually, top company executives will not run the meeting as chairpersons, except to start the committee and ensure their success. At the offset of the committee, members should have staggered terms to ensure that new members will be able to continue the work of the committee. Meetings should be held at least every quarter at a minimum, or in the event of events that affect company safety earlier.

- Hold regular meetings, following a consistent schedule.
- Set clear meeting agendas, publish them in advance, and follow them.
- Take meeting minutes to summarize the issues discussed, the proposed actions and the people responsible for following up on each item. Minutes should be published and provided to each committee member, as well as made available to all employees.
- Require members to attend all meetings except in an emergency.
- Publicize the committee's accomplishments.
- Set both short-term (one to six months) and long-term goals. These should be measurable, achievable and reviewed periodically to determine the group's effectiveness.
- Improve cooperative inspections by including workers and management representatives.
- Address legitimate safety issues only. The committee should not be a general gripe forum.
- Be positive.

Highmark Companies Inc.

I, the undersigned employee, acknowledge that I have received the Highmark Companies Inc. AWAIR Plan. I have read the AWAIR Plan, and I fully understand the policies, rules and regulations contained in it.

I will comply with all the rules and regulations contained in the AWAIR Plan.

I know that these safety and health requirements are for my protection as well as the protection of other workers and other people affected by our work. I will do my best to help make Highmark Companies Inc. safe and healthy place to work.

Employee Name _____

Employee Signature _____

Trainer Signature _____

Date _____

_____ **Subcontractor**

I, the undersigned employee, acknowledge that I have received the AWAIR Plan. I have read the AWAIR Plan, and I fully understand the policies, rules and regulations contained in it.

I will comply with all the rules and regulations contained in the AWAIR Plan.

I know that these safety and health requirements are for my protection as well as the protection of other workers and other people affected by our work. I will do my best to help make my workplace a safe and healthy place to work.

Subcontractor Signature _____

Date _____