



Safety and Drug-Free Workplace Policy

Revised

3/1/2013

Safety Program
CDC, Inc.

Table of Contents-----	1
Prologue-----	2
Safety Rules and Practices-----	3
Follow all safety rules-----	3
Report unsafe conditions or actions-----	3
Report all injuries-----	3
Safety suggestion box-----	3
Don't work when impaired-----	3
Housekeeping-----	3
No horseplay-----	3
Threats and Violences are prohibited-----	4
Attend Safety Meetings-----	4
Fire Extinguishers-----	4
Machine Servicing-----	4
PPE-----	4-5
Fall Protection-----	5
Rescue retrieval harness-----	5
Eye & Face Protection-----	5
Chemical protective gloves-----	5
Disposable gloves-----	6
Lock-out Tag-out Try-out-----	6
Driver Safety-----	7
Lifting procedures-----	7-9
Hand Tools-----	9
Inspect power cords-----	9
Portable power tools-----	9
Grinding wheels (mounted and portable)-----	9
Welding safety-----	9-10
Hot Work-----	9
Heat stress/Sun safety-----	9
Cold Stress-----	9-10
Watch for ice-----	10
Cherry pickers-----	10
Forklifts and powered industrial trucks-----	11-12
Aerial lift safety-----	12
Ladder safety-----	12-13
Compressed air safety-----	13
Material storage-----	13
Office Safety-----	13
Computer ergonomics-----	13
1. Responsibilities-----	14-21
2. Safety Communication-----	21-22
3. Safety Training-----	22
4. Safety Inspection-----	22-23
5. Personal Protective Equipment-----	23
6. Accident & Investigation Reporting-----	23
7. Annual Review-----	24
8. Record Retention-----	24
9. Monthly/Quarterly Cord Inspection Color Scheme-----	25
10. Drug-Free Workplace Policy-----	26-28

PROLOGUE

CDC, Inc. has implemented this Safety Program in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses. This program details the procedures used to prevent occupational injuries and illnesses at CDC, Inc.. All employees, supervisors, and managers must comply with the requirements of and perform their responsibilities defined in this program.

It is the intention of CDC, Inc. to comply with all applicable Utah Occupational Safety and Health (UOSH) regulations. This Safety Program describes the process and procedures used to manage occupational safety and health issues at CDC, Inc. and identifies the most critical regulatory requirements. However, this Safety Program may not include every Utah Occupational Safety and Health (UOSH) regulatory requirement that applies to CDC, Inc..

No employee will be required to work in dangerous conditions. No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.

Safety Rules and Practices

CDC, Inc. has a written Safety Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You will be provided a copy of this manual upon employment and will be required to acknowledge that you have read and understood the rules and practices therein.

Follow All Safety Rules - All employees must work safely and follow all safety rules.
Safety Program Available - CDC, Inc. has a written Safety Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Safety Program Manager, at any safety meeting, using the safety suggestion box, or any safety committee member.

Report Unsafe Conditions or Actions - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Safety Program Manager, at any safety meeting, using the safety suggestion box, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

Report all Injuries - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

Report Equipment Defects - Equipment operators must report equipment defects and discontinue use until it has been repaired or replaced.

Safety Suggestion Box - You may use the safety suggestion box to report unsafe conditions or procedures and to make safety related suggestions. You do not have to put your name on the suggestion. If you do not put your name on the suggestion, we will not be able to get back to you to ask questions or let you know what happened with your suggestion. The safety suggestion box is located in the Data Center.

Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs is strictly prohibited.

Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible. Remove scrap lumber, waste material, and rubbish from the immediate work area as the work progresses. Keep solvent waste, oily rags, and flammable liquids in labeled fire resistant covered containers until removed from the work-site.

No Horseplay - Horseplay is forbidden.

Safety Program
CDC, Inc.

Threats and Violence are Prohibited - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Safety Program Manager, at any safety meeting, using the safety suggestion box, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that CDC, Inc. communicates safety information to employees and provides a place where employees may discuss safety issues with management. Safety Committee Records Available Upon Request - CDC, Inc. operates a safety committee chartered to help maintain a safe and healthy workplace. Any employee may obtain a list of the Safety Committee members or the minutes of Safety Committee meetings by asking the Safety Program Manager. Employees may contact any safety committee member to discuss safety related issues. The safety committee member will forward your concerns to the safety committee and let you know what they decide to do about them.

Fire Extinguishers – All Employees must attend the annual Fire Extinguisher training course, do not use a fire extinguisher unless you have attended and passed the training. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Machine Servicing - Never plug in a piece of equipment which is being serviced until the person performing the service tells you it is safe to do so. Check with your supervisor before plugging equipment which has been unplugged. Never remove a lock or "Do Not Operate" tag which has been put on equipment by someone else. Contact your supervisor if the person who put on a lock or tag is not available.

Personal Protective Equipment - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. Do not use any equipment that is defective or damaged. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need. All PPE whether employee or employer owned will be used and maintained in sanitary and reliable condition. If PPE is employee owned it must be presented to your Supervisor for inspection to assure its adequacy. Fit tests will be administered as required.

- Personal fall arrest system that meets ANSI, ASTM or OSHA requirements (required for some Tasks)
- Rescue/retrieval harness (required for some tasks)
- High visibility (reflective) vest (always required)
- Safety glasses (ANSI Z87.1) with side protection (always required)
- Safety goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Face shield with goggles meeting ANSI Z87.1 (required for some tasks)
- Ultra-violet face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)

Safety Program
CDC, Inc.

- Heat reflective face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Welding goggles meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Hardhat meeting ANSI Z89.1 (always required)
- Hair net (required for some tasks)
- Beard cover (required for some tasks)
- Disposable gloves (required for some tasks)
- Polyethylene disposable gloves (required for some tasks)
- Leather/utility gloves (required for some tasks)
- Welder's gloves (required for some tasks)
- Boots: Steel toe meeting ASTM F2413-05 (always required)
- Boots: Steel toe/steel shank meeting ASTM F2413-05 (always required)
- Boots: Slip resistant (always required)

Fall Protection - Always wear your fall protection equipment when you may fall more than 6 feet. Exception(s): If there is a fall protection plan for a specific job follow the requirements of the plan. Fall protection is required on scaffolds over 10 feet unless there are complete guardrails. Connectors must wear fall protection over 15 feet and must tie off over 30 feet. Inspect your equipment before every use. Check ropes, webbing, and lanyards for wear, damaged strands, and fraying. Check metal parts for cracks, bending, and corrosion. Replace equipment which doesn't work correctly or is damaged. Fall protection equipment which has deployed in a fall requires careful inspection and some equipment is not designed to be reused after a fall. Make sure you tie off on an anchor point that is strong enough. Ask your supervisor if you are not sure where to tie off.

Rescue Retrieval Harness - Wear a rescue retrieval harness in areas like confined spaces to allow your co-workers to rescue you without entering the danger zone themselves. The harness is normally connected to a lifeline which is often used with a pulley and tripod. Inspect your equipment before every use. Check ropes, webbing, and lanyards for wear, damaged strands, and fraying. Check metal parts for cracks, bending, and corrosion. Replace equipment which doesn't work correctly or is damaged. Your harness may not be suitable for use as fall protection. Check the manufacturer's specifications before using a rescue retrieval harness for fall protection.

Eye & Face Protection - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches. Face shields and welding helmets do not provide adequate eye protection by themselves. Always wear safety glasses or safety goggles under the face shield.

Chemical Protective Gloves - Each kind of glove only provides protection against certain chemicals; always make sure that the chemicals you are using can't go through the kind of gloves you are wearing. No glove provides a perfect chemical barrier; always try to minimize the amount of chemical that gets on your gloves. Avoid touching your skin or clothes with contaminated gloves. Never touch or allow others to touch objects with bare hands after handling them with contaminated gloves. Decontaminate objects which you have handled with contaminated gloves as soon as possible.

Disposable Gloves - Do not re-use disposable gloves. Use the following technique to remove gloves without contaminating your hands:

1. Pinch one of the gloves at the cuff of the glove (near the wrist).
2. Peel the glove off by pulling it off your hand turning it inside out.
3. Place the glove you just removed in the hand that still has a glove on, taking care to touch only the clean inner side of the just removed glove.
4. Slide your index finger under the remaining glove, and use your finger to turn the glove inside out over the previously removed glove. Take care to touch only the clean inside of the glove with your bare hand.
5. Dispose of the gloves and wash your hands with soap and warm water.

Lockout/Tagout/Tryout - Never open electrical circuits or turn on equipment which has been locked/tagged out by someone else. Only the person who put on a lock or "Do Not Operate" tag or their supervisor may remove it and turn on the circuits or equipment. Use the following procedure when working on equipment or structures which are connected to energy sources (i.e. electricity, hydraulics) or may retain stored energy after being disconnected from their source of energy. Sources of stored energy include, but are not limited to batteries, capacitors, compressed gas (air) buffers, pressurized hydraulic systems, hot materials, cold materials, springs, flywheels, magnets, reactive chemicals, and elevated machine parts or material (gravity).

1. Notify anyone else working in the area and their supervisor that you will be disconnecting the circuits or equipment.
2. Identify the types of used and stored in the equipment. Make sure you understand all of the hazards of the energy and the methods used to control and/or dissipate all the energy.
3. If equipment is operating, shut it down using the normal stopping procedure.
4. Isolate the machine from all sources of energy using the appropriate switches, valves, and other energy isolating devices. Put your lock and/or a "Do Not Operate" tag on each switch, valve or energy isolating device. Make sure the reason the equipment was turned off, the date and time the tag was applied, and your name are on the tag. It is better use a lock and tag instead of just a tag. It is better if each person who is servicing a machine puts on their own lock and tag.
5. Dissipate or block all stored energy within the equipment.
6. Make sure that all personnel are clear and then verify that the equipment is in a zero energy state using appropriate tests. Make sure to return the operating controls to the "off" position after testing.
7. Perform the required work.
8. Verify your tools and any items used to do the work have been removed. Make sure that all personnel are clear, and that any controls are in neutral. Reinstall all guards.
9. Remove your locks and tags and re-energize the circuits or equipment. Verify it is working properly using the normal start-up procedure.
10. Notify all affected employees and their supervisor that you have completed your work.

Safety Program
CDC, Inc.

Driver Safety - Always wear seat-belts when driving or riding in a car or truck. Ensure that everyone else in the vehicle is also wearing seat belts. Leave plenty of time to get to your destination. Avoid aggressive driving, and do not engage with another driver who is driving aggressively. Keep your eyes constantly moving up and down the road, to the sides, and to the rear view mirrors. Be aware of your vehicle's blind spots. Try to maintain space cushions around your vehicle so that you have some place to go if the unexpected happens. Stay at least three seconds behind the car in front. Use turn signals. Maintain average traffic speed on multi-lane roads and on-ramps, but do not speed. Respect the weather, and be aware that reaction time and general driving skills get worse when you are tired.. Always set the parking brake when leaving the vehicle. Never drink and drive.

Lifting procedures - Use mechanical devices, such as cranes and carts, to lift and carry heavy objects whenever possible. If necessary, have another person help lift a heavy item. Bend your legs (instead of your back) and avoid twisting your neck and back when lifting. Store heavy objects at about waist level, not on the floor or overhead. Never stand under a load being lifted by a hoist or crane. Crane operators and riggers should obey the following safety rules:

1. Never use a hoist or crane unless you have been trained to do so.
2. Inspect the crane and rigging carefully before use (at least daily). Look for worn or distorted chain links. Test the limit switches each shift. Remove from service any hook that has been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook. Remove from service any wire rope sling that has ten randomly distributed broken wires in one rope lay; five broken wires in one strand in one rope lay; wear or scraping of one-third the original diameter of outside individual wires; kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure; evidence of heat damage; end attachments that are cracked, deformed or worn; or corrosion of the rope or end attachments. Verify the piston air hoist locknut is secure (if applicable).
3. Never lift a person with a hoist or crane. Never move a load over a person or lift molten metal where it could strike a person if spilled.
4. Never exceed the rated capacity of a hoist or crane.
5. Always position the load directly under the hoist mechanism before lifting. Off vertical lifts can damage the crane and cause the load to swing.
6. Make sure that the rated capacity of hooks, rings, links, welded or mechanical coupling links, or other attachments is equal to or greater than the capacity of the chain or rope.
7. Do not secure wire rope by knots, except on haul back lines on scrapers.
8. Use at least three full tucks on an eye splice made in any wire rope. Do not form eyes in wire rope bridles, slings, or bull wires by using wire rope clips or knots.
9. Use padding to protect slings from the sharp edges of a load. When used for eye splices, apply a U-bolt so that the "U" section is in contact with the dead end of the rope. Do not kink sling legs. Always balance the load of slings used in a basket hitch to prevent slippage. Never place your hands or fingers between a sling and its load while the sling is being tightened around the load. Never pull a sling from under a load when the load is resting on the sling. Do not shorten slings with knots, bolts or other makeshift devices. Shock loading is prohibited.

Safety Program
CDC, Inc.

10. Cable laid, 6 X 19 slings, and 6 X 37 slings must have a minimum clear length of wire rope 10 times the component rope diameter between splices, sleeves or end fittings. braided slings must have a minimum clear length of wire rope 40 times the component rope diameter between the loops or end fittings. Cable laid grommets, strand laid grommets and endless slings must have a minimum circumferential length of 96 times their body diameter.
11. Remove fiber core wire rope slings from service if they are exposed to temperatures in excess of 200 deg. F (93.33 deg. C). Follow the sling manufacturer's recommendations when using non-fiber core wire rope slings at temperatures above 400 deg. F or below minus 60 deg. F.
12. Remove rope and slings from service if abnormal wear, powdered fiber between strands, broken or cut fibers, variations in the size/roundness of strands, discoloration, rotting, acid/caustic burns, snags, tears, cuts, punctures, broken/worn stitches, or distortion of hardware in the sling are present.
13. Do not use knots instead of splices.
14. Do not use ropes and rope slings outside of the temperature range recommended by the manufacturer.
15. Do not use ropes or slings in environments where there are fumes, vapors, mists, or sprays of incompatible materials. Nylon is incompatible with phenolics. Polyester and polypropylene are incompatible with caustics. Aluminum fittings are incompatible with caustics. Check the manufacturer's specifications for additional incompatibilities.
16. Eye splices in manila rope must contain at least three full tucks and short splices at least six full tucks (three on each side of the center line of the splice). Eye splices in layered synthetic fiber rope must contain at least four full tucks and short splices at least eight full tucks (four on each side of the center line of the splice). Do not trim strand end tails short (flush with the surface of the rope) immediately adjacent to the full tucks. Tails should extend at least six rope diameters beyond the last full tuck but do not need to exceed six inches. If projecting the tails is objectionable, the tails may be tapered and spliced into the body of the rope using at least two additional tucks which will require a tail length of approximately six rope diameters beyond the last full tuck. For all eye splices, the eye must be large enough to provide an included angle of not greater than 60 deg. at the splice when the eye is placed over the load or support.
17. Operate hoists and cranes smoothly; avoid jerky motions. Take up slack slowly before lifting load.
18. On near capacity lifts, test the brakes after lifting the load a few inches.
19. Never leave the controls when a load is in the air.
20. When using a double saddle hook, use a double sling or choker to distribute the load over both saddles of the hook.
21. Under normal operating conditions, stop the crane before reaching the limit switch.
22. Never lift a load with sling hooks hanging loose.
23. Do not operate mobile cranes in areas where they can contact electrical wires.
24. Tools, oil cans, extra fuses, and other necessary articles must be stored in a tool box, and may not be permitted to lie loose in or about the crane cab.
25. Never operate a crane near electrical lines unless they have been de-energized and visibly grounded. Minimum clearance is 10 feet for lines rated up to 50 kV. For lines over 50 kV, clearance ten feet plus 0.4 inches for each 1 kV over 50 kV or twice the length of the line insulator (but never less than ten feet). When moving a crane with no

Safety Program
CDC, Inc.

load and boom lowered, clearance must be at least 4 feet for voltages less than 50 kV., and 10 feet for voltages over 50 kV up to and including 345 kV., and 16 feet for voltages up to and including 750 kV. Use a spotter if it is difficult for the crane operator to judge distance from the live electrical lines.

26. When using a crane near operating transmission towers, make sure that an electrical charge is not induced on the crane. When necessary, ground the upper rotating structure supporting the boom, and install ground jumper cables to materials being handled by boom equipment. Ground crews must use non-conductive poles having large alligator clips or other similar protection to attach the ground cable to the load. Combustible and flammable materials must be removed from the immediate area prior to operations.

Hand Tools - Replace chisels, punches and other impact tools with mushroomed shafts. Replace hammers with loose heads and any tool with loose handles. Keep tools reasonably clean to prevent your hands from slipping while using them. Do not use wrenches when the jaws are worn to the point that slippage occurs. Wooden handles should be free of splinters and cracks. Keep cutting tools sharp.

Inspect Power Cords - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

Portable power tools – Always inspect portable power tools prior to use. Never use portable power-operated tool unless all guards are in place and fully operational. Verify all cords and plugs are in good condition

Grinding Wheels (Mounted and Portable) - Do not stand in front of the wheel when starting grinder. Do not use a grinder without all guards in place. Always use eye protection when using a grinder. Keep the work rests adjusted closely to the wheel (1/8 inch opening maximum) to prevent the work from being jammed between the wheel and the rest, which may cause wheel breakage. Apply gradual pressure to allow the wheel to warm up evenly. Dress wheels regularly. Do not grind on the side of a wheel that is not designed for it. Always ring test when mounting an abrasive wheel and if you think there may be a problem with a wheel. Gently tap the wheel with a nonmetal tool (e.g. plastic or wooden handle). Reject any wheel that does not emit a metallic ring. Do not force a grinding wheel on the spindle; do not over tighten the spindle nut.

Welding Safety – All supervisors and those performing any welding duties must be trained to so. Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder’s flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days. Never perform any welding operation in a sprinklered building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of exposed, readily ignitable materials. All areas that are at risk of the evolution of hazardous fumes, gases, or dust must be properly ventilated to reduce possible fire hazard. Relocate or cover combustible materials within 35 feet of a welding operation. Post a fire watcher if welding must occur within 35 feet of combustible materials. Fire watchers must have attended the fire extinguisher training course. The fire watcher must have an

Safety Program
CDC, Inc.

extinguisher and must continue watching for 30 minutes after welding operations have finished. Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction, extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and that special precautions are used to avoid sparking at connection of the work-lead cable. Chains, wire ropes, cranes, hoists, and elevators may not be used to carry welding current. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current. Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

Hot Work - A Hot Work Permit is required before beginning any temporary operation involving open flames or producing heat and/or sparks. This includes but is not limited to: brazing cutting, grinding, soldering, thawing pipes, torch applied roofing, welding, the use of propane heaters, and the use of any pyrotechnic device. A Hot Work Permit is not required in locations that have been identified by Risk Management as designated hot work areas. Designated hot work areas are locations, such as, welding shops, or permanent work stations where hot work is a regular part of the process. Hot work permits will be issued in these areas on an annual basis, following a successful annual inspection. Hot work is not permitted in certain confined spaces (as identified by Risk Management), potentially explosive atmospheres, unpurged gas cylinders, chemical lines, or chemical containers. If there is any question regarding the safety of the operation, an onsite inspection will be performed by personnel qualified to evaluate the hazard in question. Hot Work Permits are issued by supervisors who have been trained by the Fire Marshal or appropriate Certified Authority, and authorized by their departments to issue hot work permits.

Heat Stress/Sun Safety - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. If shade is not available, ask your supervisor and they will provide shade. You will not be punished in any way if you experience heat stress and must rest. Watch out for your coworkers; sometimes a person with heat stress does not realize it themselves. If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment. Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

Cold Stress/Watch for Ice - If you or a co-worker experiences uncontrollable shivering and the sensation of coldness, a slower heartbeat and weak pulse, slurred speech, memory lapses, or extreme sleepiness, you may be suffering from hypothermia (low body temperature). Anyone suffering from hypothermia should rest in a warm environment right away. If you work in cold environments for extended periods of time, watch for the symptoms of frostbite in your hands, feet, and face. These include burning, numbness, tingling, itching, or cold sensations. Skin with

Safety Program
CDC, Inc.

superficial frostbite may appear white and frozen, but it retains some resistance when pressed. Skin with deep frostbite is hard. In cold environments, watch for ice on walkways or floors. Do not walk on slippery ice. Remove ice build-up from floors or walk-ways if necessary.

Cherry Pickers - Do not use a vehicle mounted work platforms unless you have been properly trained. Always inspect the equipment before use. Ensure the vehicle is stable before use (extend the outriggers if available); not not exceed the boom and basket load limits. Always stand firmly in the bucket. Always use a harness or body belt and lanyard attached to the bucket. Do not operate the equipment within ten feet of energized lines unless you are specially qualified to do so.

Forklifts and Powered Industrial Trucks - Watch out for moving forklifts or trucks. Do not step in front of a moving forklift or trucks; large loads make it difficult for the driver to see you and stop. Never pass under the elevated portion of any forklift whether loaded or empty. Never ride on any moving forklift or truck except in a designated passenger seat. Only trained drivers may operate forklifts or trucks in accordance with the manufacturer's instructions. No modification shall be made without the express written approval from the manufacturer. All drivers will obey the following rules:

1. Inspect your vehicle before use. If your vehicle is broken, defective, or in any way unsafe, remove it from service until it is repaired. Never operate a vehicle with a fuel leak or faulty brakes.
2. Obey plant speed limits. Watch out for people walking. Slow down where vision is obstructed or the floors are slippery. Avoid loose objects. Stunt driving and horseplay is prohibited.
3. Keep your arms and legs in the driver's area. Do not allow others to touch the load or vehicle while it is moving. Do not allow people to ride your vehicle (except in a designated passenger seat) or to step under the load.
4. When leaving your vehicle, always fully lower the load and set the brakes. If you go more than 25 feet from your vehicle or go where you cannot see your vehicle, you must first shut off the power. Block the wheels if parked on an incline.
5. Stay a safe distance from the edge of ramps, platforms, or freight cars. Do not use your truck for opening or closing freight doors. Make sure that the brakes of trucks, trailers or railroad cars are set while loading or unloading. When needed, install a fixed jack on a semitrailer before loading or unloading. Always check the floors of trucks, trailers and railroad cars for breaks and weaknesses before driving in them.
6. Always make sure that there is enough overhead space for your vehicle and the load.
7. Yield the right of way to ambulances, fire trucks, or other emergency vehicles.
8. If the load obstructs your forward view, drive backwards.
9. Cross railroad tracks diagonally wherever possible. Do not park closer than 8 feet from the center of railroad tracks.
10. Go up or down grades slowly. If the grade exceeds 10%(ten feet up for every 100 feet forward), loaded trucks must be driven with the load up grade. On all grades the load must be tilted back if possible and raised only as far as necessary to clear the road surface.
11. Make sure that dock-boards and bridge-plates are secure before driving over them. Do not exceed their rated capacity.

Safety Program
CDC, Inc.

12. Approach elevators slowly, and enter them squarely after the elevator car is leveled. Shut off the power and set the brakes once in the elevator car. Motorized hand trucks must enter elevator or other confined areas with load end forward.
13. Make turns at a reduced safe speed by turning the steering wheel in a smooth, moderate, even, sweeping motion.
14. Never exceed the rated capacity of the vehicle. Carry only stable loads. Always try to center the load; be extra careful if the load cannot be centered. Adjust long or high loads which may affect the capacity. Be very careful when tilting the load forward or backward.
15. Always stop the engine before refueling. Avoid spillage. Make sure any spilled fuel is completely evaporated and the fuel tank cap replaced before restarting engine.
16. Do not use open flames to check battery electrolyte or fuel levels.

Aerial Lifts - Employees are responsible for operating Aerial Lift equipment according to safe and proper techniques outlined in training classes. In addition, employees are responsible for notifying the foreman of any unsafe conditions related to the equipment. Aerial lifts are considered any of the following: vehicle-mounted aerial devices to elevate personnel to work areas not accessible from the ground; extendible boom platforms, aerial ladders, articulating booms, vertical towers, and a combination of any such devices. All employees who may on occasion work on aerial platform must be trained. Training covers the proper use, inspection of, and hazards associated with aerial lifts. Aerial lifts may be modified for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer. When working on an elevated platform, several factors must be considered:

1. Fall protection - Basket occupants must wear a body harness attached to the basket. Also personnel will stand firmly on the floor of the lift and will not climb on the side rails or the edge of the basket.
2. Moving the lift - The lift must not be moved when the boom is elevated in a working position unless the lift is specifically designed to do so.
3. Lift controls - All controls must be tested daily prior to operating the boom.
4. Backup alarms - Audible and visual alarms must be tested and in working order before each use.
5. Boom and basket loads - The manufacturer's boom and basket maximum intended loads must not be exceeded.
6. Outriggers and brakes - Outriggers must be positioned on pads or solid ground when used. Brakes must be set anytime outriggers are used. Wheel chocks must be installed before the lift is used when working on an incline.
7. Barricades & signs - The area beneath an operating aerial lifts must be cordoned off and access to that area must be restricted. Restricting access may be accomplished through the use of barricades and signs.
8. Minimum clearance between electrical lines and any part of the equipment is ten (10) feet.

Ladder Safety - Always inspect a ladder before use. Do not use a ladder that is not in good condition. Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about 1/4 of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must

Safety Program
CDC, Inc.

extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping. Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

Compressed Air Safety - Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposes except where reduced to less than 30 p.s.i (except for concrete form, mill scale and similar cleaning purposes). Always use chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower, pull or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

Material Storage - Always stack, rack, or interlock stored materials to prevent sliding or collapse. Do not store material inside buildings under construction within 6 feet of any hoistway, inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored. Cross-key bagged materials at least every 10 bags high. Do not stack bricks more than 7 feet in high. When a loose brick stack reaches a height of 4 feet, taper it back 2 inches for every foot of height above the 4-foot level. Taper masonry block stacks one-half block per tier above the 6-foot level. Remove nails from lumber before stacking. Do not stack lumber in piles higher than 16 feet (20 feet if stacked using machinery).

Office Safety - Keep filing cabinet and desk drawers closed when not in use. Open only one drawer of a filing cabinet at a time. Keep frequently used files in drawers that are about waist high. Do not fill upper drawers before the lower drawers are filled or the cabinet may tip over when opened. Employees should organize their desks so that the items they use more frequently are nearby and items they use rarely are farther away. Heavy items should be stored at about waist height. Employees who must frequently use the computer or write while on the telephone should request a telephone headset, speaker phone or shoulder rest.

Computer Ergonomics - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort. Employees should arrange their work space so that there is not excessive glare on their monitor screen from lights or windows. Employees who work at their desk all day should take short (1-2 minute) stretch breaks every hour or two. During these breaks, employees should get out of their seats, walk around a bit, and stretch their muscles.

1. Responsibilities

This section identifies who is responsible for implementing each element of this Safety Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

1.1 All Managers and Supervisors

Read this Safety Program. - It is important that all managers and supervisors understand how this Safety Program operates. **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

Follow-up on Unsafe Condition Reports - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Safety Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Safety Program Manager. Inform the Safety Program Manager in writing when appropriate corrective actions are implemented.

Enforce Code of Safe Practices - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:

- a. Verbal warning and retraining for first offense
- b. Written warning for second offense (place copy in employee's personnel file)
- c. Suspension without pay or termination for subsequent offenses

Refusal to Perform Dangerous Work and Reporting Dangerous Conditions - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program. Do not sanction who must rest because they are showing signs or symptoms of heat stress; make sure that employees know they can rest in a shady/cool area if they need to. It is important that employees who are experiencing heat stress cool off before the problem becomes a medical emergency.

Imminent Hazards - In the event of an imminent hazard which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Safety Program Manager.

Process Changes - Notify the Safety Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Safety Program may need to be updated to accommodate the process changes.

1.2 Safety Program Manager

Complete Start-Up Checklist - Perform all of the tasks identified on the start-up checklist. Hoist, Crane and Rigging Inspections - Perform thorough inspections of all cranes, hoists and rigging before new equipment is placed into service, if equipment is returned to service after having been idle for over one month, and at least annually. Maintain written documentation of these inspections. Note: This does not include daily operator inspections; written documentation of daily operator inspections is not required.

Track Corrective Actions to Completion - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to The President any required corrective actions that are not completed in a timely manner.

Injury Reporting and Recording - Notify Utah Occupational Safety and Health (UOSH) of all fatalities and catastrophes. Contact your worker's compensation insurance carrier to determine if additional reporting and recording requirements apply. Record injuries and illnesses in accordance with Utah Occupational Safety and Health (UOSH) requirements. Additional information about these requirements and the forms which must be used are available at:

www.osha.gov/recordkeeping/index.html

Post the OSHA Form 300-A form from February 1 through April 30.

Notify Accident Investigator - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the [Accident Investigations] folder.

Supervisor and Manager Safety Training - Ensure that all supervisors and managers are aware of their responsibilities under this Safety Program. Ensure that all supervisors and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

Supervisor Heat Stress Training - Train all supervisors with employees working in hot environments on the hazards of heat stress and their responsibilities and the procedures for managing heat stress hazards listed in this section under their department name. Ensure that supervisors understand the procedures they are to follow if one of their employees develops a heat related illness. Document the training and file in the [Safety Training] folder.

Forklifts, Powered Industrial Trucks, and Heavy Equipments Refresher Training - Perform refresher training and evaluate every driver's performance in writing at least every three years. The refresher training does not need to include

Safety Program
CDC, Inc.

topics where the driving evaluation shows the operator remains competent. File the training documentation and evaluations.

Start-up Safety Training - Ensure that all employees receive initial safety training when this Safety Program is first established.

Hazard, Control and Personal Protective Equipment Changes - Update this Safety Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.

Perform Annual Review - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the President, and place the completed checklist in the [Program Reviews] file.

Disseminate Internal Safety Inspections - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review.

Disseminate External Safety Inspections - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.

Disseminate Accident Investigations - Provide the safety committee with the results of any accident/near miss investigations which weren't performed by the committee itself for review.

Maintain Safety Program Files - Ensure that all documentation generated by this program is properly filed.

File Safety Training Documentation - Review all training checklist forms to verify they were filled out completely. If a specific training item does not apply to a particular employee, make sure that item is crossed out and that the trainer has initialed the cross out. Place the completed documentation in the employee's personnel file.

File Safety Inspections - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

File Safety Meeting Documentation - File documentation of all safety meetings in the [Safety Meeting] folder.

File Safety Suggestions - Follow-up on all safety suggestions received and then file them in the [Safety Suggestions] folder.

1.3 President

Provide Adequate Resources - Provide sufficient resources to administer this Safety Program and control all occupational health and safety hazards identified by management and employees.

Perform Formal Safety Inspections - Conduct Safety Inspections using the appropriate written checklist. The inspections must be performed periodically. Ensure any deficiencies identified are corrected. Give the completed checklists to the Safety Program Manager for filing.

Corrective Actions - Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by the Safety Program Manager) are implemented promptly.

Conduct Safety Meetings - Conduct safety meetings to discuss safety related topics. The meeting frequency is given in Table 2.1. The meeting should include discussion of injuries and near misses that have occurred since the last meeting and how to prevent future incidents, a presentation from the safety committee, and a status report of any open safety issues. Write down the agenda, date, names of the employees who attended, and notes of any discussions. Ensure that any safety issues that were brought up during the meeting are forwarded to the correct person for resolution. Give a copy of the documentation to the Safety Program Manager for filing.

Management Representation at Safety Meetings - Ensure that an authorized representative of management attends every safety meeting. Attend safety meetings whenever possible.

Empty Safety Suggestion Box - Empty the Safety Suggestion Box at least weekly and take appropriate action on all suggestions received. Replace the suggestion forms or paper and pen as necessary. Forward copies of all safety suggestions to the Safety Program Manager for filing and any necessary follow-up.

Management and Supervision Changes - Ensure that the Safety Program Manager is notified of all changes in company organization or management/supervisor assignments so that this Safety Program can be updated (if necessary) and new managers/supervisors informed of their responsibilities under this program.

1.4 Supervisor

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

Perform Formal Safety Inspections - Conduct Safety Inspections using the appropriate written checklist. The inspections must be performed periodically.

Safety Program
CDC, Inc.

Ensure any deficiencies identified are corrected. Give the completed checklists to the Safety Program Manager for filing.

Weekly Fall Protection Equipment Inspections - Inspect all fall protection equipment (including each employees lifeline and harness) at least once per week when the equipment is in use.

Report all Injuries and Illnesses - Report all work related injuries or illnesses to employees under your supervision to the Safety Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Program Manager immediately because CDC, Inc. may be required to notify Utah Occupational Safety and Health (UOSH) within eight (8) hours. If the Safety Program Manager is not available contact The President immediately to determine who should make any required reports.

Accident Investigations - Conduct accident investigations for work related injuries, illnesses, and near miss incidents. Ensure these investigations are performed in accordance with the requirements of this program. Ensure that documentation of completed investigations is filed in the [Accident Investigations] folder of the Safety Program files.

Conduct Safety Meetings - Conduct safety meetings to discuss safety related topics. The meeting frequency is given in Table 2.1 (page 19). The meeting should include discussion of injuries and near misses that have occurred since the last meeting and how to prevent future incidents, a presentation from the safety committee, and a status report of any open safety issues. Write down the agenda, date, names of the employees who attended, and notes of any discussions. Ensure that any safety issues that were brought up during the meeting are forwarded to the correct person for resolution. Give a copy of the documentation to the Safety Program Manager for filing.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

Hazards Created by Other Companies - Tell your employees how to protect themselves from the hazard or instruct them to stop working near the hazard until it is corrected. For serious hazards, immediately notify all personnel (regardless of company affiliation) in the vicinity of the hazard.

New Employee Safety Training - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign

Safety Program
CDC, Inc.

a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Safety Program Manager for filing.

Forklifts, Powered Industrial Trucks, and Heavy Equipments Refresher Training – Ensure that any driver who has been observed to operate their vehicle in an unsafe manner or has been involved in an accident or near-miss incident receives refresher training.

Provide Personal Protective Equipment - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Additional Personal Protective Equipment Training - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

Hazard and Control Changes - Notify the Safety Program Manager whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Safety Program can be updated to reflect the changes.

Management of Heat Stress - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Encourage employees to drink small amounts of water frequently (up to 4 cups per hour). Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

1.5 Safety Committee

Make Safety Recommendations - Recommend safety and health related improvements to management as appropriate.

Investigate Issues Reported by Employees or Management - Investigate hazard reports or other safety related issues reported to any safety committee member. Document the progress and results of all investigations in the meeting minutes and track issues to closure.

Review Third Party Inspections - Review all inspection reports generated by government, insurance company, or other third party inspectors. Verify abatement actions when appropriate.

Safety Program
CDC, Inc.

Review Workplace Safety Inspections - Review workplace safety inspections performed by others within the company. When necessary, the committee may perform their own walkthrough inspections.

Review Accident Investigations - Review all workplace accidents and near miss investigations performed by others. Review workplace injury and illness records.

Program Review - Review the effectiveness of this Safety Program and the accountability system used by CDC, Inc. to ensure that all necessary safety related activities are completed. When appropriate, give the Safety Program Manager written findings for inclusion with the annual program review documentation.

1.6 Safety Committee Chairperson

Conduct Safety Committee Meetings - Schedule, prepare agendas for, and conduct safety committee meetings. Ensure that the committee meets often enough to perform all of the functions described in this Safety Program (at least once per quarter). Ensure that a written agenda is distributed to all members before each Safety Committee meeting. The Agenda must include the minutes of the previous Safety Committee meeting, any issues identified by management or employees since the previous meeting, discussion of any accident or near miss investigations completed since the previous meeting, and a status report on any open issues. Ensure that minutes for each safety committee meeting are prepared. The minutes should include the meeting date, the name of each person that attended, a summary of the issues discussed at the meeting, and the results of any decisions made by the committee. Action items should include the name of the person who has been assigned responsibility for completing the item.

Management Representatives - Request management to designate a replacement safety committee representatives when one of their representatives leaves the committee or fails to perform their responsibilities as a committee member. The committee must always have at least one management representative.

Safety Committee Coordination - Coordinate the activity of the safety committee with the Safety Program Manager.

Maintain Safety Committee Documentation - Ensure that all Safety Committee documentation (e.g. agendas, meeting minutes, the current list of member names, and written documentation of any committee activities such as inspections or investigations) is prepared and properly filed. Ensure that Safety Committee documentation is kept for at least five years.

1.7 Safety Committee Members

Attend Safety Committee Meetings - Attend safety committee meetings and complete all assignments given by the committee.

Communicate With Employees - Safety committee members should go out of their way to communicate with employees about safety related issues. If an employee raises an issue with a safety committee member, that member must take the issue to the committee and keep the employee informed of its status until the issue is closed.

2. Safety Communication

CDC, Inc. uses the following methods to communicate with employees regarding safety related issues. Safety communication will be in a form that is understandable to every employee. When necessary, CDC, Inc. will provide language translation of safety communications.

2.1 Safety Meetings

All employees attend regular meetings where safety related topics are presented and discussed. The frequencies and individuals responsible for conducting safety meetings are given in Table 2.1.

Table 2.1 Safety Meetings:

<u>Meeting Type:</u>	<u>Frequency</u>	<u>Conducted by:</u>
Job commencement	Start up	Foreman
Toolbox Safety	Weekly	Safety Committee Member
Company Safety	Biweekly	President
Safety Training	Quarterly	Authorized Instructors

A written agenda describing the topics to be covered in the meeting may be prepared prior to the meeting. A list of all employees who attend each meeting is prepared during the meeting. Safety meetings include discussion of all injuries and near misses that have occurred since the last meeting and how to prevent future incidents. Safety meetings also include a report from the safety committee on their activities. Every safety meeting includes an Open Forum where employees may raise and discuss safety related issues. The discussion that occurs during the open forum is recorded by a note-taker. If a safety issue is raised that cannot be resolved during the meeting, the meeting coordinator will ensure that a status report (on the open issue) is included in every subsequent meeting until the issue is resolved. The meeting coordinator is responsible for ensuring that any open issues are forwarded to the appropriate individual for resolution. The agenda (or a brief description of the topics covered), attendee list, and notes (if any) for each safety meeting are filed by the Safety Program Manager.

2.2 Safety Committee

CDC, Inc. operates a safety committee chartered to help maintain a safe and healthy workplace. The safety committee chairperson is elected by the committee members. The safety committee will meet in accordance with a schedule determined by vote of the committee members (at least once per quarter). The responsibilities of the safety committee chairperson, individual safety committee members and the safety committee are listed in Section 1. All employees who participate in safety committee activities are paid their normal wage and salary as if they were performing their normally assigned work duties. The safety committee will include both employee and management representatives. Reasonable efforts will be made so that every part of the company is represented on the safety committee. The safety committee will include at least 2 members. The initial employee members of the safety committee will be elected by their peers. As employee representatives leave the safety committee, their replacements will be selected by the committee.

2.3 Safety Suggestion Box

Employees may make safety suggestions by placing them in the Safety Suggestion Box. The location of the Safety Suggestion Box is in the Data Center. The President will empty the suggestion box at least weekly and take appropriate action on all suggestions received.

3. Safety Training

All employees will receive safety training prior to starting work, whenever the hazards in their work area change, and when they are given new work assignments with different hazards. Refresher training may be conducted from time to time to ensure all employees retain the necessary safety related information. Training will also be conducted when a new workplace hazard is recognized. Safety training for all employees will be conducted when this Safety Program is first established. Initial safety training will include the topics given in Appendix 3. New employees will be given a copy of the Code of Safe Practices, and will also sign and return documentation of all training they receive. The signed and completed training certification forms are filed in each employee's personnel file. Initial safety training is performed by the Supervisors. All forklift, powered industrial truck, or heavy equipment drivers receive refresher training at least once every two years. The training includes a field evaluation of their driving performance. Refresher training is also provided if a driver is observed operating their vehicle in an unsafe manner or is involved in an accident or near miss incident while driving. Written documentation of the training and evaluations is filed with the training documentation. The refresher training is performed by the Safety Program Manager.

4. Safety Inspection

All supervisors must continuously observe their work areas for unsafe actions or conditions and correct any deficiencies noted. Supervisors must walk around their work area regularly (i.e. daily) in order to perform these observations. Unsafe condition reports received from supervisors or employees are filed in the [Accident Investigations] folder.

Safety Program
CDC, Inc.

Formal safety inspections using the checklists provided are conducted regularly. The completed checklists are filed by the Safety Program Manager.

Crane and hoist operators must inspect their cranes, hoists and rigging daily. Thorough inspections of all cranes, hoists, and rigging, documented in writing, are performed whenever new equipment is placed in service, if equipment is returned to service after having been idle for over one month, and at least annually. These documented inspections are performed by the Safety Program Manager.

5. Personal Protective Equipment

Employees are trained on the proper use of all personal protective equipment (PPE) they use when they are first given an assignment that requires the PPE and if they are observed using the equipment incorrectly. Personal protective equipment supplies are managed by the Supervisors. The Field Manager is responsible for verifying conditions when checking the project and providing the Supervisor with a written jobsite safety assessment (JSA), indicating what hazards are present, what precautions need to be taken and if PPE is required. This assessment must be signed and dated by both Field Manager and Supervisor acknowledging acceptance and responsibility.

6. Accident Investigation and Reporting

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of each investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future. Accident and near miss investigations are performed by the Supervisors. Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective actions to prevent similar accidents from happening in the future. Additional information on accident and near miss investigation is provided in Appendix 7. Injury and illness records (OSHA Log 300) are maintained in accordance with Utah Occupational Safety and Health (UOSH) requirements by the Safety Program Manager. The OSHA Form 300-A (Summary of Work-Related Injuries and Illnesses) for the previous year is posted on February 1 through April 30 in a conspicuous place or places where notices to employees are customarily posted. The Safety Program Manager ensures that the annual summary is not altered, defaced or covered by other material during this time period. The death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident will be reported within eight (8) hours to UOSH (801/530-6901) or (after hours) 800/321-OSHA (800/321-6742). Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone. All injuries and illnesses will also be reported in accordance with the requirements of applicable workers compensation laws as specified by the insurance carrier.

7. Annual Review

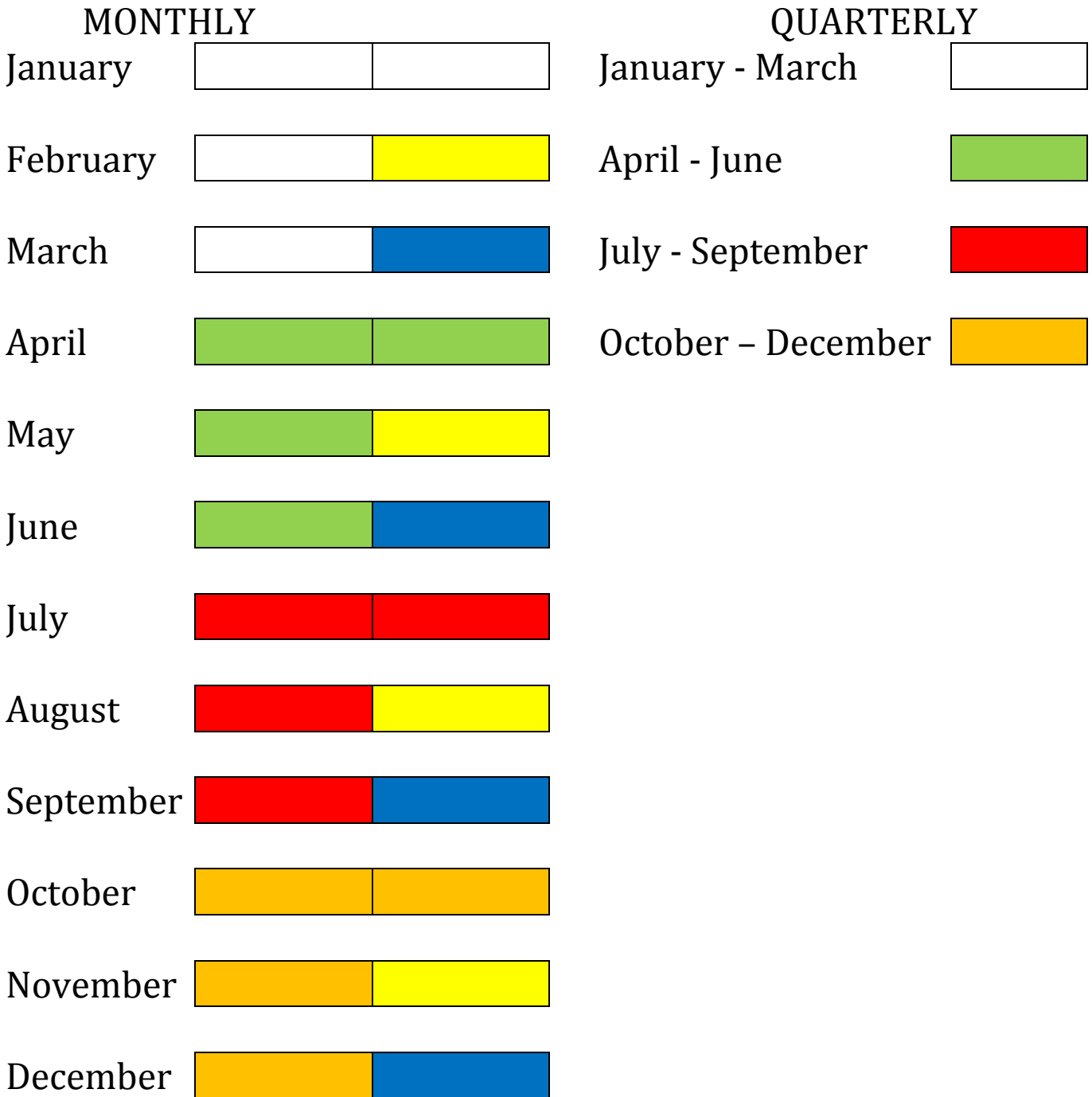
The Safety Program Manager will review the effectiveness of this Safety Program at least annually and correct any deficiencies noted during the review. The safety committee will participate in this review and may submit written comments which will be included in the documentation for the annual review.

8. Records Retention

Records documenting the administration of this Safety Program will be retained for at least three (3) years.

1. Training documentation will be retained for at least five (5) years.
2. Accident investigation records will be retained for at least five (5) years.
3. Safety inspection records will be retained for at least five (5) years.
4. The OSHA 300 log and summary, and incident reports will be retained for at least five (5) years.
5. All safety committee records will be retained at least five (5) years.

MONTHLY/QUARTERLY CORD INSPECTION COLOR SCHEME



Safety Program
CDC, Inc.

Drug-Free Workplace Policy

Purpose and Goal

Crawford Door Sales is committed to protecting the safety, health and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. All employees are held to the same standard of this policy.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby and while on organization property.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-duty, random, post-accident, reasonable suspicion, return-to-duty and follow-up testing upon selection or request of management.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methadone and Propoxyphene.

Safety Program CDC, Inc.

Testing for the presence of alcohol will be conducted by analysis of breath.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be immediately removed from duty, required to successfully complete recommended rehabilitation including continuing care, required to pass a Return-to-Duty test and sign a Return-to-Work Agreement and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of new hires, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

Crawford Door Sales recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Safety Program
CDC, Inc.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.