



CONSTRUCTION SAFETY PROGRAM



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SAFETY PROGRAM

FOR

Arizona System Analysis Professionals, LLC

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CONTRACTOR SAFETY PROGRAM

SAFETY AND HEALTH POLICY

Arizona System Analysis Professionals, LLC believes that **NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKERS' HEALTH AND SAFETY.**

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

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

Any Arizona System Analysis Professionals, LLC employee has the right to halt the production of any job at any time if said employee deems that job may pose a potential threat to their health or safety, he or she must inform management and management must take adequate precautions.

IF A JOB CANNOT BE DONE SAFELY IT WILL NOT BE DONE.

OUR FUTURES ARE ONLY BUILT THROUGH OUR PEOPLE. WE AIM TO PROTECT THEM.

(Signed)

SAFETY AND HEALTH OBJECTIVES

Arizona System Analysis Professionals plans to achieve worker safety and health through the following:

- A. Making each foreman a qualified safety person.
- B. Making daily job site safety inspections.
- C. Enforcing the use of safety equipment.
- D. Following safety procedures and rules.
- E. Providing on-going safety training.
- F. Enforcing safety rules and using appropriate discipline.

DAILY SITE INSPECTIONS

The foreman will tour each job site daily and observe potential safety/health hazards, including the potential hazards of confined spaces and develop a plan (Site Daily Inspection Sheet) for safeguarding this company's workers which may include the following:

1. Identifying hazards
2. Removing the hazard.
3. Guarding against the hazard as required by ADOSH.
4. Providing personal protective equipment and enforcing its use.
5. Training workers in safe work practices.
6. Coordinating protection of workers through other contractors.
7. Recording nearest telephone, fire extinguisher, and eyewash / shower to the work area.
8. Identifying all emergency telephone numbers.

A record of all daily safety inspections and correctional steps will be kept.

CONTRACTOR SAFETY ADMINISTRATOR

Steven McKinney

is the designated person to administer the safety and health program for this organization. The responsibilities for this position are as follows:

1. Being knowledgeable of potential job hazards.
2. Assuring compliance with ADOSH construction safety and health standard requirements.
3. Making regular safety inspections.
4. Establishing safety procedures.
5. Correlating regular safety training with foremen.
6. Maintaining safety records.

PERSONAL PROTECTIVE EQUIPMENT

1. All personal protective equipment will be supplied by Arizona System Analysis Professionals
2. Head protection will be worn on job sites when there are potentials of falling objects, hair entanglement, burning, or electrical hazards.
3. Eye protection will be worn when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.
4. Knee pads will be worn in areas that require consistent kneeling or crawling.
5. Protective footwear shall be worn when there is a potential for falling objects, chemicals, or stepping on sharp objects. Canvas-type shoes shall not be worn.
6. Protective gloves or clothing shall be worn when required to protect against a hazard.
7. Harnesses and lanyards shall be utilized for fall protection as required in ADOSH Construction Safety Standards.
8. All PPE will also be worn as required, by any Arizona System Analysis Professionals customer.

SAFETY RULES

ALL OF OUR SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION BEING TAKEN.

1. Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be the result.
2. Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, knee pads while crawling, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, and safety shoes are necessary for protection against foot injuries.
3. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
4. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part for 15 minutes. Secure medical aid immediately.
5. Watch where you are walking. Don't run.
6. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
7. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
8. Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
9. A good job is a clean job, and a clean job is the start of a safe job. So keep your working area free from rubbish and debris.
10. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
11. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
12. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
13. Know where firefighting equipment is located and be trained on how to use it.

14. Lift correctly - with legs, not the back. If the load is too heavy GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
15. Nobody but operator shall be allowed to ride on equipment unless proper seating is provided.
16. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
17. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
18. Do not enter an area which has been barricaded.
19. If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes.
20. Never oil, lubricate, or fuel equipment while it is running or in motion.
21. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
22. Barricade danger areas. Guard rails or perimeter cables may be required.
23. Trenches over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation. Excavations less than 5 ft may also require cave in protection in some instances.
24. Use the "four and one" rule when using a ladder. One foot of base for every four feet of height.
25. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
26. Ladders must extend three feet above landing on roof for proper use.
27. Defective ladders must be properly tagged and removed from service.
28. Keep ladder bases free of debris, hoses, wires, materials, etc.
29. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
30. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.

31. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
32. Never throw anything "overboard." Someone passing below may be seriously injured.
33. Open fires are prohibited.
34. Know what emergency procedures have been established for your job site. (location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.)
35. Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a non-respirable atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate detector before entry, that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.

JOB SAFETY TRAINING

- A. After conducting a daily safety inspection of a job site, the safety person or foreman will identify and evaluate all potential hazards for:
 - 1. Injury severity potential.
 - 2. Probability of an accident.

- B. This person will also appraise the skill and knowledge level of exposed workers and will read aloud the “tool box topic”.

- C. Appropriate Training will be given.
 - 1. Hazards will be pointed out.
 - 2. Necessary precautions will be explained.
 - 3. The higher the hazard the more detailed will be the training.

- D. Records will be maintained for all training sessions with descriptions of topics covered and names of workers trained.

SAFETY DISCIPLINE

First violation:	Oral warning; notation for personnel file.
Second violation:	Written warning; copy for file or Personnel Office.
Third violation:	Written warning; one day suspension without pay.
Fourth violation:	Written warning and one-week suspension, or termination if warranted.

A record will be maintained of all discipline.

POWER LOCKOUT PROCEDURE

Lockout procedure for Arizona System Analysis Professionals LLC.

I. PURPOSE

The purpose of this procedure is to assure that employees are protected from unintended machine motion or unintended release of energy which could cause injury.

II. MANAGEMENT RESPONSIBILITIES

- A. Each supervisor shall train new employees and periodically instruct all of their employees regarding provisions and requirements of this lockout procedure.
- B. Each supervisor shall effectively enforce compliance of this lockout procedure including the use of corrective disciplinary action where necessary.
- C. Each supervisor shall assure that the locks and devices required for compliance with the lockout procedure are provided to their employees.
- D. Prior to setting up, adjusting, repairing, servicing, installing, or performing maintenance work on equipment, machinery, tools, or processes, the supervisor shall determine and instruct the employees of the steps to be taken to assure they are not exposed to injury due to unintended machine motion or release of energy.

III. EMPLOYEES RESPONSIBILITY

- A. Employees shall comply with the lockout procedure.
- B. Employees shall consult with their supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.
- C. Employees shall obtain and care for the locks and other devices required to comply with the lockout procedure.

IV. GENERAL

- A. The power source of any equipment, machine, tool, or process to be set-up, adjusted, repaired, serviced, installed, or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury, such a power source shall be locked out by each employee doing the work. Sources of energy, such as springs, air, hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.
- B. Safety locks are for the personal protection of the employees and are only to be used for locking out equipment.
- C. Safety locks, adapters, and "Danger Tags" can be obtained from a supervisor.
- D. Equipment locks and adapters can be obtained from a supervisor. The sole purpose of the "Equipment" lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted. The locks are not to be used as a substitute for the employee's personal safety lock.
- E. Personal locks shall contain a tag with employee's name on it.
- F. One key of every lock issued shall be retained by the employee to whom it was issued and the only other key to the lock shall be retained by the superintendent.
- G. Employees shall request assistance from their supervisor if they are unsure of where or how to lockout equipment.
- H. Any questions concerning the lockout procedure should be directed to the employee's supervisor.

V. LOCKING OUT AND ISOLATING THE POWER SOURCE

- A. Equipment, machines, or processing main disconnect switches shall be turned off and locked in the off position only after the electrical power is shut off at the point of operator control. Failure to follow this procedure may cause arcing and possibly an explosion.
- B. Equipment/tools connected to over a 110 volt source of power by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out.
- C. Equipment/tools connected to a 110 volt source of power by a plug-in cord shall be considered locked out if the plug is disconnected and tagged with a "do not start tag."

- D. After locking out power source, the employee shall try the equipment, machine, or process controls to ensure no unintended motion will occur; or test the equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective.
- E. When two or more employees work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves, etc. in the non-operative (off) position.
- F. An employee who is assigned to a job and upon arrival finds an "Equipment Lock," "Adaptor," and "Danger Tag" affixed to the equipment shall take the following action:
 - 1. Affix his/her personal lock to the "Equipment Adaptor."
 - 2. Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.
 - 3. Try the controls to ensure no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine, or process by use of appropriate test equipment to determine that the energy isolation has been effective. (Such testing equipment is only to be employed by trained qualified personnel.)

VI. PERFORMING TEST AND ADJUSTMENTS DURING LOCKOUT

- A. Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if it is necessary to continue work after completing the test or adjustments.
- B. If the employee leaves the job before its completion, such as job reassignment, the employee shall remove his/her personal lock and adaptor and replace it with an "Equipment" lock and adaptor. In addition, the employee will prepare and attach a "Danger Tag" indicating the reason the equipment is locked out (should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the "Equipment" lock, adaptor and the "Danger Tag").
- C. Upon completion of the work, each employee will remove his/her lock, rendering the machine operable when the last lock is removed.

- D. The employee responsible for removing the last lock, before doing so, shall assure that all guards have been replaced, the equipment, machine, or process is cleared for operation, and appropriate personnel notified that power is being restored. This employee is also responsible for removing the "Equipment" lock and returning it to the supervisor.

VII. EMERGENCY SAFETY LOCK REMOVAL

- A. The superintendent, or other designated management person, will be authorized to remove an employee's lock under the following conditions:
 - 1. Receipt of a written request signed by the appropriate supervisor which shall state the reason the employee is not able to remove the lock.
 - 2. The supervisor is responsible for making certain all the requirements for restoring power are followed.

CONFINED SPACE ENTRY

No employee shall enter areas defined below without authorization:

1. A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY;
and
2. Is large enough and so configured that a person can bodily enter into and perform assigned work; and
3. Has LIMITED or RESTRICTED means for ENTRY or EXIT; and
4. May have a POSSIBLE HAZARDOUS ATMOSPHERE that may expose employees to the risk of death, incapacitation, impairment of ability to self rescue caused by:
 - A. Flammable gas
 - B. Airborne combustible dust
 - C. Atmospheric oxygen concentration below 19.5 or above 23.5%
 - D. A toxic atmosphere or substance
 - E. Danger of engulfment

UNTIL AN AUTHORIZED PERSON EVALUATES THE AREA AND AUTHORIZES ENTRY.

GENERAL CONFINED SPACE ENTRY PROCEDURE

1. There shall be no unauthorized entry into a confined space by any person.
2. An authorized person shall examine, test and evaluate a potential entry space and determine if it is a "NON-PERMIT SPACE" and meets the following requirements:
 - A. It does NOT contain any atmospheric hazards or dangers of engulfment capable of causing death or serious physical harm;
 - B. The space has been PROVEN SAFE, has been VERIFIED, DOCUMENTED, and has a CERTIFIED GUARANTEE of a safe environment.
3. If the conditions in #2 have been satisfied, the ALTERNATE ENTRY PROCEDURE may be followed.
4. If conditions in #2 are not met and has any of the following, the PERMIT ENTRY PROCEDURE must be followed:

THE SPACE:

- A. Contains or has a potential to contain a HAZARDOUS ATMOSPHERE.
- B. Contains a material that has a potential for ENGULFING an entrant.
- C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor which slopes downward and tapers to a smaller cross section; or
- D. Contains any other recognized serious safety or health hazard.

EMERGENCY PROCEDURES

In case of an emergency on site the following procedures should be instituted at each site:

- 1) Method of communication should be determined at each site, telephone, radio, etc.
- 2) Emergency telephone numbers should be posted on the daily site inspection sheet
 - a) Police
 - b) Fire
 - c) Medical Response Team
 - d) Site safety personnel
- 3) Post near communication station the address of your site.
- 4) Post names of first aid responders on site.
- 5) Designate person to direct emergency crews to site of emergency.
- 6) Instruction to each employee if known harmful plants, reptiles, animals, or insects, are present regarding all of the following:
 - a) The potential hazards.
 - b) How to avoid injury.
 - c) Applicable first aid procedures to be used in the event of injury.

CARING FOR BITES AND STINGS

	Insect Bites	Spider Bite / Scorpion Sting	Marine Life Stings	Snake Bites	Animal Bites
Signals	<p>Stinger may be present</p> <p>Pain</p> <p>Swelling</p> <p>Possible allergic reaction</p>	<p>Bite Mark</p> <p>Swelling</p> <p>Pain</p> <p>Nausea and vomiting</p> <p>Difficulty breathing or swallowing</p>	<p>Possible marks</p> <p>Pain</p> <p>Swelling</p> <p>Possible allergic reaction</p>	<p>Bite Mark</p> <p>Pain</p>	<p>Bite Mark</p> <p>Bleeding</p>
Care	<p>Remove stinger – scrape it away or use tweezers</p> <p>Wash wound</p> <p>Cover</p> <p>Apply a cold pack</p> <p>Watch for signals of allergic reaction</p>	<p>Wash wound</p> <p>Apply a cold pack</p> <p>Get medical care to receive antivenin</p> <p>Call local emergency number, if necessary</p>	<p>Initially, soak area in salt water</p> <p>Apply cold pack or paste of baking soda or meat tenderizer</p> <p>Call local emergency number, if necessary</p>	<p>Wash wound</p> <p>Keep bitten part still, and lower than the heart</p> <p>Call local emergency number</p>	<p>If bleeding is minor – wash wound</p> <p>Control bleeding</p> <p>Apply antibiotic ointment</p> <p>Cover</p> <p>Get medical attention if wound bleeds severely or if you suspect animal has rabies</p> <p>Call local emergency number or contact animal control personnel</p>

WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL

The following hazard communication program has been established for Arizona System Analysis Professionals.

This program will be available for review by all employees.

I. HAZARD DETERMINATION

Employees will be relying on Material Safety Data Sheets from suppliers and customers to meet determination requirements.

II. LABELING

- A. All unlabeled containers and spills are assumed to be hazardous unless proven different by an authorized person.
- B. All labels shall be checked for:
 - 1. Identity
 - 2. Hazard
 - 3. Name and address of responsible party
- C. Each employee shall be responsible for seeing that all portable containers used in their work areas are labeled with identity and hazard warning.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The safety administrator will be responsible for compiling the master MSDS file.
- B. Copies of MSDSs for all hazardous chemicals to which employees may be exposed will be kept in the company online file folder.
- C. MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to each foreman.
- D. The employee will be provided with the required postings notifying employees of new or revised MSDSs within five (5) working days of receipt of new or revised MSDSs.

IV. EMPLOYEE INFORMATION TRAINING

- A. The safety administrator shall coordinate and maintain records of training conducted for each employee.
- B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class. In that class, each employee will be given information on:
 - 1. Chemicals and their hazards in the workplace.
 - 2. How to lessen or prevent exposure to these chemicals.
 - 3. What the company has done to lessen or prevent workers' exposure to these chemicals.
 - 4. Procedures to follow if they are exposed.
 - 5. How to read and interpret labels and MSDSs.
 - 6. Where to locate MSDSs and from whom they may obtain copies.
- C. The employee will be informed that:
 - 1. The employer is prohibited from discharging, or discriminating against, an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
 - 2. As an alternative to requesting an MSDS from the employer the employee may obtain a copy from the Department of Public Health.
- D. Attendance will be taken at training sessions. These records will be kept by the safety administrator.
- E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

Daily Site Inspection Sheet

Foreman: _____ Date: _____

Cell Number: _____

Pager Number: _____

Specific Location: _____

Scope of Work: _____

Be sure to ask the following when evaluating your work:	Check if any of the following are required?
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Have you walked your work area?	Yes/No	<input type="checkbox"/> Eye PPE	<input type="checkbox"/> Barricades/ Signage
Are there any barricading issues in your area? (Include above/below)	Yes/No	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Confined Space
Are you working around live systems or equipment?	Yes/No	<input type="checkbox"/> Hearing PPE	<input type="checkbox"/> Roof Protocol
Have employees been trained in the proper use of PPE?	Yes/No	<input type="checkbox"/> Fall Protection PPE	<input type="checkbox"/> Confined Space
Are you familiar with evacuation routes?	Yes/No	<input type="checkbox"/> Knee Pads	<input type="checkbox"/> Lift Plan
Will weather conditions affect the safe completion of this work?	Yes/No	LOCATION OF NEAREST:	
Are you familiar with evacuation routes?	Yes/No	ASAP Safety phone Number: 602-370-4797	
Have you contacted the appropriate personnel?	Yes/No	Fire extinguisher:	
Has the work plan been coordinated with other crafts in the area?	Yes/No	Eyewash/Shower:	
Is the work area congested with other crafts? If yes, report to your supervisor.	Yes/No	First aid kit:	
Crew:		Date to START:	
		Date to Finish:	
		Site Safety Phone Number:	
		Emergency Phone Number:	
		Facilities Phone Number:	

