

GOLDEN RAIN FOUNDATION

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

800 Rockview Dr.
Walnut Creek, CA 94595

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August 2012
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September 1999
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GOLDEN RAIN FOUNDATION INJURY AND ILLNESS PREVENTION PROGRAM

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A LETTER FROM OUR GENERAL MANAGER:

Dear Golden Rain Foundation Employees,

The Golden Rain Foundation has established and implemented this Injury and Illness Prevention Program (“IIPP”) to reinforce its commitment to protect the safety and health of you, our employees. In addition, Golden Rain has established a set of basic safety rules for all employees known as the General Safety Rules and Instructions. Each employee receives the appropriate safety rules for their assigned position either at orientation or from their manager prior to beginning their new tasks. Remember, safety starts with you. You are a huge part of the Golden Rain Foundation working team.

As part of the Foundation’s working team, you should be aware that we are:

- Dedicated to maintaining a safe and healthful work environment
- Interested in the welfare of all employees
- Firmly committed to preventing accidents and injuries in the workplace
- Through a strong partnership between the management team and the employees we ensure a safe and healthful workplace

This Program will be reviewed periodically by the Program Administrator and updated as required. A copy of this IIPP and General Safety Rules and Instructions will also be provided to independent contractors engaged by the Golden Rain Foundation. Additional copies of the IIPP and General Safety Rules and Instructions are available from the Public Safety Manager/IIPP Program Administrator and Human Resources. Questions about the IIPP should be directed to your manager or the Program Administrator.

I hope you will find this IIPP helpful in making your work environment safe.

Jeffrey Matheson
General Manager Golden Rain Foundation

RESPONSIBILITY

The Injury and Illness Prevention (IIPP) Program Administrator with Human Resources has the authority and the overall responsibility for implementing and maintaining this IIPP for the Golden Rain Foundation.

A. Program Administrator:

The Program Administrator is responsible for overall management and administration of the IIPP, including the following:

1. Seeing that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as by applicable laws, regulations and foundation safety rules and policies;
2. Seeing that employees are trained in accordance with this Program;
3. Overseeing the inspection, identification and evaluation of workplace hazards on a continuing basis;
4. Overseeing the development of methods for abating workplace hazards; and
5. Seeing that workplace hazards are abated in a timely and effective manner.

B. Managers and Supervisors:

Managers and supervisors have the key responsibility in safety. They are expected to foster their employees' understanding that preventing accidents, injuries, and illnesses is an essential part of successful performance. Managers and supervisors are also expected to verify that their employees are trained in the proper work practices for their assigned work functions, including periodic updates as necessary. They are in a position to instruct and counsel the employees on safe working procedures, to review their work for compliance with safety regulations, and to effectively control all aspects of the work.

Managers and supervisors will enforce established safety and health policies and procedures by observing their assigned work locations and activities, and correcting unsafe behaviors as they occur.

Managers and supervisors are responsible for actively promoting safety by:

1. Understanding, implementing, and maintaining compliance with this IIPP Program;
2. Answering employee questions and providing copies of this IIPP Program upon request;
3. Providing leadership to, and setting personal examples for, those under their supervision and control with respect to job safety practices and procedures;
4. Establishing and maintaining safe and healthful working conditions;
5. Being familiar with hazards to which employees are exposed, how to recognize them, the potential effects those hazards, rules, procedures, and safe work practices for controlling exposure to those hazards;
6. Providing safety training, instruction, and communication to make sure that all employees understand and follow safe work practices;
7. Identifying job classifications and assignments that require specialized safety instructions, practices, procedures and personal protective equipment;
8. Making hazard assessments through inspections and to correct hazards as required;
9. Investigating accidents and take corrective and preventive action;
10. Obtaining immediate first aid and emergency medical equipment for anyone injured in the workplace.

C. Employees:

All Golden Rain employees must follow this IIPP and have responsibilities and duties with respect to safety that include but are not limited to:

1. Being thoroughly familiar with all facets of safety regarding their work or any task they may perform, including hazards and hazard control techniques;
2. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with them safely in accordance with our Hazard Communication Program;
3. No employee should engage in horseplay or unsafe behavior;
4. Mechanical safeguards must always be kept in place;
5. Employees are to report to a superior or designated individual all unsafe conditions encountered during work. (Reports may be made anonymously by using Form 1, Report of Unsafe Condition or Hazard and Response form);

6. Following the Golden Rain Foundation safety rules, regulations and instructions;
7. Obtaining, using and properly maintaining the appropriate personal protective equipment required to perform each task;
8. Performing all duties in a safe and careful manner;
9. Not performing work in situations that constitute imminent harm and immediately reporting such situations;
10. Reporting all accidents, close calls and hazards, including those that may affect non-employee safety, to their foremen or Supervisors immediately;
11. Being alert to work site conditions and co-worker observance of safety practices and procedures. Offering assistance where appropriate, and reporting unsafe practices, procedures, equipment and conditions to their foremen or supervisors; and
12. Attending all required safety training programs and promoting safe work practices to co-workers.

COMPLIANCE

All Golden Rain Foundation employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following:

A. *Informing workers of the provisions of our IIPP through:*

- New Hire Orientation
- Inception of the IIPP
- Annual refresher training

B. *Recognizing employees who perform safe and healthful work practices.*

We recognize employees who perform safe and healthful work practices with positive feedback from managers, supervisors and Safety Committee members. Feedback can be given on-the-spot or in private. We believe that personal and public recognition, as appropriate, of a job done safely goes a long way to further our safety culture.

C. *Providing training to workers whose safety performance is deficient.*

We believe that most employees want to do a good job. Sometimes however, employees either don't know how to do a job safely or, in their rush to complete a job, use unsafe procedures. Managers and supervisors who witness or hear of unsafe behavior must provide on-the-spot feedback and demonstration of the proper and safe way to perform the task or provide formal re-training, as needed.

D. Disciplining workers for failure to comply with safe and healthful work practices.

If an employee ignores safe and healthful work practices, they will be subject to the Golden Rain Foundation's corrective process as outlined below.

Corrective Action Process

Violation of the Golden Rain safety rules, policies, or procedures will result in corrective action. This may include counseling/coaching, oral or written warnings, retraining, demotion, probation, suspension with or without pay, and/or termination of employment. The use of progressive corrective action, counseling, and retraining is solely at the Foundation's discretion. The Golden Rain Foundation will consider each violation on a case-by-case basis and determine the appropriate response. Deliberate or serious safety infractions may result in immediate termination of employment for the first offense. All employees are reminded that this corrective action process does not change their at-will employment relationship with the Foundation.

COMMUNICATION

All Managers and supervisors are responsible for communicating with employees about occupational safety and health in a form that is readily understandable. Where employees are unable to understand written materials, their immediate supervisor is responsible for explaining these materials or obtaining assistance from a bilingual employee to translate these materials. The employee's immediate supervisor is also responsible for ensuring that the employee has fully understood all safety materials and instructions for working safely.

Our communications system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Our communications system includes reviews of the IIPP at new hire orientation, as well as various safety postings, safety topic discussions, a formal Safety Committee with regular meetings, and an anonymous hazard reporting system. All of these are discussed in more detail following.

New Hire Orientation

New Hire Orientation includes a discussion of safety and health policies and procedures:

- Each new employee receives a verbal overview of the various sections of the IIPP.
- Each new employee is given a copy of the IIPP and the forms are explained.

IIPP Program Reviews

A. *Posted Safety Information*

Safety information will be posted in various locations around the valley, typically in the same posting locations as State and Federal required notices.

B. *Periodic Discussions of Safety Topics*

IIPP review is part of our 'Training Verification' checklist. The manager or delegate reviews the job-applicable portions of the IIPP with a new employee as part of the department training.

In addition, the IIPP is reviewed annually by all Golden Rain Foundation employees.

Communication on safety and health matters may also be accomplished in additional forms such as safety meetings, training seminars, written handouts, staff meetings, email, and written memos.

C. *Safety Committee*

The Safety Committee is comprised of the Senior managers and employees from various work groups who volunteer their time to participate on the Safety Committee. The Safety Committee will report out to the various departments via email and/or site visits annually.

Safety Bulletins may also be published as determined by the Safety Committee.

Safety sheets may also be distributed with pay checks.

D. *Safety Meetings*

Formal safety meetings will occur regularly. They will be scheduled and led by the Public Safety Manager and the Human Resources Manager. At the minimum, the Safety Committee will meet on a monthly basis. The meetings will include the following as appropriate:

- Identification of incidents since the last meeting, with discussion of possible preventive solutions;
- Identification of loss trends and recommended solutions to abate them;

- Identification of needed safety training due to loss trends, incidents, Cal OSHA requirements, new processes, etc.;
- Recommending safety training that is needed due to loss trends, Cal OSHA requirements or a new process, chemical or machine.

In addition, managers will conduct short safety meetings on any health and safety issue deemed by the manager to require reinforcement or on topics of pertinent safety interest. Safety topics may be incorporated into staff meetings, daily huddles or tailgate safety briefings. They also may be conducted via email or other electronic conferencing. Employees are always given an opportunity to ask questions and raise any safety concerns they may have during any of these communications.

The subject matter and names of those attending safety meetings will be recorded on the attached 'Safety Meeting Report' Form 2, or equivalent. A copy of any handouts or instructional materials used in these safety meetings will be attached to the safety meeting report form and will be retained by the Golden Rain Foundation for at least three years from the date of the safety meeting. Safety training meeting records are maintained and archived in Human Resources. Managers are required to provide the original sign-in sheet and copies of the handouts to Human Resources within 1 business day of the meeting.

Safety Committee minutes will be posted at various locations around the valley, typically in the same posting locations as State and Federal required notices.

E. Anonymous Reporting of Hazards

The Golden Rain Foundation feels that employees must be able to inform management regarding workplace hazards without fear of retaliation.

Employees who prefer to report hazards or potential hazards anonymously can do so by using the 'Report of Unsafe Condition or Hazard and Response' form. This is Form 1 in the Appendix and is distributed as part of the IIPP at New Hire Orientation and online.

The completed form can be deposited in either the Public Safety Manager's inbox or the Human Resource Manager's inbox.

Once an employee submits a 'Report of Unsafe Condition or Hazard and Response' form, a timely response will be posted in all buildings on the bulletin board where workers' compensation, wage and hour, and other mandated postings are maintained.

While the Golden Rain Foundation makes an anonymous reporting feature available, employees are encouraged to discuss safety concerns with their supervisor, HR, or the Public Safety Manager because there are inevitably questions and pertinent

details that safety investigators need to know when evaluating a safety risk that might not be evident in an anonymous filing. Our goal is to make working conditions safe for you and for all employees.

HAZARD ASSESSMENT

A. Periodic Inspections Information

The Golden Rain Foundation understands the value of periodic inspections. The Golden Rain Foundation use monthly inspections in higher exposure areas to identify and evaluate workplace hazards. Such inspections will be performed by competent observers throughout our workplace. Periodic inspections are performed as detailed in the 'Hazard Identification' section following.

Hazards identified are corrected in accordance with the 'Hazard Correction' Section of this IIPP Program.

B. Hazard Identification

Initial inspections were performed when the IIPP was established. Subsequent periodic inspections are performed when potential hazards are identified according to the following schedule:

1. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace additional training and safety meetings will be held to inform affected employees of the existence and safe work practices for the new hazards and/or equipment. These training and safety meetings will be documented. Managers are required to provide the original sign-in sheet and copies of the training handouts to the Public Safety Manager or approved delegate within 1 business day of the meeting.
2. When new, previously unidentified hazards are recognized we follow the procedure stated above in #1.
3. When occupational injuries and illnesses occur; and
4. Whenever workplace conditions warrant an inspection.

The 'Safety Inspection Report' (Form 3) is to be completed by the manager and/or authorized delegate, on a monthly basis in higher exposure areas. The Safety Committee will review the monthly inspection reports and will from time to time do a spot inspection. Any hazards identified are documented on the report, a work order is generated, and the hazard is resolved. The work order number will be noted on the 'Safety Inspection Report' should future reference be necessary.

ACCIDENT/EXPOSURE INVESTIGATIONS

The Golden Rain Foundation believes that Post-Accident Investigation is an integral part of preventing future injuries. Procedures for investigating all reported workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from recurring; and
5. Recording the findings and actions.

A. Employee Reports

Employees must immediately report any incident or “near miss” involving a work-related injury or illness, chemical exposure, property damage, vehicle accident, fire or release of a hazardous material to a manager or to the IIPP Administrator. A “near miss” is an incident that almost, but not quite, caused an injury or property damage. Investigation of these instances may avoid serious accidents in the future. Employees and their managers should complete written incident reports and deliver them to the Human Resource Manager within 24 hours of each incident.

B. Incident Investigations

Managers are responsible for obtaining emergency medical care for injured or ill personnel as quickly as possible. Managers should then stabilize the affected work area to prevent additional injuries and property damage.

The IIPP Administrator or delegate investigates all occupational injuries, illnesses and near misses. Investigations will be as complete as possible and should include an examination of the incident scene and interviews with all affected employees and witnesses.

Because re-enactments of accidents and near misses could result in additional injuries and property damage:

Re-enactment of accidents and near misses is strictly prohibited without prior written approval from the IIPP Administrator.

Employees and their managers must complete the written investigation report within 24 hours of each incident. These reports must be delivered to the IIPP Administrator with a copy to the Human Resource Manager. Incident investigation reports are to be completed on the required form. If appropriate, photos should be used to document

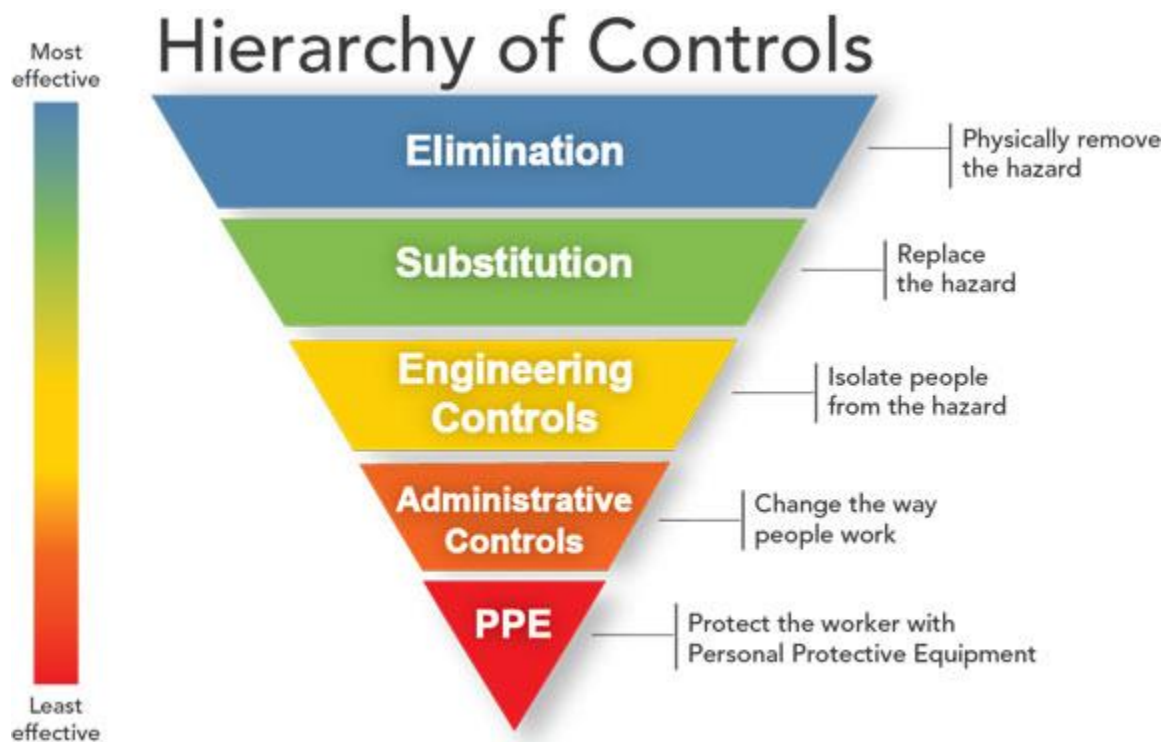
the incident scene. Sketches or diagrams may also be used to clarify incident investigations. Copies of any photos or diagrams should be attached to the investigation report.

HAZARD CORRECTION

A. Hazards Which Give Rise to a Risk of Imminent Harm

Whenever possible, it is The Golden Rain Foundation’s intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which, The Foundation cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will be appropriately trained in how to do so and will be provided with necessary safeguards and personal protective equipment.

The Golden Rain Foundation follows the Hierarchy of Controls recommended by the NIOSH and OSHA for hazard correction. The following chart illustrates this hierarchy:



Elimination is the preferred method of controlling hazards. Eliminating the hazard is the best option because then the hazard does not exist. Depending upon the circumstance, finding a viable way to effectively eliminate a hazard without compromising the quality of the work may be difficult to do. However, this option must be explored before settling for a less effective control.

Substitution is the second-best option when it comes to the hierarchy of hazard control. Substitution involves replacing the source of the hazard with a different one that does not present hazard or presents a significantly lesser risk. Examples are swapping a hazardous chemical for a non-hazardous one that is just as effective or changing the way a job is performed to reduce the associated risk.

Engineering Controls are favored over administrative and personal protective equipment (PPE) for controlling existing worker exposures in the workplace because they are designed to remove the hazard at the source before it comes in contact with the worker. Well-designed engineering controls can be highly effective in protecting workers and will typically be independent of worker interactions to provide this high level of protection.

Administrative Controls and Personal Protective Equipment are frequently used with existing processes where hazards are not particularly well controlled. Administrative Controls and PPE programs may be relatively inexpensive to establish but, over the long term, can be very costly to sustain. These methods for protecting workers have also proven to be less effective than other measures, requiring significant effort by the affected workers.

B. Non-Emergency Safety and Health Concerns

The Golden Rain Foundation makes every effort to address workplace safety and health concerns as soon as they are discovered. Unsafe/unhealthy conditions will be corrected, controlled or abated in a timely manner based on the severity of the hazard. Managers should inform affected employees of any unsafe conditions as soon as the condition is discovered. Interim control measures will be implemented for hazards that pose a risk of serious injury or illness.

If for any reason these requirements cannot be met, the IIPP Administrator must be notified immediately. The IIPP Administrator will review the proposed corrective actions with appropriate employees and managers at the work location to ensure that interim control measures are implemented to protect employees; such measures may include training employees to use the interim protective measures or other measures which work towards employee safety. The IIPP Program Administrator will also establish a completion deadline for the final corrective action in consultation with appropriate management.

C. Hazard Control Techniques

Following is a list of some methods used to correct hazards. Note that this list is illustrative, and not meant to be all-inclusive.

1. Eliminating the hazard; e.g., discarding a defective ladder or filling in a crack in the sidewalk;

2. Issuing a “stop work” order in an imminent harmful situation.
3. Isolating the hazard; e.g., using a protective barrier;
4. Guarding the person; e.g., personal protective equipment or job safety procedure training; and
5. Practicing good housekeeping; e.g., maintaining well organized, neat and clean work environments free from slipping, tripping, electrical, missile and fire hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

A. Serious Injury or Fatality Reporting:

In the event of a SERIOUS INJURY, ILLNESS, FATALITY, OR EXPOSURE, notify Public Safety immediately, giving them as much information as possible.

If a SERIOUS INJURY, ILLNESS, FATALITY OR EXPOSURE occurs after normal office hours or on a weekend, contact the Public Safety Manager Tom Cashion at (925) 408-0296 or Human Resources Manager Eric Wong at (925) 542-1569.

All Serious Injuries, Illnesses, or Exposures must be reported by phone to the nearest Cal/OSHA District Office within 8 hours of the event or notification thereof, regardless of time of day or day of the week. Failure to report a serious injury, illness, or exposure will result in an automatic \$5,000 fine to the company. The Cal/OSHA Regional/District Office for our area is American Canyon, 3419 Broadway Street, Suite H8, American Canyon, CA 94503. Phone: (707) 649-3700.

Refer any inquiries from newspapers, etc., to the Public Safety Manager and avoid any discussion with those not legally entitled to this information unless it is specifically authorized by company officials.

TRAINING AND INSTRUCTION

Training employees with regard to safety is important to the culture of the Golden Rain Foundation. All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices.

A. Training and Instruction Provided

IIPP information and training is provided to employees:

1. When the IIPP is first established or substantive changes are made to the program;
2. To all new workers;
3. To all workers given new job assignments for which training has not previously been provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed;
7. To all workers with respect to hazards specific to each employee's job assignment.

B. General Safety Training

Each employee needs to be given training and instruction regarding general safety topics. Such training topics include, but are not limited to, the following subjects:

1. Names of The Golden Rain Foundation safety and health personnel and employee safety responsibilities;
2. Safe work practices for their assigned tasks;
3. Fire prevention and protection measures and locations of portable fire extinguishers, sprinkler systems, and smoke and/or fire alarms;
4. Emergency procedures and location of first aid supplies and other emergency equipment;
5. Location of emergency exits; and
6. Contents of the Injury and Illness Prevention Program.

Training Verification forms (Form 5) should be used to document training.

C. Job-Specific Training

Additional employee training may include job-specific training when necessary. Each employee will be given job specific training by his/her manager or a delegate prior to performing his/her assigned job. The following list is illustrative and not meant to be all inclusive.

1. Office safe practices including electrical equipment safety;
2. Prevention of slips, trips and falls;
3. Material handling and lifting;
4. Chemical handling requirements;
5. Ladder safety;
6. Motor vehicle safety.

D. Employee Access to the IIPP

Our employees - or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by:

Providing access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

- a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
- b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will

be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING

The Golden Rain Foundation's IIPP recordkeeping policy is as follows:

A. Scheduled Periodic Inspections

Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form which will be maintained in Human Resources for at least one year or as required by regulations.

B. Safety and Health Training

Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on worker training and instruction forms and will be maintained in Human Resources for at least one year or as required by regulations.

C. Retention

Training records and OSHA 300 forms will be kept for 5 years. The purging of all records will be done by the Human Resource Department in accordance with the retention policy.

APPENDIX A: Injury and Illness Prevention Forms

INJURY AND ILLNESS PREVENTION FORMS

Following are forms for use as indicated in the IIPP. You may make a copy of the form, or see your supervisor, Safety Committee member, or Program Administrator if you require forms for use. Forms are also available from Human Resources.

Form 1: Report of Unsafe Condition or Hazard and Response	23
Form 2: Safety Meeting Report	24
Form 3: Safety Inspection Report	25
Form 4: Occupational Injury or Illness Investigation Report	31
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Form 1 Report of Unsafe Condition or Hazard and Response

(NOTE: Employees may submit this form anonymously)

Date Reported: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Optional:

Employee's Name: _____

Job Title: _____

Signature of Employee: _____

COMPANY RESPONSE:

Name of person investigating report: _____

Results of investigation (What was found? Was condition unsafe or a hazard?) (Attach additional sheets if necessary):

Action taken to correct hazard or unsafe condition if appropriate or, alternatively, information provided to employees as to why condition was not unsafe or hazardous. (Add additional sheets if needed):

Signature of person investigating report: _____

Safety Meeting Report

Date: _____

Department: _____

Meeting Leader (print clearly) _____

Meeting Leader (signature) _____

Topics Discussed [attach agenda or identify all documents provided and discussed]

Personnel In Attendance [may attach separate attendance sheet that includes <u>printed name as well as signature for each employee attending</u>]	
Employee Name (print clearly)	Employee Signature

Date of next Safety Meeting: _____

Each manager is responsible for both employee safety and for ensuring a safe working environment. Higher exposure areas will require monthly inspections. Each department or job area will have specific safety issues to address, and these needs may change from time to time. In light of this, the following list illustrates both the general safety issues that all Managers should address in sections 1 and 2, and sample area-specific checklists in sections 3 and 4. The IIPP Administrator maintains an evergreen listing of specific concerns that Managers should consult in developing a safety inspection report for their area.

The following list is illustrative only; additional areas of concern should be added as needed for specific departments. A sample inspection report format follows on the next page.

General Safety Checklist:

1. Life Safety
 - a. Adequate lighting, regular and emergency
 - b. Signage (i.e., exit, emergency exit, not an exit)
 - c. Emergency doors have proper hardware
 - d. Sprinkler inspection documentation per NFPA regulations
 - e. Fire extinguishers every 75'; annual service and tagged; monthly self-inspections and tag sign-off
 - f. Emergency Action Plan: written, annual drills, documentation
 - g. First Aid kits adequately stocked for exposures in area
2. General
 - a. Areas free of slip/trip/fall hazards
 - b. All equipment in good working order
3. Machines
 - a. All guards in place at all times
 - b. All moving parts are guarded
 - c. Bench grinder wheels no more than 1/8" from finger guard
 - d. Machine-specific training and documentation exists for all employees authorized to use machines.
 - e. PPE worn at all times for tasks where they are required.
4. Auto Shop
 - a. Preventive Maintenance scheduled and documented
 - b. Hazard Communication - written plan, documentation of training, SDS sheets
 - c. Flammables stored in Flammable Cabinets when not in use
 - d. Oily rags stored in flammable container with lid
 - e. Waste oils, etc. stored and labeled properly
 - f. Eye wash and emergency showers installed and no more than 10 unobstructed seconds from where chemicals are being used and where forklifts are being charged
 - g. Powered Industrial Truck operators trained/certified with documentation and cards

GENERAL SAFETY INSPECTION REPORT

SUBJECT AREA/INSPECTION ITEMS	YES	NO	N/A	COMMENTS / CORRECTIVE
AREA INSPECTED:				
LIFE SAFETY				
Adequate lighting: regular; emergency				
Signage: exit; emergency exit; not an exit (if required)				
Emergency doors have proper hardware				
Fire sprinkler inspection 18 inches of clearance around sprinkler heads at all times				
Fire extinguishers every 75 feet Annual service record & tag Monthly self-inspection & tag sign-off				
Electrical Panels 3-foot clearance around electrical panels at all times				
Emergency Action Plan Evacuation maps posted 3-foot wide clear path to all emergency exits				
First Aid kits adequately stocked for exposures in this area				
GENERAL				
Area free of Slip/Trip/Fall hazards				
All equipment in good working order				
AREA SPECIFIC				
Area Specific Items 1 - x				

Area-Specific Inspection Items

Following is a representative listing of safety inspection items that can be added, as required and relevant, to an area safety inspection. Area-specific items are in addition to the Life Safety and General items. This is a representative listing and may be changed from time to time. The IIPP Administrator or their designee is charged with maintaining the current listing of Area-Specific items, and managers are directed to consult with the IIPP Administrator to ensure area inspections are complete and compliant.

SUBJECT AREA/ INSPECTION ITEMS	YES	NO	N/A	COMMENTS/CORRECTIVE ACTIONS
<i>Incident Reporting & Recordkeeping</i>				
Incident investigations and corrective actions are documented in writing by delegated investigator.				
Program Administrator to follow-up to assure completion of corrective actions is documented in writing.				
Periodic safety inspections are documented in writing.				
<i>Safety Meetings</i>				
Attendance and subject matter of safety meetings are documented in writing & minutes posted after each meeting.				
<i>Medical Services and First Aid/CPR</i>				
Medical personnel are readily available by phone for advice and consultation on matters of employee health.				
First aid kits are easily accessible to each work area.				
Contents of first aid kits have been approved in writing by a physician.				
First aid kits are inspected and restocked at least monthly.				
First aid kit inspections are documented in writing.				
Eye wash fountains and safety showers are in good working condition.				
Emergency action and fire prevention plan on site.				

Emergency phone numbers are posted near each phone.				
Emergency drills are conducted and documented.				
Smoke detectors are in place and operational.				
Fire extinguishers, sprinklers, fire exits, etc. unblocked.				
Fire extinguishers recharged regularly and noted on inspection tag.				
Fire extinguishers are inspected monthly and documented on back of tag.				
Smoking in designated areas only.				
<i>Electrical Safety</i>				
Electric cords and extension cords are located out of walkways or protected by bridges to prevent damage and tripping hazards.				
There are no frayed cords or broken prongs on electrical plugs.				
Extension cords are not fastened with staples, hung or suspended from un-insulated hangers.				
Electric outlets are not overloaded.				
There is no exposed wiring and no uncovered electrical outlets.				
<i>General Work Areas & Housekeeping</i>				
Adequate and proper storage space for tools and materials.				
All flammable liquids stored in flammable cabinets.				
All oily waste materials deposited in lidded metal containers (i.e., rags, cartons, etc.).				
Waste material containers emptied on a regular basis.				
Vacuum cleaners, floor polishers and other equipment in good working condition.				
Electric tools property grounded.				

Ladders and stools equipped with safety treads.				
All spillages immediately wiped up.				
Proper tools used on each job.				
All worksites clean and orderly.				
Storage and equipment rooms neat and orderly.				
Lighting and ventilation adequate.				
All work areas adequately illuminated.				
Floor surfaces are kept clean and dry.				
Appropriate wet floor signage available as needed.				
<i>Exits and Means of Egress</i>				
Doors, passageways or stairs that are not exits or access to exits are clearly marked "NOT AN EXIT" or equivalent.				
Exits and access to exits are well lighted and unobstructed, with 3' clearance, at all times.				
Exits are unlocked during working hours or can be opened from inside without using a key.				
Special precautions are taken to protect exit routes during any construction, maintenance and repair operations when needed.				
<i>Protective Equipment and Clothing</i>				
Safety clothing and equipment provided.				
Safety clothing worn when required:				
a. safety glasses or goggles				
b. safety shoes				
c. hard hats				
d. other:				
Safety equipment maintained in a sanitary condition.				

<i>Machine Operators</i>				
Machines used only by authorized, trained employees.				
Machinery turned off when not in use.				
Safety guards in place on all equipment.				
Machinery and equipment clean and properly maintained.				
Lock out procedures in place and followed.				
<i>Hand Tools and Equipment</i>				
Tools and equipment in good working condition.				
Hand protection utilized when using cutting tools.				
Tools stored in a dry, secure location.				
Eye and face protection used when driving hardened or tempered nails.				
Hand trucks maintained in safe operating condition.				
<i>Additional Items Covered:</i>				

Date: _____

Name _____

of

Inspector:

Area _____

Inspected:

Note: This checklist is intended to be a guide, not an all-inclusive checklist.

Form 4 Occupational Injury or Illness Investigation Report

These guidelines help organize the investigation of accidents and incidents involving employees, facilities & grounds, tools, equipment or material. All accidents and incidents should be investigated, no matter how minor. The same conditions that cause a minor incident could lead to a major accident. The unsafe acts of workers and the unsafe conditions that cause accidents can be identified and corrected. It is critical to find, name and correct them.

Part 1: GENERAL INFORMATION

Who was involved? _____

Age _____ Department _____

Date of accident _____ Time of accident _____ AM PM

Address of accident _____

Part 2: DESCRIPTION OF ACCIDENT

What happened? _____

Part 3: WHAT WAS THE CAUSE OF THE ACCIDENT?

Determine the cause by analyzing all the factors concerned. If either a person, a machine/tool, or other physical condition was involved, find out HOW and WHY.

A. Describe any UNSAFE acts: _____

B. Describe any UNSAFE conditions: _____

C. FUNDAMENTAL ACCIDENT CAUSE: _____

Part 4: CORRECTIVE ACTION TAKEN

What has been done, should be done, or is recommended to be done to prevent a similar accident?

Has it been done? _____ If not, give reason _____

Signed _____

Date _____

Reviewed _____

Date _____

Form 5

Training Verification

Name of Employee: _____

Date Employed: _____ Position: _____

Name of Trainer: _____

I, [_____], have been trained and instructed in the following and agree to follow all the Golden Rain Foundation safety and health rules, policies and procedures [and have received the following written material].

	<u>Training Date</u>	<u>Trainers Initials</u>
A. <u>General Safety and Health Issues</u>		
1. The Company’s Injury and Illness Prevention Program	_____	_____
2. Emergency Action & Fire Prevention Plan	_____	_____
3. Injury/Accident Reporting Procedures	_____	_____
4. Housekeeping	_____	_____
5. Ergonomic Hazards	_____	_____
6. Proper Lifting Techniques	_____	_____
7. Working Around Equipment	_____	_____
8. Reporting Unsafe Conditions	_____	_____
9. General Safe Work Practice	_____	_____
B. <u>Hazards Specific to Employee’s Job</u>		
1. Lock-out, Tag-out Procedures	_____	_____
2. Hazardous Situations/Materials	_____	_____
3. Powered Industrial Trucks **	_____	_____
4. Electrical Safety	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Employee’s Signature

Date

Signature of Trainer or Manager

Date

** Indicates that after training, trained employee demonstrated appropriate level of competency in using powered industrial trucks.

Cal OSHA 300 Form here:

APPENDIX B

GENERAL SAFETY RULES AND INSTRUCTIONS

THE GOLDEN RAIN FOUNDATION CODE OF SAFE PRACTICES Employee Health and Safety Rules

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THE GOLDEN RAIN FOUNDATION CODE OF SAFE PRACTICES

Employee Health and Safety Rules

The Golden Rain Foundation (“Golden Rain” or “the Foundation”) has established the following safety rules and code of safe practices. These safety rules are not meant to be all-inclusive. This Code of Safe Practices will be periodically supplemented and updated with additional safety policies and/or written operating procedures for new or changed equipment and work activities.

INTRODUCTION:

People do unsafe things because:

- They are unaware that what they are doing is wrong.
- They misunderstand instructions that were given.
- They do not consider instructions to be important.
- They are not given specific instructions.
- They find it awkward to follow the instructions.
- They do not follow safety rules or instructions.
- They are careless.
- Don't have the right equipment.
- Are only going to do it once.
- It won't happen to them.
- Are trying to hurry or be more productive.

Each employee shares in the responsibility for safety. Your duty is to work in conformance with established safety regulations and to report all unsafe working conditions to your supervisor. You must utilize the equipment provided and be aware of your responsibility to work safely, thereby protecting yourself as well as your fellow employees. **Think of safety as part of your job.**

If you are unsure of how to do a job, ask your supervisor. Do not take chances or work without the proper safeguards. Work at a speed that is safe for job conditions. Watch for hazardous conditions and report them immediately. Be sure to report all injuries, no matter how minor, to your supervisor.

All employees are responsible for performing their work assignments in a safe and responsible manner in accordance with this IIPP and Code of Safe Practices, Golden Rain safety and health policies and procedures, regulatory laws and standards, safety training, and their managers' instructions.

The Foundation's corrective action process for violating a safety rule or safety practice, up to and including **termination of employment**, is covered in the Foundation Employee Handbook as well as in the IIPP Program document. All employees are

reminded that the existence of such disciplinary procedures does not change the at will status of their employment with the Foundation.

GENERAL SAFETY RULES FOR ALL DEPARTMENTS

- Keep as clean as possible when handling chemicals, oil, cleaners or paint.
- Wash thoroughly before meals, especially after handling materials that may be hazardous to your health.
- Wear appropriate clothing for the job to be accomplished. Loose clothing, rings, and jewelry may be dangerous around machinery when in operation.
- All employees should know the location of First Aid kits and fire extinguishers and how to use them.
- All employees are trained on first aid kits and fire extinguishers and know how to use them.
- Never operate any machine or equipment unless you have been specifically authorized and trained to do so by your supervisor.
- Do not operate defective equipment. Do not use broken hand tools. Report defective or hazardous equipment to your supervisor.
- Obtain full instructions from your supervisor before operating a machine with which you are not familiar.
- Never start on any hazardous job without being completely familiar with the safety techniques that apply to it. Check with your supervisor if in doubt.
- Make sure all safety attachments are in place and properly adjusted before operating any machine.
- Do not operate any machine or equipment at unsafe speeds. Shut off equipment when it is not in use.
- Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your supervisor.
- Never oil, clean, repair or adjust any machine while it is in motion.
- Never repair or adjust any electrically driven machine without properly tagging the main switch.
- Put tools and equipment away when they are not in use.
- Do not lift items that are too bulky or too heavy to be handled by one person. Ask for assistance.
- Keep all aisles, stairways and exits clear of boxes, equipment and spillage. Do not place equipment and materials so as to block emergency exit routes, fire

boxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.

- Stack all materials neatly and make sure piles are stable.
- Keep your work area, machinery and Foundation facilities that you use clean and neat.
- Do not participate in horseplay, tease or otherwise distract fellow workers. Do not run on Foundation premises, always walk.
- The use of head protection (hard hats) is mandatory on all jobs when employee(s) or equipment are working overhead or in open trenches.
- Hard hat areas shall be designated by the supervisor or job-site in charge. These areas shall be general project areas, such as an entire building, golf course, etc., rather than specific parts of the building, golf course area, or other limitations.
- Gloves shall be worn at all times when handling rough or caustic materials.
- Gloves are prohibited for close work around saws, lathes, drill presses and similar machines, or working parts of machines in which they may become entangled.
- Traffic guards and cones shall be utilized when working in public thoroughfares.
- Appropriate footwear, such as rubber boots, protective covers, etc., shall be worn by employees who are engaged in work which require such protection.
- Personal protective supplies shall be furnished by the Foundation for employees as required, and their use enforced. All persons required to use such equipment shall be properly instructed in their use.
- Items of personal wear shall be maintained in serviceable condition and before being reissued to other employees or returned to storage, shall be cleaned, sterilized, inspected or repaired as necessary.
- Hearing protection shall be worn in areas where the noise level is .80 decibels or greater - the OSHA standard.
- Never take chances. If you are unsure, ask your supervisor.
- Food, beverages, cosmetics and medications must be stored separately from any cleaning supplies or other chemical products.
- Possession of alcoholic beverages, marijuana, illegal drugs and other controlled substances, and drug paraphernalia is strictly prohibited on premises and while performing work on behalf of the Golden Rain Foundation, as well as at client work locations. Employees who require prescription medication during working hours must keep the medication in its original pharmacy container, labeled with the employee's name, the prescribing doctor's name, and the pharmacy name and telephone number and name of the medication.
- Employees who require prescription or over-the-counter medication during working hours should notify the IIPP Administrator or Human Resources. This

policy is intended to ensure that employees do not present a hazard to themselves or coworkers while taking medications that cause drowsiness or other side effects that can impair their ability to work safely.

- Employees found to be drunk or otherwise intoxicated during working hours or while performing work for the Golden Rain Foundation will be subject to disciplinary action up to and including termination of employment.
- Smoking is allowed only in designated outdoor smoking areas.
- Horseplay, practical jokes and gambling are prohibited on premises and while performing work on behalf of Golden Rain Foundation and other work locations, as well as at client work locations.

TRAFFIC CONTROL

GRF traffic control person follows these rules:

- Always stay alert. The situation can change very quickly.
- Be visible. Stand where you can see traffic and be seen by traffic.
- Think ahead and plan your escape route. Know where you will move to if a motorist drives too close.
- Stand “alone”, which in this case means do not stand in a group of people, or beside or in a vehicle or other distractions. Drivers must be able to see you clearly.
- Stand the correct distance from the work area. This position will vary with the visibility, speed and volume of traffic. In general, this spot is halfway between the beginning of the taper or detour zone, and the traffic control person sign. Do not stand too close to the taper, or in the travel lane.
- Keep visual contact with the other traffic control person if you are not using radios.
- Work as a team with other traffic control persons. Always check with the other traffic control person to see if it is safe to allow traffic to move. When two or more traffic control persons are required to work as a team at the worksite, responsibility for coordination of changes in traffic flow could be assigned to one person.
- Hold the stop/slow sign away from your body, and in the driver’s line of sight.
- Raise your free hand with the palm facing the driver to stop traffic.
- Allow time for the vehicle to stop safely by turning the sign when the vehicle is at an appropriate distance away for the speed it is travelling.
- After stopping the first vehicle, move to a safe position where the incoming next vehicle can see you.

- Be aware of everything going on around you, behind you, lane beside you, etc.
- When you are ready to release traffic, return to your position outside the travel lane, confirm with the other traffic control person it is safe to let traffic move, turn the sign to “slow”, and with your free arm, signal to drivers to proceed.
- To slow moving traffic, extend the slow sign away from your body (but do not wave it), and use your free hand in an up and down motion (palm down).
- Be alert for emergency vehicles (police, fire, ambulance). These vehicles have priority through the traffic control zone.
- Guide cyclists and pedestrians safely through the zone as well.
- Cover or remove traffic control person signs when there are no traffic control persons present.
- Do not assume a vehicle will stop until it has actually come to a full and complete stop.
- Do not look away from on-coming traffic.
- Do not do any other activity, other than control traffic.
- Do not use other devices (other than your communication radio) which may distract you or impair your sight, hearing or take attention from the job. These devices include personal music players, cell phones, etc. Only use a cell phone for on-site emergency communication, if permitted.
- Do not participate in arguments with motorists. Be polite, do not retaliate, stay back, and stay safe. If necessary, record the incident and report it to your supervisor.
- Do not try to enforce situations that appear to be breaking highway traffic acts (e.g., speeding, dangerous driving, driving while impaired, etc.). Make a note of the license plate on the vehicle and discuss with your supervisor. Call the police or emergency services for assistance.
- Do not use radio communication when blasting activities are occurring.

What is a traffic control layout for temporary work zones?

- When work is conducted on the road, the work zone is not limited only to the area where the actual work is done, but also extends to all areas where devices that guide the traffic are used.
- A typical layout for a temporary work zone has the following sections:
 - Advanced warning area - alerts the road users about road work ahead.
 - Approach area - informs users of traffic changes (speed, lane reduction, lane diversion, etc.).

- Transition area - channels the traffic to a new path.
- Longitudinal buffer area - the area of a project in between the end of a lane closure taper and the start of a work area which provides protection for road users and workers by allowing drivers the space necessary to slow down before entering the actual work area.
- Work area - area where the work takes place, and all materials are stored.
- Termination area - allows traffic to transition back to normal path of the road.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eye Protection

Emergency eye wash fountains and showers to be tested weekly with written records kept of the tests by Mutual Operations Department Supervisor.

- Eye protection shall be worn when operating any power tools or machinery.
- Eye protection shall be worn when there may be airborne particles capable of causing eye injury.
- Eye protection shall be worn while handling any caustic substance.
- Eye protection shall be worn while performing any task that requires nailing, prying, hammering, sawing, or sanding.
- Eye protection shall be worn in the vicinity of flying objects, such as golf balls.
- When necessary, facilities for drenching or flushing the eyes “shall be provided within the work area for immediate emergency use.” In applying these general terms, OSHA would consider the guidelines set by such sources as American National Standards Institute (ANSI) Z358.1-1998, Emergency Eyewash and Shower Equipment, which states, at section 7.4.4, that eyewash facilities are to be located to require no more than 10 seconds to reach but that where a strong acid or caustic is used, the unit should be immediately adjacent to the hazard.

Footwear

- Proper footwear must be worn at all times.
- Shoes with crepe or soft rubbers soles, any open toed shoe, sandals of any type, any canvas or nylon topped sport shoe or cowboy style boots, are not acceptable. While in the field or shop, adequate footwear shall be required.
- GRF employees are required to wear, ANSI-approved safety shoes or boots at all times.
- Safety shoes or boots with metatarsal protection will be provided and are required to be worn in work areas where heavy materials could be dropped on the foot and where GRF requires that such protection be worn.
- Examples are as follows:

- Oil resistant soles with a heel (help prevent slippage on wet surfaces and give good footing when climbing ladders).
- Six (6) inch or higher upper, to give protection to ankle and lower leg.
- Steel toe shoes or boots to protect against crushing or cutting actions.

Gloves:

- Wear durable, chemical-resistant gauntlet gloves which extend up the forearm. Remember that waterproof gloves are not necessarily chemical-resistant.
- Do not wear leather, paper, or fabric gloves. These materials can absorb and retain pesticides.
- Follow manufacturer’s instructions to prevent getting pesticides on your hands when removing contaminated gloves (e.g., wash the outside of gloves before removing them).
- For additional protections, wear a light pair of disposable gloves under the outer gloves. Discard the disposables after each use.
- Wear relatively loose-fitting outer gloves for easy removal.

Guide to the Selection of Skin Protection		
Hazard	Degree of Hazard	Protective Material
Abrasion	Severe	Reinforced heavy rubber, staple-reinforced heavy leather
	Less Severe	Rubber, plastic, leather, polyester, nylon, cotton
Sharp Edges	Severe	Metal mesh, staple-reinforced heavy leather, Kevlar®
	Less Severe	Leather, terry cloth (aramid fiber)
	Mild with delicate work	Lightweight leather, polyester, nylon, cotton
Chemicals and fluids	Risk varies according to the chemical, its concentration, and time of contact among other factors. Refer to the manufacturer, or product SDS.	Dependant on chemical. Examples include: Natural rubber, neoprene, nitrile rubber, butyl rubber, polyvinyl chloride, polyvinyl alcohol, Saranex™, Tychem®, Trelchem®
Cold		Leather, insulated plastic or rubber, wool, cotton
Heat	High temperatures (over 350 deg C)	Asbestos
	Medium high (up to 350 deg C)	Nomex®, Kevlar®, neoprene-coated asbestos, heat-resistant leather with linings
	Warm (up to 200 deg C)	Nomex®, Kevlar®, heat-resistant leather, terry cloth (aramid fiber)
	Less warm (up to 100 deg C)	Chrome-tanned leather, terry cloth
General Duty		Cotton, terry cloth, leather

Hard Hats

- Hard hats shall be worn while operating, or while working in close proximity (50') to, any piece of mobile equipment (i.e., backhoe, tractor, J.L.G. lift, trencher, forklift, and chipper).
- Hard hats shall be worn while working in or around any excavation.
- Hard hats equipped with limited dielectric properties will be furnished to and used by all OSHA employees while on construction sites, and where they are required to be worn when hazards from falling or fixed objects or electrical shock are present.

- Hard hats shall be worn in and around any demolition work (50’).
- Hard hats shall be worn while working on or near scaffolding (50’).
- Hard hats shall be worn by any person working below or near overhead construction, repair, painting, etc.
- Hard hats shall be worn at all times in the presence of flying objects (golf course, chipper, etc.).
- Hard hats shall be worn at all times during the inspection of building foundations (G 11 type, etc.).
- Hard hats shall be worn while loading or unloading material from overhead material racks.

Other PPE may be required based on the job tasks and/or relevant SDS(s).

CARPENTERS:

- Carpenters should guard against the common “carpenter accidents”:

 - Strains from lifting materials, ladders, scaffolds, etc.;
 - Splinters from handling wood materials;
 - Eye injuries from wood chips while using power equipment or in the vicinity of their use;
 - Falls from heights;
 - Injuries from guards not in place or not used correctly on power equipment;
 - Accidents from not using the right tool for the job;
 - Being struck by flying objects.

- Ladders shall be the proper length, set at a safe slope and secured.
- Scaffolds shall be supported or secured for stability and be of adequate width and length. Guardrails, mid-rails and toe boards shall be used when required.
- Personal protective equipment and clothing shall be worn as needed. Examples include respirators, dust mask, goggles, face mask, hard hats and all ladder safety devices. Training in use, wearing and upkeep shall be provided.
- Electrical equipment or tools shall be repaired by “NECA or IBEW trained personnel” only.
- All power tools shall be either properly grounded or double insulated.
- Work areas shall be kept clean and clear to avoid accidents and fire hazards.
- Buckets, cans or chairs shall not be used in place of ladders.
- Ground fault interrupters shall be used anytime wet conditions exist.

SCAFFOLDING SAFETY RULES:

- Choose the right scaffold system for the job.
- Erect all scaffold parts according to the manufacturer's instructions.
- Select scaffold according to:
 - height required
 - type and duration of work
 - range of weather conditions
 - weight of workers, materials and equipment
 - location
 - requirements for pedestrian traffic
- Erect scaffold on a base that will support all the loads that will be applied including materials and equipment.
- Make sure the backfill is compact and level. Replace mud and soft soil with gravel or crushed stone.
- Provide adequate sills for scaffold posts and use base plates.
- Install scaffold with jackscrews
- Set scaffold feet centrally on mudsills consisting of 50x250 mm (2x10 inches) planks. Sills should extend at least 610 mm (2 feet) beyond the scaffold base and be long enough to extend under at least two scaffold feet.
- Install scaffold with jackscrews (adjusting screws). They allow for minor adjustments to help keep scaffold plumb and level.
- Take extra precautions when erecting scaffold on frozen ground. Thawing soil can become water-soaked and lose its ability to bear weight.
- Brace both sides of every frame for the vertical plane. Install horizontal bracing at the joint of every third tier of frames. This bracing is often attached to the point where the scaffold is tied to the structure.
- Do not force braces to fit. Level the scaffold until a proper fit can be made easily.
- Use coupling devices to join frames to prevent the joints from pulling apart.
- Do not use nails or other devices in the place of proper retention parts as recommended by the manufacturer.
- Tie or brace the scaffold to a solid structure as appropriate.
- Use a debris net, catch platform or similar structure where appropriate to catch falling objects.

FALL SAFETY RULES:

- Identify all areas where there is a potential of injury due to fall.
- Consider the use of passive fall arrest systems first, such as guardrails, or travel restraint or fall-restricting systems.
- Develop fall arrest rescue procedures which detail how to return workers safety to the ground after a fall has been arrested.
- Educate and train workers and supervisors to understand and properly fulfill their role in fall protection and prevention. Workers should have easy access to policies and procedures so they can be reviewed when needed.
- Make sure workers are instructed in all of the fall-protection methods or systems used and, in the post-fall rescue procedure before being allowed into an area where there is a risk of falling.
- Make sure the fall-arresting system consists of the required components, including full body harness, self-retracting lanyard, energy absorbing lanyard or lanyard and energy absorber, and appropriate anchor point or horizontal lifeline.
- Make sure all protective equipment, clothing or devices are provided, used, and maintained in good condition.
- Make sure PPE is used effectively according to the policies and procedures, legal requirements, and the manufacturer's specifications.
- Review and amend the plan, if necessary, on a regular schedule.
- Review and amend the plan after relevant workplace changes and after all falls or near falls to make sure the plan is effective and to see how it may be improved.

A supervisor must:

- Make sure workers follow all regulations for your jurisdiction, and the workplace policy and procedures regarding fall protection.
- Inform workers about fall hazards and how to work safety at heights.
- Make sure workers use and know how to wear the appropriate fall protection equipment.
- Act on information provided by workers (e.g., safety concerns about the situation, when equipment is broken, defective or missing, etc.).
- Participate in fall protection planning where relevant and when requested.

A worker must:

- Alert the supervisor about the unknown or unexpected fall hazards before beginning or continuing any work.
- Participate in fall protection planning where relevant and when requested.

- Follow the fall protection regulations for your jurisdiction, and the workplace policy and procedures.
- Actively participate in fall protection education and training.
- Wear and use all protective equipment, clothing or devices appropriately, as determined by the employer.
- Inspect your personal fall protection system before each use.
- Protect the protective equipment from damage where possible (e.g., make sure the lifeline or lanyard is protected during use from sharp edges, heat, flame or corrosive substances).
- Notify the supervisor or employer to any broken, defective or missing protective equipment.
- Be aware of your right to refuse unsafe work.

CARPENTRY SHOP SAFETY RULES:

- During working hours, only authorized persons with appropriate footwear and other required protective equipment (for example, eye or ear protection) are allowed in the shop area.
- Private contractors, residents and other non-GRF employees are not allowed in the shop or foremen's area without specific authorization.
- No personnel other than carpentry personnel shall use any of the shop's power equipment unless specifically authorized, in writing, to do so.
- The shop Supply Room shall be "off limits" to all personnel except the Carpentry Foremen.
- Eye protection shall be worn when operating power tools. **NO EXCEPTIONS.**
- No debris, tools, materials, or other substances shall be left in or intrude upon the yellow lined safety walkways.
- All safety guards must be in place and properly adjusted when equipment is in operation.
- Loose hanging clothing, jewelry, etc., shall be secured before using power equipment.
- No person shall talk to, or otherwise distract, the operator of any power equipment.
- A hard hat shall be worn while loading or removing material from lumber rack or any overhead storage area.
- No person other than the operator of the machine shall be allowed into the red lined safety area around machine, before, during or after operation.

- The dust collection system must be turned on during the operation of any of the large shop power tools.
- Access through the large double doors facing the parking lot shall be limited during the operation of the shop table saw or the loading or unloading of the lumber rack.
- Access to the shop forklift shall be to those who have completed Forklift Training only. A record of successful completion of appropriate training must be filed with the Safety Program Administrator.
- The emergency eye wash fountain and shower outside the shop shall be tested weekly and a written record kept of the tests.
- Specific PPE may be required based on the job tasks and/or relevant SDS(s).

CLERICAL:

- Floors shall be free of unnecessary obstacles and clutter.
- Use proper lighting for the job performed.
- Keep file and desk drawers closed when not in use.
- Use handrails when using stairs. Walk, don't run.
- Use step ladders or step stools for high reaching.
- Do not use paper clips or staples in such a way as to puncture fingers when using files.
- When lifting heavy or bulky items manually, keep your back straight and lift with your leg muscles. Bend at the knees, not at the waist. Avoid twisting your body while carrying heavy loads.
- Fire exits shall be kept clear and ready for immediate use.
- All repairs to electrical equipment, computers, copiers, etc. shall be made by "NECA or IBEW trained personnel" only.
- Computer users must ensure their chairs are adjusted to the proper height, backrest height and tension. The keyboard height, screen height and position should be adjusted to allow for the maximum comfort of the operator. The screen should also be adjusted to the correct brightness and contrast.
- When using the paper cutter, use on level surface and keep fingers and other body parts away from blade.

CONTRACTORS:

- Contractors must comply with all applicable local, state, and federal health and safety laws and regulations while performing work for Golden Rain.
- Contractors will provide Golden Rain with a detailed accident report in the event of personal injury, exposure, or property damage. Golden Rain management may participate in investigations of contractor accidents.

CUSTODIAL:

- Custodial personnel should guard against the common “custodial accidents”:
 - Slips, trips or falls;
 - Strains from lifting equipment;
 - Dermatitis reaction from chemicals used in the daily operation;
 - Eye injury from chemicals used in the daily operation;
- No electrical equipment will be used that has broken plugs and/or frayed wires. Ensure equipment is grounded or is double insulated.
- Repairs that are needed on electrical equipment will be made by “NECA or IBEW trained personnel” only.
- Personal protective equipment and clothing shall be worn.
- Buckets, cans or chairs etc., shall not be used in place of a ladder.
- Exercise care when working on wet floors.
- Specific PPE may be required based on the job tasks and/or relevant SDS(s).

ELECTRICAL SAFETY:

- OSHA DANGER Electrocutation Hazard sign should be in place
- Take utmost precaution with electrical panels:
 - Short circuits and arcing can cause fires. If you are working in or around a panel, be extremely careful;
 - Always seek help if you are unsure of what you are doing;
 - Remember that most of the electrical switch boxes are 220 volts. Carelessness can result in death from electrical shock;
 - Some of the mechanical equipment is automatic and may start at any time. If work needs to be done, “STOP”, ensure the circuit is de-energized and tagged: “Caution - Working on the Circuit. Do Not Energize.”
 - Be very careful when walks are wet.
- Electrical tools shall not be operated when there is danger of flammable vapors, gases or liquids, or where dust or water are present.
- Electrical equipment repairs shall only be made by NECA or IBEW trained personnel.

- Use only properly grounded electrical tools or double insulated tools.
- Metal ladders shall not be used in the vicinity of electrical circuits where they may come into contact. Portable metal ladders shall be marked “Caution Do Not Use around Electrical Equipment”.
- Panels, circuits, etc., shall be locked out while making repairs. Make sure no one is at the end of the circuit or working on the circuit prior to energizing it.
- Exercise care when working inside an electrical panel while the power is on. When possible shut power off and tag.
- Never activate electrical circuits or use electrical equipment if your hands are wet or you are standing on a wet or damp surface.
- Head gear must be of non-conductive material.
- Ground fault interrupter shall be used anytime wet conditions exist.
- Extension Cords - Only acceptable Cord sets must be of the three-wire type and must be designed for hard or extra-hard use. Examples of flexible cords designed for hard or extra-hard use include hard service cord types S, ST, SO, STO and junior hard service, SJ, SJO, SJT, and SJTO.
 - Cords in excess of six feet in length should be used only on a short term basis for electrical tools or appliances.
 - Protect cords from insulation breaks, petroleum products, chemicals, heat and rough or sharp objects.
 - Periodically inspect cords for breaks and frays.
 - Cords that have been altered (such as a ground prong bent or broken off), or cords that are not of sufficient gauge, shall not be used.
- Flexible cords and cables shall not be used:
 - as a substitute for the fixed wiring of a structure;
 - where run through holes in walls, ceilings or floors;
 - where run through doorways, windows or similar openings;
 - where attached to building surfaces; or
 - where concealed behind building walls, ceilings or floors.
- Specific PPE may be required based on the job tasks and/or relevant SDS(s).

LOCK OUT/TAG OUT:

Lockout and tag out processes involve more than putting a lock on a switch. They are comprehensive step-by-step processes that involve communication, coordination, and training. Please note the following definitions from CSA Z460-20:

Affected person - persons who are not directly involved in the work requiring the hazardous energy control, but who are (or may be) located in the work area.

Authorized person - a person who is NECA or IBEW trained to engage in hazardous energy control because of knowledge, training, and experience and has been assigned to engage in such control.

General steps of a lockout/tag out procedure include:

1. Prepare for Shutdown

The authorized person will identify the machine, equipment, or process that requires lockout, which sources of energy are present and must be controlled, and what lockout device will be used. This step involves gathering all required equipment (e.g., lockout devices, tags, etc.).

2. Notify all Affected Personnel

The authorized person will communicate the following information to notify affected persons:

What is going to be locked/tagged out.

Why it is going to be locked/tagged out.

For approximately how long the system be unavailable.

Who is responsible for the lockout/tag out, if not themselves.

Who to contact for more information.

This information should also be present on the tag required for the lockout.

3. Equipment Shutdown

Follow shutdown procedures (either established by the manufacturer or employer). Equipment shutdown involves ensuring controls are in the off position, and verifying that all moving parts such as flywheels, gears, and spindles have come to a complete stop.

4. Isolation of System (De-energization)

Follow the lockout procedure for the identified machine, equipment, or process. Review the following isolation practices for various forms of hazardous energy:

Electrical energy - Switch electrical disconnects to the off position. Visually verify that the breaker connections are in the off position. Lock the disconnects into the off position. NOTE: Only disconnect switches or breakers that you are trained or authorized to do so, especially at high voltages.

Electrical lockout

Figure 1: Electrical lockout

Hydraulic and pneumatic potential energy - Set the valves in the closed position and lock them into place. Bleed off the energy by slowly opening the pressure relief valves. Some procedures for pneumatic energy control may require that pressure relief valves be locked in the open position. Some procedures for hydraulic energy, for example in lifting devices, may require blocking.

Hydraulic and Pneumatic lockout

Figure 2: Hydraulic and pneumatic lockout

Mechanical potential energy - Carefully release energy from springs that may still be compressed. If this is not feasible, block the parts that may move if there is a possibility that the spring can transfer energy to it.

Gravitational potential energy - Use a safety block or pin to prevent the part of the system that may fall or move.

Chemical energy - Locate chemical supply lines to the system and close and lockout the valves. Where possible, bleed lines and/or cap ends to remove chemicals from the system.

For more types of energy, see Hazardous Energy Control Programs.

5. Dissipation (Removal) of Residual or Stored Energy

In general, examples include:

Electrical energy - To find a specific method to discharge a capacitor for the system, contact the manufacturer for guidance. Many systems with electrical components, motors, or switch gears contain capacitors. Capacitors store electrical energy. In some cases, capacitors hold a charge and may release energy very rapidly. In other cases, capacitors are used to remove spikes and surges to protect other electrical components. Capacitors must be discharged in the lockout process in order to protect workers from electrical shock.

Hydraulic and pneumatic potential energy - Setting the valves in the closed position and locking them into place only isolates the lines from more energy entering the system. In most cases, there will still be residual energy left in the lines as pressurized air or fluid. This residual energy can be removed by bleeding the lines through pressure relief valves. Verify depressurization or use flange-breaking techniques. Contact the manufacturer for more specific details, or if no pressure relief valves are available, what other methods are available.

Gravitational potential energy - If possible, bring the equipment or machine to ground level.

Chemical energy - If available, bleed lines and/or cap ends to remove chemicals from the system.

6. Lockout/Tag Out

When the system's energy sources are locked out, there are specific guidelines that must be followed to make sure that the lock cannot be removed, and the system cannot be inadvertently operated. These guidelines include:

Each lock should only have one key (no master keys are allowed).

All keys must be removed from locks and kept with the person who applied the lock.

There should be as many locks on the system as there are people working on it. For example, if a maintenance job requires 3 workers, then 3 locks should be present - each of the individuals must place their OWN lock on the system. Locks can only be removed by those who installed them and should only be removed using a specific process - see step 9 below.

Multiple locks on lockout tag

Figure 3: Example of multiple locks on a lockout tag

7. Verify Isolation

Verify that the system is properly locked out before beginning any work. Verification can take place in several ways:

The machine, equipment, or process controls (push buttons, switches, etc.) are engaged or activated and the result is observed. No response means isolation is verified. Return controls to the safe position (off).

Visual inspection of:

Electrical connections to make sure they are open.

Suspended parts are lowered to a resting position or blocked to prevent movement.

Other devices that restrain machine or process movement.

Valve positioning for double block and bleed (for pipes or ducts) - closing two valves of a section of a line, and then bleeding (or venting) the section of the line between the two closed valves.

Presence of solid plate used to absolutely close a line - called line blanking (for pipes or ducts).

Any other acceptable method of energy isolation.

Testing of the equipment:

Test circuitry (should be done by a certified electrician) - Note: equipment with capacitors needs to be cycled until all energy is drained.

Check pressure gauges to make sure hydraulic and pneumatic potential energy has been removed.

Check temperature gauges to make sure thermal energy has been discharged.

Choose the method that will make sure that the energy to the system has been isolated without creating other hazards during the verification.

8. Perform Maintenance or Service Activity

Complete the activity that required the system to be locked out.

9. Remove Lockout/Tag out devices

To remove locks and tags from a system that is now ready to be put back into service, the following general procedure can be used:

Inspect the work area to make sure all tools and items have been removed.

Confirm that all employees and persons are safely located away from hazardous areas.

Verify that controls are in a neutral position.

Remove devices in the opposite order in which they were installed and re-energize the system.

Notify affected employees that servicing is completed.

*Note: It is good practice to make sure any individual who placed a lock on the system should also be present when the system is re-started. This practice helps make sure those employees working on the system are not in a hazardous area when the machine is restarted.

EQUIPMENT AND VEHICLE SAFETY:

- Safety chains shall be used at all times when towing equipment.
- There shall be no smoking or engine running while fueling vehicles or using flammable materials.
- All assigned vehicles shall have a complete First Aid kit and fire extinguisher. Accident report forms will be kept in all vehicles.
- Vehicles shall be checked each morning as to condition of fuel, tires, oil, battery, turn signals, lights, brakes and safety equipment.
- Smoking or open flames are prohibited within 25 feet of fueling operations.
- Radiator pressure shall be released by loosening cap or cooling with water before the cap is removed.
- Safety belts must be worn at all times while riding in a GRF vehicle. Riding in or on equipment by unauthorized personnel is prohibited.
- Check to the rear of vehicle before getting in to back up.
- Always drive defensively. Speed shall be safe for existing road conditions and will not exceed the posted speed limit.
- Road signs and the California Vehicle Code shall be obeyed at all times.
- Drivers will ensure that their vehicles are in good operating condition at all times. Operators will fill out an inspection report monthly.
- Vehicles shall be secured adequately against accidental starting or movement when left unattended. Wheels shall be curbed on all hills, brakes set and manual transmissions will be left in gear, automatic transmissions will be left in the park position.

- Keep all vehicles clear of trash. All tools or equipment shall be properly guarded, stowed and securely fastened when transporting any personnel.

FIRE PREVENTION:

- Observe all “No Smoking” signs or regulations where posted.
- Flame welding operations, such as blow torches, welders, cutting equipment or any other source of ignition, shall not be used without authorization and instruction and within 25 feet of vapors, gases, or liquids which may ignite.
- Fire extinguishers are mounted conspicuously around the various buildings and shops, and in designated vehicles. Always be aware of the various types of fire and firefighting equipment.
- Firefighting equipment that has been used or is in need of repair shall be reported to Security as soon as possible.
- Fire exits shall be kept clear and ready for immediate use. Rooms and aisles shall be kept free of clutter.

WELDING:

Be aware of the ergonomic risk factors associated with welding and prepare for:

- Lifting heavy loads (cylinders, cables, etc.).
- Awkward body postures (outreached arms, awkward position of neck and head, kneeling/squatting).
- Static body positioning (long duration of tasks, manual precision).
- Continuous force (grip strength).

Some requirements for good working posture while welding:

- Learn to recognize symptoms of work-related musculoskeletal disorders (WMSDs; also called repetitive strain injuries or RSIs). Repeated uncomfortable postures and tasks can cause injury.
- Avoid awkward body positions which cause fatigue, reduce concentration and lead to poor welds which may need to be repeated.
- Always use your hand to lower your helmet. Do not use a "jerking" motion of your neck and head.
- Position yourself in a stable, comfortable posture.
- Position the welding item as flat as possible, on a horizontal surface, between waist and elbow height.
- Position stool or scaffolding at a comfortable height to allow working in a seated position.

- Avoid working in one position for long periods of time.
- Work with material slightly below elbow level when working in a sitting position.
- Work with material between waist and elbow heights for comfort and precision when working in a standing position.
- Use a footrest if standing for long periods.
- Always store materials and tools within normal reach.
- Use positioning aids to accommodate work posture.

General hazards associated with welding:

Health hazards associated with welding, cutting, and brazing operations will depend on the composition and exposure level to welding fumes and gases, and to ultraviolet (UV) radiation. Health risks include respiratory irritation, metal fume fever, lung cancer, skin cancer, damage to the nervous system, asphyxiation, and other health risks.

Safety hazards associated with these processes include burns, eye damage, electrical shock, cuts, injury to toes and fingers. Fires and explosions may also occur.

Many of these hazards can be controlled with elimination and substitution controls (e.g., eliminate need for welding or using a using lower fume-generating welding process), engineering controls (e.g., local exhaust ventilation), work practices (e.g., remove coatings before welding, and worker training), and personal protective equipment (PPE) (e.g., respiratory protection).

Risk assessments and occupational hygiene air sampling can be performed to determine health and safety risks and worker exposures, and to help identify the control measures that are needed.

Welding Performing Hot Work

GRF employees are required to follow hot work procedures including:

- Make sure that all equipment is in good operating order before work starts.
- Make sure that all appropriate personal protective devices are available at the site and each worker has been trained on how to use, clean, and store them properly.
- Inspect the work area thoroughly before starting. Look for combustible materials in structures (partitions, walls, ceilings).
- Move all flammable and combustible materials away from the work area.
- If combustibles cannot be moved, cover them with fire resistant blankets or shields. Protect gas lines and equipment from falling sparks, hot materials, and objects.

- Sweep clean any combustible materials on floors around the work zone. Combustible floors must be kept wet with water or covered with fire resistant blankets or damp sand.
- Use water ONLY if electrical circuits have been de-energized to prevent electrical shock.
- Remove any spilled grease, oil, or other combustible liquid.
- Vacuum away combustible debris from inside ventilation or other service duct openings to prevent ignition. Seal any cracks in ducts. Prevent sparks from entering into the duct work. Cover duct openings with a fire-resistant barrier and inspect the ducts after work has concluded.
- Make sure that appropriate fire extinguishers (e.g., ABC fire extinguishers) are available and easily accessible.
- Make sure that the first-aid boxes are available and easily accessible.
- Block off cracks between floorboards, along baseboards and walls, and under door openings, with a fire-resistant material. Close doors and windows.
- Cover wall or ceiling surfaces with a fire resistant and heat insulating material to prevent ignition and accumulation of heat.
- Secure, isolate, and vent pressurized vessels, piping and equipment as needed before beginning hot work.
- Inspect the area following work to ensure that wall surfaces, studs, wires or dirt have not heated up.
- Post a trained fire watcher within the work area, including lower levels if sparks or slag may fall during welding, including during breaks, and for at least 60 minutes after work has stopped. Depending on the work done, the area may need to be monitored for longer (up to 3 or more hours) after the end of the hot work until fire hazards no longer exist.
- Eliminate explosive atmospheres (e.g., vapors or combustible dust) or do not allow hot work. Shut down any process that produces combustible atmospheres, and continuously monitor the area for accumulation of combustible gases before, during, and after hot work.
- If possible, schedule hot work during shutdown periods.
- Comply with the required legislation and standards applicable of GRF.

Welding - Storage and Handling of Compressed Gas Cylinders

- What should I do when storing compressed gas cylinders?
- Check your jurisdiction for specific requirements, such as the fire code for guidelines regarding the storage of flammable gas cylinders.

- Store cylinders in a clearly identified, dry, well-ventilated storage area that is not exposed to heat or the direct rays of the sun, and away from doorways, aisles, elevators, gangways, and stairs.
- The temperature of the storage area should not be above 51.7° (125° F)
- Post "no smoking" signs in the area.
- Store cylinders, both empty and full, in the upright position and secure with an insulated chain or non-conductive belt to protect cylinders from falling or becoming damaged.
- During storage, close the cylinder valves with the protective caps in place.
- With outside storage, place on a fireproof surface and enclose in a tamper-proof enclosure.
- Protect cylinders from contact with ground, ice, snow, water, salt, corrosion, and high temperatures.
- Protect cylinders from falling. Consider securing each cylinder separately to prevent other cylinders from falling when items are removed from storage.
- Store acetylene and liquefied gas cylinders valve end up. Close the valve, and keep the protective device in place.
- Store oxygen cylinders and fuel gas cylinders separately. Indoors, separate oxygen from fuel gas cylinders by at least 6.1 m (20 ft.), or by a wall at least 1.5 m (5 ft.) high with a minimum half-hour fire resistance. (From: CSA W117.2-19 "Safety in welding, cutting and allied processes". Local jurisdiction requirements may vary.)
- Cylinders must also be separated away from flammable and combustible liquids and from materials that easily ignite (such as wood, paper, oil, grease, etc.), including calcium carbide, by similar requirements as oxygen cylinders (6.1 m, or a fire wall at least 1.5 m high with ½ hr. fire resistance).
- The building or room must be well ventilated.
- If oxygen cylinders are stored in an outdoor acetylene generator house, the cylinders must be separated from the generator and carbide storage room by a non-combustible barrier with a fire resistance rating of at least 1 hour that has no openings and is gas tight.
- Note that when a single cylinder of oxygen and fuel gas are attached to a cylinder cart or secured to a wall or column at a workstation, this situation is not considered storage and the cylinders do not necessarily need to be separated by distance or a barrier.

Safe storage of compressed gas cylinders

- What should I avoid doing?
- Do not use a cylinder as an electrical ground connection.
- Do not fasten cylinders to a worktable or to structures where they could become part of an electrical circuit.
- Do not strike an arc on a cylinder.
- Do not use a flame or boiling water to thaw a frozen valve. Valves or cylinders may contain fusible plugs which can melt at temperatures below the boiling point of water. Warm water is acceptable.
- Do not use pry bars under valves or valve protection devices to pry cylinders loose when frozen to the ground. Use warm water.
- Do not place or store cylinders in unventilated enclosures such as lockers or cupboards.
- Do not use full or empty cylinders as rollers or supports.
- Do not tamper with or alter safety devices.
- Do not use a cylinder for any purpose other than to contain the gas for which the cylinder was designed.
- Do not place acetylene cylinders in a horizontal position.
- Do not accept compressed gas cylinders from the supplier unless they are properly labelled and have protective valve caps in place.
- Do not store oxygen in an indoor acetylene generator room.
- What should I do with empty or out of service cylinders?
- Mark or label them as "Empty cylinder".
- Return empties to the supplier.
- Remove regulators when not in use and store these away from grease and oil. Put protective caps on the fittings when in storage.
- Keep cylinders and fittings from becoming contaminated with oil, grease or dust.
- Do not use a cylinder that is not identified or if the label is not legible. The colors of industrial gas cylinders are not standardized.
- There may be situations where empty cylinders should be stored separately from full cylinders, such as at a hospital when selecting an empty oxygen container unintentionally is not desired.

How should I move the cylinders?

- Close the valve before moving.
- Keep valve protection caps in place and hand tightened when not in use.
- To close the cylinder valves, remove the regulator and replace the valve protection cap and hand tight before moving a cylinder.
- Move cylinders with appropriate trolleys and secure the cylinders in an upright position.

- Use proper lifting cradles or a suitable platform when hoisting cylinders by a crane, derrick, or other hoisting mechanism.
- Call the supplier to remove leaky cylinders immediately.
- Secure cylinders in an upright position when cylinders are transported by motor vehicle. Close the valve and use protective devices.
- DO NOT
 - Do not lift a cylinder by the valve cap. Never sling with ropes or chains or lift with electromagnets.
 - Do not drag, slide, or drop cylinders. Do not roll on their sides. They can be rolled for short distances on their base.
 - Do not allow the cylinders to strike each other with force.
 - Never place cylinders on their sides as rollers to move equipment.
 - Do not lay acetylene cylinders on their sides. If an acetylene tank has accidentally been left on its side, set it upright for at least one hour before it is used.
 - Do not try to refill a cylinder or mix gases in a cylinder.

LADDERS:

- Always use a ladder with the correct type of safety feet for the surface.
- Check ladder frequently for weak, broken, loose or damaged rungs. Wooden ladders shall not be painted.
- While ascending and descending, face the ladder and use both hands.
- Stay within safe limits of balance and never shift a ladder while your weight is on it.
- Metal ladders shall not be used when working on or near electrical equipment.
- Ensure your hands and bottoms of shoes are free of dirt and grease before climbing a ladder.
- Make sure ladder is on secure, safe surface.
- Never stand on the top 2 steps of a ladder.

LANDSCAPE and GOLF COURSE:

- Landscape and golf course personnel should guard against the common “gardeners’ accidents”:
- Head and eye injuries from pruning and clearing operations;
- Cuts and amputations from the use of mowers and saws;
- Eye and respiratory injuries from spraying operations;

- Strains and sprains from lifting and maneuvering over uneven terrain, especially planted slopes;
 - Injuries from insect, animal or snake bites and bee stings;
 - Allergies from poison plants and reaction to work substances;
 - Cumulative hearing loss from loud machinery;
 - Falls and tripping from uneven footing.
- All golf course personnel shall wear hard hats and protective glasses at all times on the golf course as protection from flying objects.
 - The application of fungicides, herbicides, insecticides, and pesticides shall be supervised by a State Licensed individual. The guidelines set forth by County, State and Federal authorities shall be adhered to at all times.
 - Feet and hands shall be kept away from under mowers at all times.
 - Employees operating backpack blowers shall wear earmuffs at all times while the blower is in operation.
 - Employees operating edgers and weed eaters shall wear a face shield at all times while the edger or weed eater is in operation.
 - Personal protective equipment and clothing shall be provided and worn as needed. Examples include respirators, face shields, goggles, hard hats, earmuffs, gloves, aprons and safety vests.
 - Specific PPE may be required based on the job tasks and/or relevant SDS(s).
 - Pickup Trucks - No one should ride in the back of a pickup truck. This is not acceptable and will be disciplined up to and including Termination.
 - All repairs and/or changes to Golden Rain Foundation equipment are to be made by professionally trained personnel only (i.e., Vehicle Maintenance personnel).
 - New employees shall be closely supervised after receiving proper instruction in the use of all equipment and in safe work practices, to ensure their understanding.
 - All mechanized equipment shall be shut off for cleaning or trouble shooting.

MATERIAL HANDLING:

- Do not attempt to handle more than you are physically able. Ask for help.
- When lifting heavy or bulky items manually, keep your back straight and lift with your leg muscles. Bend at the knees, not at the waist. Avoid twisting your body while carrying loads.
- Avoid standing or passing under suspended loads.

- Grasp ropes or cables at a safe distance from a block or sheave.
- Ensure that there are no kinks in a wire rope or chain before putting a strain on it. Worn or frayed rope shall not be used for hoisting.
- All materials stored in bags, containers or bundles, shall be stacked, blocked, interlocked and limited in height so that it is stable against sliding or collapsing.
- When any material is placed in, or encroaches upon, thoroughfares, it shall be located so as to present the least possible hazard to, and interference with traffic, and shall be adequately marked with proper warning signs, barricades and lights.
- Flammable liquids and grease shall be stored in a flammable cabinet separately from other types of materials.
- A listing of hazardous substances in the workplace and explanatory information about them are maintained by the Risk Manager and are readily available to employees.

PAINTING:

- Packages containing paints, lacquers, varnishes, thinners or other volatile painting materials shall be kept tightly closed and stored in a flammable cabinet when not in actual use.
- No smoking or open flame, exposed heating elements or other sources of ignition of any kind shall be permitted in areas where any of the above listed items are stored or in the process of being applied.
- Painters should guard against the common “painter accidents”:

 - Strains from lifting ladders, paint buckets, scaffolds, etc.;
 - Respiratory difficulty from paint fumes;
 - Irritations from paints, thinners and paint removers;
 - Eye injury from paint splashes or sanding dust;
 - Common splinters while preparing to paint;
 - Falls from heights.

- Ladders shall be the proper length, set at a safe slope and Secured.
- Secured Ladder means:
 - Begin securing and stabilizing the ladder from the bottom up (from the footing).
 - Set up your ladder on a firm, level, and stable surface.
 - Secure both the base and top of a ladder to prevent movement. Securing a ladder at the foot does not prevent a side slip at the top.

- Brace or tie off the ladder near the base. If there is no structure to tie off, use a stake in the ground. Do not use a barrel, box, or another loose object as a support for a ladder.
 - Use ladders equipped with non-slip feet. Otherwise, nail a cleat to the floor or use a device designed for this purpose.
 - Remove all the debris and clutter around the base of the ladder.
 - Rest the top of the ladder against a solid surface that can withstand the load. Do not let the top of the ladder rest on a gutter, window sash, windowpane, or anything that can break or move.
 - Use wall grips on the risers to prevent side slipping when a ladder is leaning against a smooth surface.
 - Attach a ladder stay (i.e., ladder stabilizer) across the back of a ladder where a surface cannot stand the load. Extend the stay across a window for firm support against the building walls or window frame.
 - Guard or fence off the area around a ladder that is placed in an area where persons have access. If a barricade is not possible, have someone hold and guard the bottom of the ladder to prevent another person from bumping into the ladder.
- Cans, buckets, chairs, etc., shall not be used in place of a ladder.
 - Scaffolds shall be supported or secured for stability and be of adequate width and length. Guardrails, mid-rails and toe-boards shall be used when required.
 - Personal protective equipment and clothing shall be worn as needed. Examples include respirators, dust mask, goggles, coveralls, hard hats and all ladder safety devices. Training in use, wearing and upkeep of personal protective equipment shall be provided.
 - Hands or any part of the body will be kept from in front of all airless spray guns while in use. The safety shall be engaged when spray guns are not in actual use.
 - Ground fault interrupters shall be used when wet conditions exist.
 - Specific PPE may be required based on the job tasks and/or relevant SDS(s).

PUBLIC WORKS:

Employees assigned to Public Works tasks must be versatile in order to carry out their functions. Much of their work involves digging, filling, painting, concrete work, and making the community safer for the residents. The following list includes some of the hazards or potential areas in which accidents may occur, to assist Public Works employees in avoiding accidents:

- Sudden bursting of water pipes within a trench.
- Electrical cables cut accidentally while digging.
- Sides of trenches falling in.
- Unsafe acts with a jackhammer.

- Not using the right tool for the job.
- Personal protective equipment not used properly, or at all.
- Paint splashes.
- Failure to follow instructions or safety rules.
- Specific PPE may be required based on the job tasks and/or relevant SDS(s).

ROOFING SAFETY:

- Face shield must be worn when loading kettle.
- Hot supply pipe must be thoroughly secured.
- Eye protection and gloves must be worn during tear off.
- Respiratory protection must be used when needed during hot work and tear off.
- During tear off, tripping and falling hazards abound; workers should be extra cautious.
- Specific PPE may be required based on the job tasks and/or relevant SDS(s).
- Anyone working with or around roofing operations shall wear a hard hat.
- Propane tank must be kept 25' away from heat source.
- Bump hats and respiratory protection must be worn when entering attics.
- Ladders must be securely tied off at all times.
- Gloves, eye protection, respiratory protection and long sleeve shirts should be worn when working with insulation.
- During inclement weather, wet conditions, high winds and at night, workers assigned to work on roofs must work inside protective coverings.
- Tools and materials must be hauled up by rope or mechanical devices and cannot be carried up a ladder.
- See “Carpenters” section which also applies.

SAFE DRIVING:

- Any employee driving a company vehicle should have a valid driver’s license and be approved as a GRF driver.
- Drivers must obey traffic rules and regulations at all times. Employees cited for traffic violations while on GRF business will be subject to disciplinary action. Independent contractors cited for traffic violations while on GRF business will be subject to legal action in accordance with the terms of their contracts.

- Consumption of alcohol, drugs and other controlled substances is strictly prohibited while driving on GRF business. Employees found driving while under the influence of such substances will be subject to disciplinary action steps up to termination.
- Passengers are not allowed in vehicles during GRF work activities unless those passengers are employees, contractors or clients with legitimate business reasons for their presence in the vehicle.
- Safety belts will be worn at all times by anyone driving or riding in a vehicle while on Golden Rain business.

SAFE LIFTING AND BACK INJURY PREVENTION:

- Employees should bend their knees, grip the load close to the chest, and lift with their legs when restacking or moving cartons and other supplies.
- Employees should use hand trucks, dollies or other mechanical devices to lift and move heavy objects. Where mechanical devices are not feasible, at least two employees with adequate fitness for the task should perform the lifting and moving.
- Generally, any object weighing more than 50 pounds is considered a ‘heavy object’ and requires either 2 or more workers or mechanical device assistance.
- Employees should clear the path of travel before moving loads, to prevent slip, trip, and fall hazards.
- Employees should obtain a secure grip on each load and lift with the leg muscles; maintaining a slightly arched back while lifting.
- Where files are being transferred in or out of filing cabinets, employees will open only one file drawer at a time.
- Objects and files stored higher than 3 feet above the floor should be restrained or tied in place to prevent falling, especially during earthquakes.
- Only one file drawer should be opened at a time. This reduces the possibility of it tipping over.

SPRAY PUMPS AND SPRAY GUNS:

- Spray pumps must be grounded.
- Pumps should be kept from getting wet.
- Spray guns shall be in “lock position” when climbing up and down ladders, moving from place to place, etc.
- Relieve pressure in line before disbursing paint into bucket.

VEHICLE MAINTENANCE AREA:

- Good housekeeping is a must to ensure that no fire hazards exist and that driving and tripping hazards are eliminated.
- Oily rags shall be placed in an airtight container with a working self-closing lid. This container shall be emptied daily.
- Before going under any jacked-up vehicle, the vehicle shall have rigid floor stands properly placed. The weight of the vehicle shall be on these stands.
- Safe working load of the chain hoist is 1,000 pounds. This load limit must not be exceeded at any time.
- Degreasing tank shall be closed at all times while not in use.
- Covers on the floor hoist shall be in place at all times.
- The entire Vehicle Maintenance area is a designated “no smoking” area.
- All repairs and/or changes to Golden Rain Foundation equipment are to be made by Vehicle Maintenance personnel only.

VIDEO DISPLAY TERMINALS AND COMPUTER USE:

- Employees should sit with both feet flat on the floor or on an appropriate footrest.
- Chairs should be adjusted to a height that keeps the feet flat and thighs approximately parallel to the floor.
- Keyboard supports should be adjusted in height and angle to support the user’s wrists in a neutral (straight) position.
- The mouse should be positioned where it can be used without stretching or reaching.
- The monitor should be placed to allow the user to face it directly at a viewing distance of approximately 18 to 24 inches.
- The monitor height should be adjusted to position the viewing area just below eye level.
- Monitors should be positioned to prevent or minimize glare from windows or indoor lighting.
- The employee’s forearms should not be supported and rather floating in a neutral position. The user’s shoulders should be in a relaxed neutral position when the forearms are resting on the work surface.

- Input documents should be placed on an upright stand or equivalent, parallel to the monitor on the work surface, to minimize eye and head movements when looking from one to the other.
- Employees should pace and vary their work to include appropriate breaks and stretching, and to alternate data entry with non-keyboard activities such as filing.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received and read the Golden Rain Foundation Injury and Illness Prevention Program handbook dated September 2023.

I understand that I am responsible for knowing and complying with the policies set forth in this handbook.

I further understand that failure to comply with the Foundation’s safety standards and requirements will lead to appropriate corrective action up to and including termination of employment.

Dated: _____

Employee Signature

Employee Printed Name

NOTE: Please sign and date this page, remove from your handbook, and return to the Program Administrator or Human Resources.

Thank you!