



**URBAN JUNGLE**  
CONTRACTORS, LTD

# Company Safety Standards

and

# Hazard Communications Procedures

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# 2014 Company Safety Standards manual and Hazard Communications procedures

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# Section One

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## Safety Program Roles & Responsibilities



# Safety Program Roles and Responsibilities

## Company Owner/President:

### *It is the responsibility of the President/CEO to:*

1. **Initiate** the development of safety procedures, rules and disciplinary policies.
2. **Provide** leadership in directing and promoting the company safety program.
3. **Appoint** a company Safety Director.
4. **Enforce** the company's progressive discipline program for safety violations.
5. **Ensure** that the workplace is inspected on a regular basis to ensure that hazards are identified and corrected.

## Foremen/Supervisors:

### *It is the responsibility of Construction Superintendents and Project Foreman to:*

1. **Ensure** that the company safety program and safety rules are enforced.
2. **Ensure** that all work related accidents are immediately reported.
3. **Conduct** investigations of all accidents.
4. **Enforce** the company's progressive discipline program for safety violations.
5. **Conduct** periodic inspections of the workplace for hazards. (Once a day).
6. **Address** any and all valid employee safety concerns, and workplace hazards.
7. **Refer** any concerns or hazards that cannot be immediately addressed to the President.

## Employee:

### *It is the responsibility of Urban Jungle Contractors Ltd. field employees to:*

1. **Follow** all safety rules.
2. **Report** all accidents and injuries promptly to their supervisor following company procedures.

3. **Discuss** hazardous work conditions with their supervisor.
4. **Provide** useful recommendations and suggestions regarding safety issues.
5. **Actively** participate in company provided safety training.

## Company Safety Committee Organization and Responsibilities

**NOTE: The following Safety Program roles only apply if and when the number of active employees reaches twenty-five or more.**

## Safety Director:

### *It is the responsibility of the Safety Director to:*

1. **Chair** or designate an employee to chair the company safety committee.
2. **Solicit** employee volunteers to represent workers on the company safety program.
3. **Ensure** that company safety committee meetings are held at least quarterly and employees who serve on these committees receive compensation for their time spent.
4. **Develop** training programs for new employees and document the effectiveness of training programs for all new, as well as, existing employees.
6. **Enforce** the company's progressive discipline program for safety violations.
7. **Ensure** that the workplace is frequently inspected to eliminate safety hazards and see to it that any hazards identified are corrected.
8. **Review** accident reports to identify causes of accidents and operations that pose hazards to employees and ensure that any hazards identified are corrected.
9. **Maintain** safety records at least three (3) years and make available for review, as required.
10. **Implement** recommended Safety Program improvements approved by the Safety Committee at their quarterly Safety Meetings.

## Safety Committee:

### *It is the responsibility of the Safety Committee to:*

1. **Promote** safety awareness within the company.
2. **Evaluate** company safety programs.
3. **Develop** methods to monitor the effectiveness of the company's safety program and make recommendations for improvement in all aspects of the program.
4. **Review** accident reports to ensure that no changes in equipment, procedures, training, and/or other corrective actions are necessary to prevent recurring accidents and injuries.
5. **Make** recommendations for improvements in the safety program to the Safety Director, Upper Management, and President/CEO.
6. **Maintain** Safety Committee meeting minutes to document committee activity and include a) the safety and health issues which are discussed at the meetings, and, b) the attendance of participating employees .

# Section Two

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## General Safety Policy





# General Safety Procedures

## Safety Responsibility—

An employee has a moral obligation to himself, his family, his fellow workers, the company, and the public at large to do everything possible to prevent accidents. Safe, efficient equipment and every necessary safety device will be provided by the company, but careful observance of these safe practices, an awareness of your surroundings at all times, and the use of common sense must be the employees contribution to the overall effort to prevent accidents.

As an Urban Jungle Contractors Ltd. employee, you must accept responsibility for assuring your fellow co-workers that, no matter what; your work activity will be performed in a safe manner that complies with all federal safety standards and Urban Jungle Contractor's Policy of Safe Practices. A copy of this safety policy book will be readily available during all working hours in the Project Foreman's crew support vehicle or at our office on 1001 Walnut Lane in Boulder City, NV 89005.

Safe and careful habits result naturally from good work practices and can be learned by personal experience or by profiting from the experience of others. To aid each employee in developing safe work habits, the company has prepared this safety manual covering many tasks encountered on a project, and the safe procedures to be followed when performing these tasks. All employees should carefully read and learn this manual to become thoroughly familiar with all potential hazards and the applicable safety precautions outlined herein.

## Safety Training

1. New employees will be provided initial safety orientation training before being exposed to workplace hazards. This required orientation shall be tailored to suit the needs of each individual. Training will include an opportunity for the employee to read and discuss the company's written safety and health programs.
2. Upon initial assignment, the newly hired employee's Foreman or Safety Director/Coordinator will conduct hazard recognition training, specific to the employees assigned work task. The company safety rules (**Section Three**) of this safety program will be used as a guide for both initial and ongoing safety training.
3. Employees will also receive periodic safety training/briefings at the work site. This training will be in the form of bi-weekly "tailgate" safety meetings. Foremen will

develop topics using the company safety rules, or other safety information sources as a guide to developing topics for training.

4. Whenever new or previously unrecognized hazards, substances, processes, procedures, or equipment are introduced into the workplace, appropriate safety training will be provided to affected employees. Employees violating safety rules will be retrained as required to ensure the violation is not repeated.
5. All safety training will be documented and the records maintained, for at least three (3) years, at the main offices of **Urban Jungle Contractors Ltd.**

## Hazard Assessment and Control

1. Foremen/Supervisors will conduct informal, frequent and regular safety surveys of their work areas using Urban Jungle Contractors Ltd. Safety Procedures as a guide to ensure hazards to employees are identified and immediately eliminated.
2. Whenever hazards are found affected employees will be informed of the hazard and corrective action will be taken at once.
3. Anytime a safety concern is brought to the attention of Foremen/Supervisors/Managers, they will immediately investigate. If a hazard is identified, corrective action will be taken. If the Foreman cannot correct a safety problem, the company Safety Director will be notified, and on up the line to senior management if necessary. Every reasonable effort will be made to prevent employee exposure, until the unsafe condition is eliminated.

## Accident Investigation and Reporting

***In the event of a work-related injury, the following steps shall be taken:***

1. All employees must immediately report all accidents, no matter how insignificant they might seem. After receiving prompt and proper medical treatment, the employee will be provided with a **C-1, Employee Report of Injury Form**, to complete and submit to the Company Safety Director, as soon as possible.
2. The Foremen/Supervisor and/or Safety Director must conduct an accident investigation to determine the hazards related to the event and take the appropriate corrective actions to ensure that the potential for other employee exposures are prevented.

3. The supervisors report of the investigation, witness statements and any other information or documentation obtained will be forwarded to the Safety Director/Coordinator, in a timely manner.
  4. The Safety Director will complete the **C-3, Employers First Report of Injury Form**. The completed form will be forwarded to the worker's compensation claims processor within five (5) days.
  5. The Safety Director shall provide copies of all relevant accident reports and describe any corrective action taken at the next meeting of the Company Safety Committee. **(If 25 or more employees)**
  6. The Safety Director and/or company management shall implement changes in equipment, training, or other corrective actions which are necessary to prevent recurring accidents and injuries.
4. In all cases, documentation shall be kept in the employee's personnel record. Whenever appropriate, employees violating company safety rules shall be required to participate in remedial safety training conducted by their supervisor or the Company Safety Director.
  5. The following situations may warrant suspension, demotion or dismissal:
    - a. Willful removal or interference with a safety device or safeguard.
    - b. Dangerous horseplay or inattention that threatens the life of an individual.
    - c. Failure to use required personal protective equipment.
    - d. Careless operation of a company vehicle in violation of traffic laws.
    - e. Failure to report an obvious safety violation to management in a timely manner.
    - f. Failure to promptly report accidents or injuries.

### Fatalities/ Catastrophic Events—

A Fatality or Catastrophic Event is defined as any on-the-job work related death, or three (3) or more employees hospitalized (**other than treated and released**) resulting from the same event. In the event of a Fatality or Catastrophe, State Law requires that the accident scene remain undisturbed and the State of Nevada Occupational Safety and Health Enforcement Section (**OSHES**) be notified within **8 hours** of the event.

**Contact: OSHES 702.486.9020.**

### Disciplinary Procedures—

1. In an effort to ensure a safe working environment and to prevent accidents and injuries, company safety rules will be enforced.
2. The disciplinary procedures for violation of company safety rules are as follows:
  - 1st offense—** Oral warning, with a notation for record made and kept in the employee's personnel records.
  - 2nd offense—** A written warning with acknowledgment of the offending employee.
  - 3rd offense—** Suspension without pay for a period not to exceed two weeks.
  - 4th offense—** nature of violation warrants demotion from supervisory status, if applicable, or dismissal.

### Office Safety—

1. Smoking is prohibited on the Urban Jungle Contractors Ltd. premises.
2. Trash and other debris will not be allowed to accumulate in work areas. Dispose of trash in the appropriate containers.
3. Watch for telephone cords, office machine cables and wires, and other hazards under foot which may cause a tripping hazard. Damaged electrical cords will be immediately removed and replaced.
4. Do not leave file drawers, cabinets, or any other door open or unattended. Never have more than one drawer of a filing cabinet open at a time. When closing drawers, and safety or vault doors always use handles. Gripping the edge or corner of an object when it is closing creates a pinching point that can cause injury.
5. Keep heavy office components away from the edge of all desks. Before placing office equipment on an object or surface, ensure that the area is stable and able to bear the required weight.
6. Do Not Block aisles, passageways, exit doors, or exit routes. Do not block electrical distribution panels, fire extinguishers or fire protection systems.
7. Fire extinguishers are strategically placed throughout the facility. Do not attempt to utilize until the alarm has been sounded and evacuation is underway.

# Section Three

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Safe Operations Standards & Procedures



## Safety Requirements

In addition to the general safety requirements outlined in the previous section, the following safety procedures have been adopted as minimum safety standards which all Urban Jungle Contractors Ltd. employees are expected to follow. These safety practices are meant for the protection of anyone who encounters our company's sphere of operational activity.

Anytime a safety procedure has been established in our company operations, either orally or in writing, you are expected to follow that procedure. If, for any reason, you feel this "Code of Safe Standards" has not adequately addressed a specific work activity, be sure to discuss the precautions and safeguards which you feel are appropriate with your foreman before you expose yourself or others to the risk of injury.

At no time should these minimum safety standards be violated—EVER—regardless of contrary orders by anyone, except in rescue operations when time is a critical factor in saving lives and would not safely permit.

### General Safety Issues—

1. Know your work area thoroughly at all times to be able to determine if a problem or hazard may exist.
2. Take all of the steps necessary to safeguard other workers, the public, and any nearby equipment and materials, before beginning your work activity.
3. Review the construction tasks for each work assignment with the crew foreman, and ensure that all needed safety requirements are met.
4. Each employee shall prepare himself with necessary emergency procedures and be able to anticipate what he will do in an emergency.
5. All unsafe or defective equipment, and hazardous conditions shall be reported to your crew foreman.
6. Any employee engaged in horseplay or rough housing on any job site will be subject to immediate disciplinary action.
7. Employees who work while under the influence of drugs or alcohol will be denied all right to workers benefit's if an injury or accident results.
8. All work-related injuries and illnesses shall be reported to your crew foreman immediately, failure to report any

work injury or illness in a timely manner may result in disallowance of your claim.

9. No employee will be permitted on the jobsite, who has in their possession, firearms, ammunition, or items of a similar nature.
10. All employees shall be required to attend periodic safety meetings conducted by supervision and safety personnel.
11. The use of Walkman radios or similar devices are not allowed while driving company vehicles, or when working on the ground within **300 ft** of heavy equipment.
12. Failure to follow any of these safe operations standards may lead to disciplinary action.

### Personal Protective Equipment (PPE)—

1. Urban Jungle Contractors Ltd. is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is any possible exposure to hazardous conditions.
2. Personal protective equipment **safety glasses, steel-toed boots, hardhats, safety glasses, etc.** shall be worn when conditions require by every employee on the jobsite.
3. Provided hearing protection shall be worn where the permissible noise exposure exceeds federal OSHA limit values.
4. Every employee exposed to equipment or vehicular traffic shall be provided with, and wear, an **OSHA-approved** warning vest or suitable garment. Safety clothing must meet requirements for the type and speed of traffic encountered. Additionally, flagmen must use proper hand signals and warning signs, with a traffic control system in place, and direct radio contact with each other and the on-site foreman.
5. Proper hand protection shall be worn when handling items or substances which can cut, tear, burn, or damage the hands or skin. If necessary, similar types of material may be required for body protection.
6. Employees shall wear proper and approved eye or face protection at any time there is risk of exposure from flying particles, dust, sparks, etc.

## Housekeeping—

It is the responsibility of each employee to practice good housekeeping in your work area at all times. You are expected to pick up your tools when jobs are finished and return them to their assigned location.

Trash, waste materials, and scrap will be picked up and removed every day. Accumulation of scrap material, debris, and rubbish, can easily create a hazard. If an excess of trash exists in any work area, employees should advise supervision who will arrange for its prompt removal.

## Hand Tools and Equipment—

1. Guards over moving or cutting components will not be removed or tampered with in any way. No exceptions. All guards around chains, belts, pulleys, and other moving parts will be in place before turning equipment on.
2. Employees will not operate power-actuated tools (**Hilti, Makita, etc.**) unless they have had training on the specific tool, and the training has been properly documented. Power-actuated tools will not be left loaded and unattended.
3. Air compressors used for pneumatic tools (**jackhammers, impact wrenches, etc.**) will be regulated to a pressure not to exceed the tool manufacturers recommendations.
4. Eye protection will be worn during all cutting or grinding operations that have the potential to produce flying debris. Eye protection shall also be worn any time an employee uses a jackhammer or cutoff saw.

## Material Handling—

1. Proper lifting techniques shall be observed when manually handling job materials. Employees should observe the following guidelines when lifting heavy, or awkward materials:
  - a. Get your body down close to the load (bend your knees—do not stoop).
  - b. Keep a straight back.
  - c. Lift and lower the load gradually, using your legs, without twisting or jerking your upper body.
  - d. Do not hesitate to ask for additional help if you think you may need it.
  - e. Motorized or special handling equipment shall

be used to move heavy or bulky objects to prevent needless back injuries.

2. Loads of materials shall not be moved directly over a trench area where workers may be working beneath the load until the crewmembers are ready to receive and handle the load.
3. Loads must never be swung out over any persons, vehicles, or equipment. Loads should be controlled and guided by attached tag lines when necessary to safely move them.

## Heavy Equipment—

### Earthmoving Equipment, general—

#### SEAT BELTS—

Seat belts need not be provided for equipment which is designed only for standup operation. In addition, seat belts need not be provided for equipment which does not have rollover protective structure (**ROPS**) or adequate canopy protection.

Seat belts shall be provided on all equipment covered by this section and shall meet the requirements of the **Society of Automotive Engineers, J386-1969, Seat Belts for Construction Equipment**, and **J333a-1970, Operator Protection for Agricultural and Light Industrial Tractors**.

#### FENDERS—

Pneumatic-tired earth-moving haulage equipment (**trucks, scrapers, tractors, and trailing units**) whose maximum speed **exceeds 15 miles per hour**, shall be equipped with **fenders on all wheels** to meet the requirements of **Society of Automotive Engineers SAE J321a-1970, Fenders for Pneumatic-Tired Earthmoving Haulage Equipment** unless it may be shown under 1926.2, that the uncovered wheels present no hazard to personnel from flying materials.

#### BACKUP ALARMS—

Any earthmoving or compacting equipment which has an obstructed view to the rear may not be used in reverse gear unless the equipment has a working backup signal alarm distinguishable from the surrounding noise levels or an Urban Jungle Contractors Ltd. employee on the ground wearing a) proper reflective safety clothing and b) having an un-obstructed view of the area around the machine, signals that it is safe to do so.

### Heavy Equipment, pre-start inspection—

All vehicles in use shall be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage, or excessive wear that could cause failure while in use: **service brakes**, including trailer brake connections; **parking brake system** (hand brake); **emergency stopping system** (brakes); **tires**; **horn**; **steering mechanism**; **coupling devices**; **seat belts**; **operating controls**; and **safety devices**. All defects should be brought to the attention of the Project Foreman. These requirements also apply to secondary parts and accessories such as **lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc.**, where such equipment is necessary.

### Heavy Equipment, operation—

1. When **mounting** or **dismounting** your machine always maintain a **3-point contact**, face the machine, and never jump from the machine.
2. Due to the risk of rollover, trucks or heavy equipment shall not be operated in dangerous areas like edges of deep fills, cut banks, or steep slopes unless the operator is highly skilled.
3. No worker shall be allowed inside a trench while **heavy equipment is backfilling** unless he has **eye-to-eye contact with the operator**. Equipment must not be operated near employees who are not in clear view of the operator unless an observer is used to warn the operator in case of an emergency.
4. Whenever practical, the use of a helper (**spotter**) will be used while backing vehicles.
5. Operators must take signals from only one person, except in an emergency; a stop signal can be given by anyone. The operator must be in **constant visual contact** with the signalman at all times.
6. No one, except the operator is permitted to work within 10 feet of any operating trencher boom, conveyer, or backhoe bucket. If rocks, or dirt need to be removed, the machine must be stopped with the engine off before completing necessary task.
7. Do not carry riders. Never use the bucket or blade for a personnel carrier.
8. **Check** your **gauges** frequently.
9. When lifting or towing a load, do not jerk, but keep cable taut. Ease into the load slowly.

10. Do not spin **tires** under any circumstances. This leads to **excessive wear** and cuts which can **cause tire failure** and **blowouts**.

### Heavy Equipment, shutdown—

Bulldozer and scraper blades, loader buckets, dump bodies, any machine with a cutting edge, and similar equipment, shall be fully lowered at the end of the day or when not in use. All controls shall be in a neutral position, with the motors stopped, the brakes set, and all transmission and control levers locked.

All equipment left unattended at night, adjacent to a road or highway that is in normal use, or in an active construction areas, shall be parked near appropriate barricades or identification to alert the public of its location.

### Heavy Equipment, maintenance and repair—

No employee shall work under a vehicle supported by jacks or chain hoists without adequate protective blocking or jack stands installed to prevent injury in case of hoist failure. Prior to any employee moving under a piece of equipment for any reason, it must be ensured that the **keys are removed** from the vehicle/equipment, the **ignition switch is labeled with a Lock-out/Tag-out device**, and the **vehicle is rendered inoperable**.

### Motor Vehicle Procedures—

#### Motor Vehicles, general—

1. All employees are prohibited from operating any vehicle without a valid drivers license in their possession and specific authorization to operate that vehicle. Only designated, authorized, and qualified individuals shall be permitted to operate or service heavy equipment and/or company vehicles.
2. All drivers and passengers riding in company vehicles shall wear seat belts.
3. The driver shall not move the vehicle until all loads are well secured.
4. Employees shall not back up any vehicle when the view to the rear is obstructed, unless the vehicle is equipped with an operable backup alarm and an observer outside the vehicle signals that it is safe to do so.

5. **Boom trucks, excavators, backhoe loaders, trucks with portable fuel tanks, trucks with gas and air, welding equipment,** and all **three-axle trucks** are required to have a **fire extinguisher** available on the vehicle or piece of equipment before it can be operated.

6. Vehicles will be operated within the requirements of all traffic laws.

## Motor Vehicles, pre-start inspection—

1. Before operating motorized equipment a check will be made of the following:

- a. Tail lights, headlights, and signal lights.
- b. Mirrors, windshield wipers, and back up alarms should be checked to see that each is working and adjusted properly.

2. No worker is allowed to ride outside of the cab of any truck, unless he sits flat on the bed with his back against the cab, and then only for a short distance on the job site. Arms or legs should never be dangled over the sides. Workers should never ride on fenders, tailgates, running boards, or loads.

### DUMP TRUCKS—

Operating levers controlling hoisting or dumping devices on haulage bodies shall be equipped with a latch or other device which will prevent accidental starting or tripping of the mechanism.

### TRAILERS—

The driver shall make sure that any towed trailer, air compressor, or other construction equipment is securely attached to the towing device. The safety chains must be secured to both the truck and the equipment being towed. In addition, it must be ensured that the brake and signal lights are properly connected, when required.

Air compressors should not be towed on the highway by anything smaller than a 3/4-ton pickup.

## Trench Excavation Requirements—

### Trenching, General—

#### SCOPE AND APPLICATION—

This subpart applies to all open excavations made in

the earth's surface. Excavations are defined to include trenches. (See APPENDIX A for important information concerning trench excavations). The "Competent Person" assigned to the excavation site will conduct frequent (**minimum of daily**) inspections of cave-in protection systems.

Each employee in an excavation shall be protected from cave-ins by an adequate protective system designed in accordance with APPENDIX A of this safety program except in the following conditions:

- a. Excavations are made entirely in hard, stable rock;
- b. Excavations are less than 5 ft. in depth and examination by a competent person provides no indication of a potential cave-in.

### Existing Underground Utilities—

1. No excavation will be opened until the estimated location of underground utilities, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that may be expected to be encountered during excavation work, has been determined.

2. No work shall begin on an underground excavation project until a **Call Dig #** is assigned to that specific project. Call Dig numbers shall be kept current and active through entire phase of construction.

3. When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.

4. Anytime the excavation is open, existing underground installations and utilities that are exposed shall be protected, supported, or removed as necessary to safeguard employees.

### Trenching, Daily Inspections—

Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person before the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence.

Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or

other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

### Trench, Crossing Access—

Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. **Guardrails** which **comply with 1926.502(b)** shall be provided where **walkways** are **6 feet** or more **above lower levels**.

Means of egress from trench excavations. A **stairway, ladder, ramp** or other **safe means of egress** shall be **located in trench** excavations that are **4 feet or more in depth** so as to **require no more than 25 feet of lateral travel** for employees.

### Protection from Falling Objects—

Exposure to falling loads. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, in accordance with **1926.601(b)(6)**, to provide adequate protection for the operator during loading and unloading operations.

Employees shall be protected from loose excavation spoils or other materials or equipment that could pose a hazard by falling or rolling into excavations. Equipment shall not be permitted to work at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling, or sliding material. Protection shall be provided by **placing and keeping spoils or equipment** at least **2 feet** from the **edge of excavations**, or by the use of retaining devices that prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

## Trench Protection Systems

### Benching and Sloping—

**Excavations** more than **20 feet deep** **require** cave-in protection **design** by a **Registered Professional Engineer**.

» **Note: All soil is presumed to be type C unless a soils analysis is completed.**

**Angles of repose are as follows: (see also APPENDIX A).**

**$\frac{3}{4}$  | 1 slope for type A soil (53 degrees).**

**1 | 1 slope for type B soil (45 degrees).**

**1  $\frac{1}{2}$  | 1 slope for type C soil (34 degrees).**

### Trench Shoring—

Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support system.

Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.

All trench shoring must be installed from the top-down and removed from the bottom up. Shoring **tables are found in OSHA Standard 1926, Subpart P, or** can be **provided by the shoring supplier**.

### Trench Shields—

Shield systems shall not be subjected to loads exceeding those which the system was designed to withstand.

Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.

Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields.

Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.

### Trench Protection Systems, general—

1. Materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function.

2. Manufactured materials and equipment used for protective systems shall be used and maintained in a manner that is consistent with the recommendations of the manufacturer, and in a manner that will prevent employee exposure to hazards.

3. Warning system for mobile equipment. When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear



and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

4. Members of support systems shall be securely connected together to prevent sliding, falling, kickouts, or other predictable failure, and shall not be subjected to loads exceeding those which those members were designed to withstand.

5. Backfilling shall progress together with the removal of support systems from excavations.

6. Excavation of material to a level **no more than 2 feet below the bottom of a support system** member shall be permitted, but only if the system is designed to resist the forces for the full depth of the trench, and there are no indications of a possible loss of soil from behind or below the bottom of the system.

7. Installation of a support system shall be closely coordinated with the excavation of trenches.

## Demolition Safety Procedures

Before starting a demolition, the person or persons in charge must adequately prepare for the task with regard to the health and safety of the workers. These preparatory operations involve the overall planning of the demolition job, including the methods to be used to bring the structure down, the equipment necessary to do the job, and the measures to be taken to perform the work safely.

Demolition work involves many of the same hazards that arise during other construction activities. However, demolition also involves additional hazards due to a variety of other factors. Some of these include: lead-based paint, sharp or protruding objects and asbestos-containing material.

Before doing demolition work, inspect all available personal protective equipment (PPE). Replace any PPE that is worn out or damaged, and ensure that anyone at the project is using PPE at all times.

- Brace or shore up the walls and floors of structures which have been damaged and which employees must enter.
- Inspect all stairs, passageways, and ladders; illuminate all stairways.
- Shut off or cap all electric, gas, water, steam, sewer, and other service lines; notify appropriate utility companies.
- Guard wall openings to a height of 42 inches; cover and

secure floor openings with material able to withstand the loads likely to be imposed.

- Floor openings used for material disposal must not be more than 25% of the total floor area.
- Use enclosed chutes with gates on the discharge end to drop demolition material to the ground or into debris containers.

## Cement Dust Hazards—

One of the hazards encountered on a Demolition project is exposure to cement dust released in the air during the breaking and removal of concrete structures and slabs. Cement dust can irritate eyes, nose, throat and the upper respiratory system. Long-term exposure can cause silicosis.

### SOLUTIONS:

- Thoroughly rinse eyes with water if they come into contact with cement dust.
- Use soap and water to wash off dust to avoid skin damage.
- Wear a P-, N- or R-95 respirator to minimize inhalation of cement dust.
- Eat and drink only in dust-free areas to avoid ingesting cement dust.

## Removing Walls & Masonry Sections—

1. Demolition of exterior walls and floors must begin at the top of the structure and proceed downward. Masonry walls must not be permitted to fall on the floors of a building in masses that would exceed the safe carrying capacities of the floors.

2. No wall section, at a height of one story or higher, shall be permitted to stand alone without lateral bracing, unless such a wall was originally designed and constructed to stand without such lateral support, and is safe enough to be self-supporting. All walls must be left in a stable condition at the end of each work shift.

3. Employees shall not work on the top of a wall when weather conditions create a hazard. Structural or load-supporting members on any floor must not be cut or removed until all stories above such a floor have been removed.

4. In buildings of “skeleton-steel” construction, the steel framing may be left in place during the demolition of masonry.

5. Walkways or ladders must be provided to enable workers to safely reach or leave any scaffold or wall.

6. Any wall, which serves as a retaining wall and is used to support earth or adjoining structures, must not be demolished until the supporting earth has been properly braced or until adjoining structures have been properly underpinned. Walls, which will serve as retaining walls against which debris will be piled, must not be used unless they are capable of supporting the imposed load.

7. Dismantle steel construction column length by column length, and tier by tier.

8. When pulling over walls or portions thereof, all steel members affected must have previously been cut free. All roof cornices or other such ornamental stonework must be removed prior to pulling walls over.

9. During demolition, continuing inspections by a competent person shall be made as the work progresses to detect hazards resulting from weakened or deteriorated floors, or walls, or loosened material. No employee shall be permitted to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

- Demolition of exterior walls and floors must begin at the top of the structure and proceed downward.
- Structural or load-supporting members on any floor must not be cut or removed until all stories above that floor have been removed.
- All roof cornices or other ornamental stonework must be removed prior to pulling walls down.
- Employees must not be permitted to work where structural collapse hazards exist until they are corrected by shoring, bracing, or other effective means.

## Traffic Safety Requirements

### Traffic Control—

1. A suitable traffic control plan must be developed for guarding work areas adjacent to all public streets before the work in the area can begin.

2. Every reasonable effort must be taken to minimize worker exposure to moving traffic. All discussions and planning should take place off the street or highway, not in traffic lanes.

3. Traffic conditions must be carefully observed when working adjacent to any type of moving equipment or traffic.

4. Traffic warning devices must be placed before positioning work equipment or materials and starting work. Extreme caution must be exercised when placing barricades and traffic warning devices.

5. Additional warning devices must be used in locations such as crowded streets and dangerous, or heavily traveled highways, as needed. If additional devices will not afford adequate protection, or if the use of sufficient warning devices is not practical, a flagman must be stationed at a location(s) that will permit traffic to be given sufficient warning ahead of the work area.

6. Flagman must be constantly alert, trained in flagging techniques, and provided with adequate traffic control and other safety devices.

7. If it is absolutely necessary to use a flagman **at night**, he must be **illuminated with a floodlight**, wear highly reflective **OSHA-approved clothing**, and **use** a hand-held **red signaling light**.

## Fire & Electrical Procedures

### Fire Safety—

1. Portable fire extinguishers will be made immediately available during welding, cutting, brazing, soldering, or other hot work operations which involve open flames.
2. Fire extinguishers are provided in all company vehicles. Crew foremen shall periodically ensure that they are readily accessible. If an extinguisher is discharged, promptly replace with a charged extinguisher.
3. Smoking is prohibited within 50 feet of flammable liquid storage and wood framed structures during construction. Violators are subject to arrest and fines by local law enforcement officials.
4. Do not use flame or spark producing tools within 50 feet of flammable or combustible liquids.
5. Flammable and combustible liquids, in quantities greater than one gallon will be stored in and dispensed from approved safety cans. (**metal, self-closing nozzle, spark-arrested and pop-off provision, 2 to 5 gal. cans**).
6. **Containers** used for the above ground storage and dispensing of flammable and combustible liquids in quantities of **five gallons or more** will meet the following requirements:
  - a. Clearly marked (**Hazard Communication**);(**Flammable, Combustible, Gasoline, Diesel**).
  - b. Stored not less than 20 feet from any building or flammable gas storage.
  - c. Stored in areas free of weeds, trash, and combustible debris.
  - d. Stored at least 50 feet from sources of open flames and provided with warning signage to prevent smoking or the use of open flames within 50 feet.
  - e. Provided with spill diversion dikes or other approved secondary containment system to engage in the event of an emergency storage container failure.
  - f. Provided with bonding to prevent static spark during dispensing operations.
  - g. Provided with a 20 B fire extinguisher, not less than 25 feet nor more than 75 feet from the tank.
7. Bollards or other means of routing vehicle traffic will be utilized to prevent accidental contact or impact with flammable and combustible liquid storage containers.

### Electrical Safety Requirements—

1. Any **portable generator of 5 KW** or more output used on a construction site will be **equipped with GFCI protection**.
2. Frayed, cut or damaged extension cords or tool cords will not be used.
3. Electrical boxes with outlets, attached to the end of an extension cord must be of the waterproof type with a gasket and snap lid cover .
4. String-type temporary lighting circuits must have a guard over all bulbs.
5. Special precautions must be taken when working around above and below ground power transmission lines.
6. Metal ladders must not be used when working near or on energized electrical equipment.
7. All booms on equipment must be kept at least ten feet away from any high voltage lines.

## Permit-required Confined Space

### Confined Space, general—

A confined space has limited openings for entry or exit, is large enough for entering and working, and is not designed for continuous worker occupancy. Confined spaces include underground vaults, tanks, storage bins, manholes, pits, silos, underground utility vaults and pipe-lines.

#### **Permit-required confined spaces are confined spaces that:**

- May contain a hazardous or potentially hazardous atmosphere.
- May contain a material which can engulf an entrant.
- May contain walls that converge inward or floors that slope downward and taper into a smaller area which could trap or asphyxiate an entrant.
- Must be identified by the employer who must inform exposed employees of the existence and location of such spaces and their hazards.

### Confined Space, safety requirements—

- Do not enter permit-required confined spaces without being trained and without having a permit to enter.

- Review, understand and follow employer's procedures before entering permit-required confined spaces and know how and when to exit.
- Before and during entry, identify any physical hazards, test and monitor for oxygen content, flammability, toxicity or explosive hazards as necessary.
- Use employer's fall protection, rescue, air monitoring, ventilation, lighting and communication equipment according to entry procedures.
- Maintain contact at all times with a trained attendant either visually, via phone, or by two-way radio. This enables the attendant and entry supervisor to order you to evacuate and to alert rescue personnel when needed.

## Fall Protection—

### Ladder Safety—

1. Employees will not stand on the top step or the second step from the top of a ladder at any time.
2. Any fixed ladder over 20 feet high will be equipped with either a climbing device or a cage.
3. Portable ladders will be placed in such a way that the side rails extend a minimum of 36 inches above, and are secured to the landing point.
4. The area around the landing point and the bottom of a ladder will be clear of obstructions, trash and debris.
5. Employees will not descend a ladder facing away from it.
6. Ladders will not be placed in such a way that requires an employee to crawl over or under a guardrail or cable.
7. Job-made wooden ladders must meet the following requirements:
  - a. Rungs will be evenly spaced and will not exceed 15 inches, top to top.
  - b. Rungs will be inset into side rails or will be braced with filler blocks.
  - c. Rungs will be nailed into side rails using a minimum of 2 -16 d nails.
8. Metal ladders will not be used while working on or near electrical components.

### Conventional Fall Protection Systems—

Employees working at elevations above 6 feet in height will ensure fall protection systems are in place. Fall protection may be accomplished by any one of or combination of the following systems:

- a. Guardrails.
- b. Safety Lanyards and Harnesses.
- c. Safety Nets.
- d. Alternative Fall Protection Plan:

### Scaffold Safety—

1. All scaffolds will be inspected daily and before use. Damaged or missing components such as rails, braces, planks, etc. will be immediately replaced.
2. Heavy equipment or materials will not be stacked mid-span on scaffold planks.
3. Employees will not access scaffolds by climbing onto components or end sections. If a scaffold cannot be safely accessed from a building, a ladder will be used.
4. Employees erecting a scaffold must be provided with fall protection in either the form of guardrails, nets or personal fall arrest systems (safety harnesses and lifelines). In the event this is not feasible or creates a greater hazard, a competent person may elect to evaluate the situation and if necessary, deviate from this requirement. The written alternative fall protection plan for scaffold erection must be available on site.

#### SECTION 1. TUBULAR FRAME SCAFFOLDS (CONVENTIONAL SCAFFOLDS)

Employees will not use or work from scaffolds that do not meet the following requirements:

- a. Scaffolds will be plumb, square, and rigid.
- b. Scaffolds will be footed on screw jacks or on a 10" x 10" square piece of hardwood or laminated plywood.
- c. Masonry blocks or stacked wood will not be used for footings.
- d. All braces will be installed at all levels. Braces may be removed to accommodate building entrances. Braces may also be removed to accommodate work, provided they are replaced after the work is finished at a particular area.
- e. Planks must overlap each other a minimum of 12 inches.
- f. Planks must overhang end supports a minimum of 6 inches and must not extend more than 12 inches.

**g.** All open sides of a scaffold more than 10 feet high must be guarded on all open sides with a top rail at between 38 and 45 inches from the work surface. When cross (X) braces are used on lower levels they may function as either a guard or mid rail depending upon their height from the work surface. Cross braces must be supplemented by either an additional top or mid rail.

**h.** Scaffolds will be secured at a ratio of 4:1 (**height to width**) and repeated every 20 feet for scaffolding that is three feet or less in width and every 26 feet if more than three feet wide, e.g., a four footwide scaffold would be tied at 16 foot and every 26 foot thereafter.

## SECTION 2, SUSPENSION SCAFFOLDS

Suspension scaffolds will be inspected before use. Scaffolds will not be used unless they meet the following requirements:

- a.** Damaged components will be repaired before scaffold use.
- b.** Suspension scaffolds will be properly rigged as per the OSHA scaffold requirements 29 CFR 1926.451 (i).
- c.** Suspended scaffolds will not be overloaded.
- d.** Suspended scaffolds will be equipped with guard-rails and mid-rails on all open sides.
- e.** Safety belts/harnesses will be attached to lifelines using approved rope grabs. Lifelines will be attached to a point, independent of the scaffold, capable of sustaining 5000 lbs.

# Section Four

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## Hazard Communications Program



## Hazardous Materials—

An employee may encounter hazardous or questionable substances or chemicals during the course of work. Should this happen, he/she should immediately report the questionable substance to his/her Foreman. All employees should be aware that the Urban Jungle Contractors Ltd. complies with the Hazard Communication Standard, and has a Material Safety Data Sheets Program.

A MSDS provides information by the manufacturer of a chemical, considered necessary for you the worker to determine what chemicals are in a product and what steps to take to protect yourself when using the product.

Under the provisions of the Hazard Communication Standard you have the opportunity to review Urban Jungle's HCS program chemical inventory list and copies of MSDS sheets for chemicals you are working with.

More information on MSDS, chemical information references, and chemical safety can be obtained by asking your superintendent.

### Hazard Communication Program—

The **State of Nevada**, Department of Industrial Relations, Division of Occupational Safety and Health has adopted a **Hazard Communication Standard (29CFR1910.1200)** to ensure that the hazard of all chemicals are evaluated and the information is then transmitted to affected employers and employees in the manufacturing sector (as applicable, similar such adoptions have been made by the states of Utah, California, etc.)

This Hazard Communication Program will be used to make our employees aware of the safety and health hazards associated with the hazardous materials used and transported through our operations.

### A. Hazardous Material Inventory—

1. A current list of all hazardous materials used in the work area will be developed and maintained. This list will be available to all employees.

2. Any container or material coming into a work area which neither appears on the materials inventory list nor is missing its label will be reported. These materials will not be released for use until the supplier has been contacted for the appropriate MSDS and labeled. Interim labeling will be required according to section B. (**Applicable to lube truck drivers and those working with flammable liquids etc.**)

### B. Container Labeling—

1. Upon receipt of the hazardous material it shall be verified that the label contains the following:

**a.** Identity of the hazardous material contained therein.

**b.** Appropriate hazard warning. The warning on the label must denote the hazard as specifically as possible. For example, if a certain material causes lung damage, a general warning such as "caution", or "harmful if inhaled", is not sufficient. The appropriate warning is "causes lung damage". A general warning, such as "harmful if inhaled", is appropriate only if a target organ cannot be identified.

2. When the label does not contain the appropriate information, and before the container is placed in the work area, the following procedure will be followed:

**a.** If a MSDS is on file a copy will be affixed to the container.

**b.** If a MSDS is not on file, call the manufacturer or distributor to obtain the information required by **B.1.A** and **B.1.B**.

**c.** Follow up the telephone call with a letter to the manufacturer and/or distributor.

3. It will be assured that all labels are not removed or defaced unless they are immediately marked with the required information.

4. It will be assured that all labels are in English. Other languages may be added as required.

5. Portable containers will be labeled when they are used by other than the employee performing the transfer. No label is required if the material is used immediately by the person performing the transfer.

### C. Material Safety Data Sheets—

1. MSDS shall be requested for all materials on the material inventory per paragraph A.1.

2. MSDS shall be requested of all new materials not presently in use when they are ordered.

3. All MSDS shall be available to all employees and readily accessible during each work shift.

### D. Employee Training—

1. Employees exposed to hazardous materials will be trained before the use of any hazardous material.

2. When a new hazardous material is introduced into the

work place, all affected employees will receive training on the hazards associated with the materials.

3. Elements of employee training will consist of the following:

- a. Information on the requirements of the Hazard Communication Regulation **29 CFR 1910.1200**.
- b. Information on safety and operating procedures in their work areas where hazardous materials are present.
- c. An explanation of MSDS with respect to the physical and health hazard of the materials and the container labeling system per **paragraph B**.
- d. The location and availability of the written Hazard Communication Program.
- e. If employees may be exposed to hazardous materials while performing non-routine tasks, they will be advised of the protective measures to be followed. If employees are assigned to work areas containing vessels or pipes which are unlabeled, or to areas that contain hazardous materials, the employee will be advised of the hazards and protective measures in case of spill or other potential exposure.
- f. Information on the monitoring system employed by the company and other methods (**including how to read a MSDS**) and observations that may be used to detect the presence or release of a hazardous material in the workplace.
- g. An explanation of the existing safety rules, the new rules required by the H.C.P., and a statement of the disciplinary actions which will be taken for any employee violations.

## E. Outside Contractors—

1. Outside contractors will be informed of the hazardous materials in the work area to which their employees may be exposed.
2. Outside contractors and its employees will be required to abide by all job- site safety rules and review and follow the requirements of this Hazardous Communications program.
3. The MSDS(s) of any hazardous chemicals used by an outside contractor shall be obtained, reviewed, and the appropriate action taken to protect company employees.

## F. Designation Of Responsibilities—

The following individuals have been assigned to ensure that the requirements of the H.C.P. are being followed:

### HAZARDOUS MATERIAL INVENTORY AND EMPLOYEE TRAINING PROGRAM:

**Jason G. Hess 702.400.4303**

### LOCATION OF H.C.P.:

**Urban Jungle Contractors Ltd. Main Office, 1001 Walnut Lane, Boulder City, NV 89005**





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# Employee Safety Orientation

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**Urban Jungle Inc.**

1001 WALNUT LANE  
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## ACKNOWLEDGEMENT

I have had an opportunity to **read, discuss, and understand** the written **Urban Jungle Inc. Safety Program & Procedures, Hazard Communication Program, and Excavation Requirements Appendix A.**

I will **follow** all the **company safety rules, refer safety questions** and concerns to my crew foreman, **report accidents, on-the job injuries, unsafe conditions** and practices **promptly, participate** in all **safety training sessions, utilize** appropriate personal protective equipment (**PPE**), and **think safety and work safely.**

**Signed this:**

\_\_\_\_\_ of \_\_\_\_\_  
(day) (month) (year)

**Print Name:** X \_\_\_\_\_

**Signature:** X \_\_\_\_\_

**Trainer Signature:** X \_\_\_\_\_