

Potomac Waterproofing, Inc

SAFETY PROGRAM

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SAFETY POLICY

Potomac Waterproofing Inc. is dedicated to protecting the well being of all its employees or sub-tier contractors. It is our goal to strive for zero incidents.

To help us reach our safety goal, we hereby establish the following guidelines as company policy:

1. Each employee must comply with mandatory company safety meetings and is aware of OSHA minimum safety standards.
2. Under no circumstances will an employee of Potomac Waterproofing subject himself or fellow employee or anyone working on the jobsite to dangerous, hazardous, or unsanitary conditions stemming from the scope of his work or duties.
3. We strive to create responsible working conditions for all our employees.
4. Our employees are continually trained to report all unsafe working conditions to our safety manager and responsible jobsite manager.
5. Our employees are trained and tested to safely operate motor vehicles and job related equipment.
6. We encourage our employees during safety meetings to bring all matters that may enhance jobsite safety.



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DRUG AND ALCOHOL ABUSE POLICY

Potomac Waterproofing Inc. has a drug and alcohol policy. We believe that safety starts with ensuring that its employees are not under the influence of drugs or alcohol in the workplace.

This policy applies to all employees of the Company while on the job and to situations where an employee's off-the-job or off-premises conduct impairs work performance or undermines the public confidence in, or harms the reputation of Potomac Waterproofing and those for whom we work.

The Company will not tolerate or condone substance abuse. It is the policy of Potomac Waterproofing to maintain a workplace free from alcohol and drug abuse and its effects.

Employees who engage in the sale, use, possession, or transfer of illegal drugs or controlled substances, or who offer to buy or sell such substances, or who use alcohol or abuse prescribed drugs during work hours will be subject to disciplinary action up to and including termination.

Employees are subject to drug/alcohol screening for pre-employment, post incident and reasonable suspicion.



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ORGANIZATION

This document establishes minimum standards of performance for the implementation and conduct of safety operations during the course of waterproofing and termite pre-treatment.

Potomac Waterproofing personnel shall exercise a level of at least OSHA minimum safety standards when performing waterproofing and termite pre-treatment services.

Our safety manager is Robert Hofer. Part of his job description is making periodic random jobsite inspection of our employees.

Job safety always takes precedence over production matters and scheduling. Our employees are hourly which makes upholding this policy practical.

All personnel are trained to safely operate specialty tools, personal protection equipment and fire extinguishers. All vehicles shall be equipped with MSDS, fire extinguishers and first aid kits. Oversight will be accomplished through periodic safety inspection of the jobsites and practices by its employees. Satisfactory safety is rewarded. Safety leadership will be characterized by setting a good example in proactive hazard identification, safe work practices, and utilizing personal protective gear.

Potomac Waterproofing shall maintain accurate records of injuries /accidents and incidents occurring in accordance with all local, state, and federal regulations. Such records must be available at any time for inspection by regulatory agencies.



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HAZARDOUS MATERIALS

Hazard Communication Program

Potomac Waterproofing Inc. is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, using MSDSs, ensuring that containers are labeled and providing employees with training.

This program applies to all of our work locations where a Potomac Waterproofing employee may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The program will be reviewed and updated, as necessary. Robert Hofer will serve as a Program Coordinator.

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of any hazardous chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. Employees will also be informed of any hazards associated with non-routine tasks (such as the hazards associated with chemicals in unlabeled containers).

List of Hazardous Chemicals

A list of all hazardous chemicals used is furnished to all of our customers. Any additions that become necessary will be provided.

Material Safety Data Sheets (MSDS's)

MSDSs provide employees with specific information on the chemicals to which they may be exposed. We provide MSDSs prior to job start for our customers file.

Labels and Other Forms of Warning

The Safety Manager will ensure that all hazardous chemicals within our control are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings and the name and address of the manufacturer, importer or other responsible party.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs may be posted on them to convey the hazard information.

If an employee transfers chemicals from a labeled container to a portable container that is intended only for immediate use (e.g. one eight-hour shift), no labels will be required on the portable container.

Training

Any Potomac Waterproofing employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by a responsible supervisor. The Safety Manager will coordinate required training for field personnel. Examples of hazardous chemicals used on residential construction sites might include adhesives, sealants, epoxies, or lubricants. Flammable gases such as liquid petroleum gas and acetylene are routinely found on homebuilding sites as well. Whenever a new hazard is introduced, or if an employee is assigned to a work area with other hazards, additional training will be provided.

Summary of the standard and this written program.

Chemical and physical properties of hazardous materials (e.g., flash point, reactivity), and methods that can be used to detect the presence or release of chemicals.

Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).

Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

Procedures to protect against hazards (e.g., personal protective equipment required, proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).

Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.

Where MSDS's are located, how to read and interpret the information on both labels and MSDSs and how employees may obtain additional hazard information.

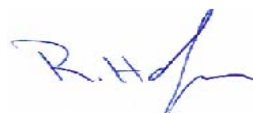
Training will be conducted when the hazard changes or when a new hazard is introduced into the workplace. The company policy will provide periodic refresher training as needed to ensure the effectiveness of the program.

Non-Routine Tasks

If an employee is required to perform hazardous non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.) a special training session will be conducted to inform the employee regarding the hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure.



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Safety Practices

1. Report to work in good physical condition, free of any influence from illegal substances or alcohol.
2. **Report any accident or injury to your supervisor immediately. Failure to do so will result in disciplinary measures.**
3. Wear appropriate personal protective gear when the nature of the work operation requires it. (Certain job locations may require that hard hats and/or safety glasses are worn 100% of the time on the job site).
4. Eye protection shall be worn whenever there is a potential hazard to the eye.
5. Footwear must meet OSHA requirements at all times.
6. Keep walkways clear of debris and obstructions. Clean up liquid spills immediately.
7. Operate only tools and equipment on which you have completed training with your supervisor.
8. Become thoroughly familiar with emergency procedures.
9. Visually inspect ladders and scaffolds prior to working from them to be sure they are in a safe condition. If you have a question, contact your supervisor.
10. Use ladders only as the manufacturer intended. Do not use closed stepladders in place of straight or extension ladders to access elevations. **Do not stand on the top two steps of a stepladder.**
11. Be aware of your surroundings and all potential hazards.
12. **Be familiar with fall protection requirements.** Safety harnesses and lanyard may be required when working where there is a fall potential of 6 feet or more (local, state, and federal regulations apply).
13. Meet all OSHA requirements for trench safety.
14. No employee shall be permitted to enter into or work in an unprotected trench 5 feet deep or deeper.
15. Know the location of and how to use fire extinguishers properly.
16. Never attempt to extinguish an electrical fire with water.
17. Travel distance to the nearest fire extinguisher should not exceed 100 feet in active construction areas.
18. Combustible materials should be segregated from ignition sources to the greatest extent possible.
19. Oily rags and debris with combustion potential should be disposed of in a metal container with a cover.
20. Smoking cigarettes shall be permitted in designated areas only.

21. A designated fire watch should be utilized during and up to 30 minutes after completion of work operations that present a high fire hazard potential (welding, gas cutting, grinding, etc.)
22. An adequate fire extinguisher should be **immediately available** for all work operations that present a high hazard for fire.
23. Maintain and use manufacturer's safety devices (guards) on all hand and power tools. Altered or deficient tools must be taken out of service immediately.
24. Utilize effective "Lock Out/Tag Out" procedures whenever maintenance or repair work is done on power tools or equipment.
25. Lifting should be performed by acceptable standards including bending knees, keeping back straight, grasping objects firmly, and lifting with your legs. Whenever the potential for injury exists due to materials handling, workers should make sure they have the assistance needed to prevent exceeding physical limits.
26. Employees are prohibited from the use or possession of drugs, drug paraphernalia or alcohol while on Company property.
27. Running, horseplay, practical jokes, fighting or engaging in any acts of violence are unsafe and are not permitted on the premises.
28. Safe and adequate access and egress for traffic at Project Premises must be maintained at all times in order to prevent vehicular accidents and accommodate emergency vehicles when necessary.
29. When working in cold climates, always dress adequately to maintain body temperature, including warm footwear and gloves, as needed.
30. When working in extremely hot climates, be sure to drink plenty of liquids to avoid dehydration and take short breaks as needed to avoid overheating. Seek medical attention immediately if symptoms of overheating exist (hot dry skin, nausea, headache, dizziness, cramping, fatigue, etc.).
31. Workers in icy conditions must wear appropriate footwear and take all necessary precautions to avoid slips and falls. Many workers are injured each year due to these conditions.



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Personal Protective Equipment

General

This section addresses eye, face, head, hand and foot protection.

Employees will be provided personal protective equipment (PPE) and will use them whenever doing so will reduce the likelihood of an injury and/or illness. PPE is not a substitute for engineering or administrative controls, or good work practices, but should be used in conjunction with these controls.

Responsibilities

PIs have the primary responsibility for implementation of the PPE Program in their work area. This includes:

- Conducting a hazard assessment in their work area.
- Determining what type of PPE is required.
- Ordering the necessary equipment.
- Ensuring the employees are trained on the proper use, care and cleaning of PPE.
- Ensuring the employees are wearing the PPE.
- Seeking assistance from EH&S to evaluate hazards.
- Maintaining records on hazard assessments.
- Replacing defective or damaged equipment immediately.

Employees have the primary responsibility for wearing and cleaning the assigned PPE in accordance with the training received.

Departments have the primary responsibility for purchasing PPE for employees.

Environmental Health and Safety (EH&S) has the primary responsibility for the development, implementation and administration of the PPE Program. This includes:

- Assisting in conducting hazard assessments.
- Providing training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
- Providing guidance to the supervisor for the selection and purchase of approved PPE.

Hazard Assessment and PPE Selection

PIs will conduct a walk-through survey of each work area to identify potential hazards. Each survey will be documented using the Hazard Assessment Form (Appendix E-Section 1). A guideline for filling out the assessment follows the actual form. The hazard assessment should be dated and signed as the written certification and maintained for inspection and training with the department. Additional assistance may be obtained by calling EH&S at 2-1591.

Protective Devices

All PPE will be appropriate for the work to be performed and maintained in a clean condition. Equipment must meet American National Standards Institute (ANSI) standards. Gloves must be selected based on style, size and performance characteristics of the glove in relation to the hazards encountered.

Training

Employees who wear PPE shall be trained in the following:

- Which PPE is necessary
- When PPE is necessary
- How to properly adjust and wear their PPE
- The limitations of the PPE
- The proper care, decontamination and maintenance of PPE
- The proper disposal of the PPE

Training will be provided prior to the employee working in an area requiring the use of PPE. Additional training is needed when:

- Changes in the employee's job duties require different PPE.
- Changes in the style or type of PPE used renders the previous training obsolete.
- An event has occurred which indicates the affected employee has not retained the training on the proper use of the PPE.
- The employee is observed incorrectly using the assigned PPE.

A training certificate will be kept for each employee. The certificate will contain the name of the employee trained, date of training and identify the PPE covered in the training. Appendix E (Section 2) contains a certification form. These certificates should be kept in the employee's training file.

Eye and Face Protection

Employees must use appropriate eye or face protection when exposed to hazards from flying particles, liquid chemicals, acids or caustics, chemical gases or vapors, or injurious light radiation. Eyewear shall comply with ANSI Z87.1 as indicated by labels on the PPE. When there is a hazard from flying objects, side protectors meeting ANSI standards must be used.

Those employees wearing prescription glasses need to wear approved safety glasses that incorporate the prescription into the glasses or wear goggles over the prescription glasses.

Visitors, contractors, or others passing through an identified eye hazard area need to wear appropriate eyewear also. An ample supply of visitor safety glasses should be available for use.

Occupational Foot Protection

Employees working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole shall wear protective footwear. All safety footwear shall comply with ANSI Z41-1991.

Head Protection

All employees must wear a hard hat when there is a danger from impact and/or penetration from falling objects in any work location. Where there is a possibility of hitting the head on protruding objects or pipes, a bump hat may be worn

Hand Protection

Employees must use appropriate hand protection when exposed to hazards from skin absorption of harmful substances, severe cuts or lacerations, abrasions, punctures, chemical burns, or temperature extremes. A careful evaluation of the hazard must be made due to the enormous variety of gloves on the market. Glove selection will be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations. No glove will protect the wearer from all hazards. Even if a glove will protect the wearer, it will not last forever and must be changed regularly, as chemicals eventually permeate all glove materials.

In selecting gloves for use against chemicals, the exact chemicals encountered need to be determined. Labels and MSDSs can provide this information. Recommended glove types are often listed in the section for PPE on the MSDS. A manufacturer's glove selection guide or compatibility chart must be consulted when selecting gloves. EH&S can assist in determining the specific type of glove material that should be worn for particular chemicals. Links to glove compatibility charts can be found at <http://www.ehs.ufl.edu/Lab/CHP/gloves.htm>

Latex gloves should be avoided due to the possibility of latex allergies. Studies have revealed that 8 to 12 percent of health-care workers regularly exposed to latex are sensitized. The National Institute for Occupational Safety and Health (NIOSH) recommends the selection of products that reduce the risk of allergic reactions. For general laboratory use, disposable nitrile gloves are an excellent latex substitute. In addition to reducing the risk of sensitization, nitrile gloves offer superior chemical resistance over latex to many chemical substances.

Once gloves are removed, hands should be washed thoroughly. Gloves should not be worn out of the lab or when shared lab equipment is handled.

Additional PPE

Cool vests and cooling scarves may be indicated for those jobs in hot environments. This includes outdoor jobs in the summer such as grounds and agricultural positions.

Cleaning and Maintenance

It is the employee's responsibility to ensure their PPE is clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned and maintained at regular intervals as instructed by the supervisor.

It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards.



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Enforcement Policies

Potomac Waterproofing is serious about safety. Our employees are mandated to follow all rules and regulation outlined under our safety program. If any employee violates our safety policies enforcement policies will be implemented.

1. First Violation: Is a warning and the employee must re-read our safety program.
2. Second Violation: Can result in suspension or termination, depending on the severity of the violation.
3. Third Violation: Will result in the employee's termination.

A safe work place is an extremely important. Safety policies are in place to reduce the risk of injuries and action will be taken to maintain a safe work place.



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