

CONDON-JOHNSON
& ASSOCIATES, INC.
CONTRACTORS AND ENGINEERS

INJURY AND ILLNESS PREVENTION PROGRAM

Title 296 Washington Administrative Code §24-040 Accident Prevention Programs.

Each employer shall develop a formal accident-prevention program, tailored to meet the needs of the particular operation and to the types of hazards involved.

Title 8 California Codes of Regulations §3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

THE SAFETY DIRECTOR

The person with the authority and responsibility for our company Injury and Illness Prevention Program is *Colin Perkins* and has been given the full support of management. Whenever and wherever appropriate, the Safety Director may delegate safety-related duties to department managers, superintendents, foremen, or employees.

We have already committed our company resources toward building and maintaining an effective Injury and Illness Prevention Program. This commitment is backed by strong organizational policies and procedures, as outlined in this Illness and Injury Prevention Program. It is the responsibility of all managers, superintendents and employees to understand and follow all aspects of this Illness and Injury Prevention Program.

GERARD J. CONDON
President

ACCOUNTABILITY FOR SAFETY

We are convinced that everyone's acceptance of our company's safety policy is the first step toward reducing work-related injuries. However, this task can only be meaningful and effective when we succeed in getting all of our employees to do work at all times under a "**safe production**" policy. It is Condon-Johnson's goal to make this entire company subscribe to "safe production" standards and at all times be proactive. Only by insisting on full safety accountability, can we all be assured that the company IIPP policy is being followed.

Safety accountability will succeed only when all managers, superintendents and foremen are convinced that it is their responsibility to make every employee at CJA accept our "safe production" policy. We feel that when our superintendents and employees are held accountable for their safety performance, the result will be a reduction in work-related injuries. Conversely, *Condon-Johnson* believes that when workers are not held accountable for their own actions, they will not accept safety as being part of their job.

PROJECT MANAGER

The Project Manager in conjunction with the Safety Administrator is responsible for assigning a Project Site Safety Officer; and the implementation of the Safety Program contained herein. The Project Manager, in conjunction with the (Safety Committee) and Site Superintendent will be responsible for ensuring that a pre-start up checklist is completed & forwarded to Oakland; required permits are in place for the project; and that records are properly filed and turned in informing public agencies including the owner of any incidents.

SITE SUPERINTENDENT

Superintendents and foremen safety responsibilities include, but are not limited to the following:

1. Conduct safety formal talks with employees on weekly basis. Document the continuing effort utilizing company safety meeting forms, and encourage all workers to participate by permitting them to "chair" the meeting.
2. Inspect physical conditions throughout each project constantly, and correct obvious deficiencies immediately. Each inspection will be documented daily.
3. Accomplish all other monthly inspections and document per the safety checklist.
4. Ensure that all cranes have daily; quarterly; annual and quadrennial documented inspections.
5. Investigate accidents (including near misses) immediately after the victim's injuries and working conditions are stabilized. Utilize the company Accident Investigation Report and send the completed form to the Safety Program Administrator immediately thereafter.

6. Complete a disciplinary action form(s) whenever necessary to document safety and other policy procedures.
7. Attend Safety Meetings and participate freely. Upon the rare instance when you cannot attend, appoint a temporary replacement.
8. Insist on employees observing and obeying every rule, regulation and order as is necessary for the safe and efficient conduct of work.

It is also expected that "safety performance" will be evaluated for every employee as a part of their safety incentive. The measure of success or failure of an employee to follow "safe production" guidelines may affect any pay raise or merit increases.

The Site Superintendent is responsible for the development of the job hazard analysis (JHA) and shall enforce implementation of the Site Specific Safety Plan (SSSP); accomplishing periodic safety training; daily, documented site walk-thru's for safety discrepancies; ensuring all cranes, rigging, drill rigs and other mechanical equipment have been inspected prior to use; performing new hire safety orientation; maintaining emergency response and communication equipment; providing PPE per the SSSP and maintaining records of the above. The Site Superintendent will ensure that the Project Manager is up-to-date of any near misses, accidents or injuries. The Site Superintendent will hold valid First Aid and CPR certifications.

The Site Superintendent will also be a "Competent Person" as defined by OSHA – an individual who, by way of training and experience, is knowledgeable of applicable standards, capable of identifying workplace hazards relating to the specific operation - including but not limited to general construction safety, fall protection, rigging and confined spaces, as designated by the employer, having the authority to take appropriate actions.

In addition to the above and in order to be a "Competent Person" for excavation, one must have specific training in, and be knowledgeable of, soils analysis, the use of protective systems, and the requirements of the excavation standards.

The Site Superintendent may also be delegated to act as the Site Safety Officer.

SITE SAFETY OFFICER (SSO)

The SSO is responsible for ensuring that this program and the SSSP are being followed and coordinating with the Site Superintendent, the Project Manager and the (Safety Committee) on Health & Safety procedures. The SSO should also be a competent person and have valid First Aid/CPR certification. The SSO may delegate some of these responsibilities as necessary to run a successful safety program, but may not relegate the responsibility.

EMPLOYEES

Employees are responsible for following the directions of the Site Superintendent, the SSSP and this program. Each employee is also responsible for his/her own work area, tools and equipment. Employees are required to 'know' their job before starting work.

Employees are required to ask questions if they are 'not sure' or 'don't know' how to work their job safely.

Therefore each employee shall:

- Coordinate and cooperate with all other employees in an attempt to eliminate accidents.
- Observe all safety standards governing their work.
- Apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by CJA.
- Report each incident and near miss regardless of severity to their Superintendent prior to applying for Worker's Compensation benefits.
- Cooperate with accident/incident investigations
- Follow safe work practices.

VENDOR'S, SUPPLIERS & OTHER VISITORS

Those persons not under subcontract, but visit the site to deliver equipment and supplies will be required to comply with the site safety rules. The Superintendent or designate will escort and accompany those person(s) while onsite. The vendor, supplier or other must wear the correct PPE while on site.

Other visitors unused to construction sites will a release and waiver and be given a safety orientation, before entering the site. Refusal to sign the waiver and release will preclude that person from entering our project.

SUBCONTRACTOR RESPONSIBILITIES

All Subcontractors are required to carry and furnish evidence of Worker Compensation, General Liability, and Automobile insurance prior to performing work on any project. It is the Project Managers responsibility to confirm that all these provisions are properly executed **prior** to any work commencing on the site. (Linda Erickson in the Oakland office is the person to contact for verification).

Subcontractors are required to:

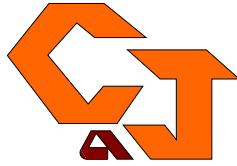
- Adhere to all safety requirements.
- Have an accident prevention plan which calls for compliance with federal, state and local rules.
- Follow the sections of the regulations applicable to their work.
- Be responsible for their own employees.
- Report to CJA any citations, accidents or incidents.

A subcontractor shall not commence with any onsite work until:

- A signed & executed subcontract is in effect
- All required insurance endorsements are executed and in CJA office.

Subcontractors will be expected to correct any unsafe conditions. If the Subcontractor does not make the necessary corrections, CJA will take the corrective action, and back

charge the offending subcontractor for any expense and/or time and CJA shall report such repeated offenses to the subcontractors Insurer.



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INJURY AND ILLNESS PREVENTION PROGRAM POLICY STATEMENT

We expect that your work will be carried out with a high degree of concern for all involved, and that the work will be both safe, and productive.

It is the policy of this company:

- To avoid job injuries with employee suffering lost time and possible impairment of earning power.
- To prevent accidents that could result in bodily injury, property damage, or the interruption of normal work procedures.
- To ensure that safe and helpful work conditions are present for our employees.
- To comply with Condon-Johnson, Federal and applicable State OSHA regulations and Owner Site Specific Safety Requirements.
- To work with the best medical attention available for any job injury/illness which may occur in spite of our best efforts.

You are expected to be in the front rank in the promotion of employee safety, and on-the-job safety is to be of prime importance.

Colin Perkins has been designated our company Safety Director with the authority to coordinate all related safety and health projects and training.

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Your continued cooperation with *Colin Perkins* to provide a safe work place for all *Condon-Johnson* employees is both expected and appreciated.

Please review the specific guidelines and procedures regarding specific issues.

Gerard J. Condon, President