



SITE SAFETY PLAN

AMENDED June 16, 2005 "LADDER AND SCAFFOLD" SECTION 19
ADDED July 22, 2005 "FALL PROTECTION" SECTION 20
AMENDED March 17, 2006 GRB ENVIRONMENTAL COMMENTS

Emergency Phone Numbers

Fire	911
Ambulance	911
Police	911
CHEMTREC	1-800-255-3924
Poison Control	1 800 562-8236
Hospital Address/Phone	
Safety Director - Michael Cuttita Owner	631-745-8060
Insurance company	Sammis, Smith and Brush (516) 921-6700
Workman's Comp Electric Co.	The State Ins Fund (212) 312-9000
Public Works (water)	
Dig Safe	
OSHA Consultation	

This program will be reviewed annually and updated if necessary.

This program was written on March 25, 1999

- Amended Section 19 "Scaffold and Ladder", June 16, 2005
- Added Section 20 "Fall Protection", July 22, 2005
- Amended with GRB Environmental Services comments, March 17, 2006

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1. Mission Statement

The first and most important part of a company safety program is a commitment to safety shared by everyone, from the president to the newest employee. When all employees take safety seriously everyday, the result will, most definitely be fewer accidents and injuries. Any employee or contractor can review this or any safety plans at any time.

Island Acoustics is dedicated to the safety of our employees and will take all steps possible to ensure for their well-being in every circumstance. Our mission is to have in place a policy that will decrease accidents, and better manage injuries that do occur. Through inspection, documentation, training, and safety committee meetings, Island Acoustics is making safety its primary concern. The philosophies and objectives behind this commitment are as follows:

The safety and health of all Island Acoustics Employees is a priority.

All employees will be required to make safety and the safety of their co-workers a priority.

As a condition for employment, each individual within the organization will be expected to conduct their daily tasks in a manner that is consistent with the philosophy and objectives of this policy as well as any safety rules or procedures that this company practices.

With these goals in mind, Island Acoustics' safety and health program will include:

Providing adequate safeguards to the maximum extent that is possible.

Conducting a program of health and safety inspections to identify and eliminate unsafe work conditions or practices, to control health hazards, and to comply fully with all Safety and Health Standards.

Training all employees in health and safety practices.

Provide necessary personal protective equipment and instruction for its use and care.

Developing, updating and enforcing health and safety rules and requiring that all employees cooperate with these regulations.

Investigating, promptly and thoroughly, every accident or incident to determine the cause and take actions to prevent any reoccurrence of the problem.

In closing, it is imperative that every employee, no matter what level of the organization, do his or her part in supporting safety. No job or task is so important that we can not take the necessary time to perform it safely.

2 Goal Setting

The overall goal of Island Acoustics is zero lost time accidents. We will achieve this goal through a thorough safety program implemented by and overseen with the authority of the safety committee.

3 Key Elements of a Loss Control Program

A loss control program is a group of management activities directed at controlling losses caused by various events such as an accident, fire or defective products. Certain key elements must be addressed. They are:

- 1 Management Commitment
- 2 Employee Selection and Placement
- 3 Job Training
- 4 Employee Motivation
- 5 Equipment Considerations
- 6 Material Considerations
- 7 Environmental Considerations
- 8 Damage Control
- 9 Feedback from losses

1 Management Commitment:

- Senior management will support loss control program
- Issue a loss control policy statement
- Make staff time available for loss control activities
- Review loss control activities, loss records and monitor performance
- Hold staff accountable for loss control objectives

2 Employee selection and placement

- Conduct job safety analysis for hazardous jobs
- Develop selection criteria for all jobs
- Screen job applicants to meet selection criteria
- Require pre-placement physical examinations for selected jobs
- Develop a return to work policy

3 Job Training

- Establish programs to develop skills and knowledge required for performance of special jobs.
- Integrate loss control considerations into training programs
- Check progress and provide feedback to new employees and transferees
- Establish standards of performance and periodically measure performance against them
- Provide periodic retraining when skills learned are used rarely or when skills are critical to safe operations
- Develop standard operating procedures for critical jobs

4 Employee Motivation

- Develop clearly defined work rules
- Enforce rules and procedures firmly, consistently and fairly

- Involve employees in identifying and correcting specific hazards in the operations and in training less experienced employees
- Recognize and reward employees for good loss control performance and suggestions

5 Equipment Considerations

- Consider loss control aspects/hazards when purchasing equipment
- Inspect new equipment for hazards
- Identify hazards associated with existing equipment
- Establish a preventive maintenance program
- Provide adequate staff and equipment for making repairs
- Repair or replace equipment which can not perform safely
- Consider human factors in layout of individual work stations

6 Material Considerations

- Consider loss control aspects/hazards when purchasing materials
- Consider availability of alternate materials which may be less hazardous
- Use mechanical methods for handling materials to reduce manual handling
- Develop a preventive maintenance program for material handling equipment

7 Environmental Considerations

- Consider loss control aspects in design of facilities
- Maintain facilities to ensure safe conditions
- Provide for an emergency communication system
- Consider safety and health aspects related to chemicals, illumination, noise, and radiation in the work environment
- Ensure proper housekeeping to reduce hazards
- Conduct inspection of work site and correct unsafe acts and unsafe conditions

8 Damage Control

- Reduce possibility of sustaining injuries and property damage, once an accident has occurred, through emergency plans and training
- Reduce extent of injury or illness through prompt and adequate first aid treatment
- Establish medical surveillance program for early detection of worker's overexposure to toxic substances
- Provide fire extinguishers and maintain them
- Inform local authorities of specific hazardous operations and materials on the premises
- Establish accident procedures, reporting, spill control and provide necessary equipment

9 Feedback from Losses

- Investigate accidents to determine basic causes
- Maintain records of losses occurring
- Analyze records and reports to determine trends and to identify hazards not recognized previously
- Review of accident records and reports by senior management
- Take corrective actions for preventing recurrence
- Communicate lessons learned from accidents to others involved

4 General contents of the Safety Plan

In addition to any documents and policies created and implemented by the safety committee during its normal course of operations, the following recognized plans and policies of Island Acoustics are part of the safety program:

Daily Safety Checks
Employee Safety Training
Joint Labor Management Safety Committee
Health And Safety Inspections
Self Inspection Program
Hazardous Communication / Right To Know
Safety Rules And Regulations
Exposure Control Plan
Lockout / Tagout Plan
Hearing Conservation
Confined Space
Respiratory Protection
Personal Protective Equipment
Electrical Safety
Ladder Safety Program
Disciplinary Program
Employee Grievances And Complaint Procedures
Accident And Incident Reporting
Accident Investigating
Sub-Contractors General Safety Guideline
Welding And Cutting Operations
Training Requirements For Safety And Health

5 Safety Program Responsibilities

Rules have value only if they are enforced. Responsibility for safety must be clearly defined. It should be everyone's responsibility to watch for unsafe acts, however different employees have specific responsibilities in reporting, documenting enforcing and following through with safety concerns.

Management will:

Insure that each level of supervision and all the employees are made aware of the elements of the safety program, and that those elements are implemented.

Make certain that personal protective equipment is available to those employees whose job functions require its use.

Provide the support that is necessary to assure a safe and healthy work environment.

Make certain that supervision enforces safety through training, monitoring and through use of disciplinary actions.

Make available this plan and all documentation requested by the appropriate authority having jurisdiction.

Safety Director will:

Take immediate actions to correct any hazardous conditions or unsafe employee acts.

Provide personal protective equipment along with the training for its use and care and assure its use by affected employees.

Assure that protective guarding is in its place and being used properly.

Assure that employees have received the necessary training for performing their job safely.

Take prompt action in accident investigating and reporting.

Enforce established disciplinary procedures to employees who do not adhere to safety rules and regulations.

Employees will:

Report all accidents or incidents and hazardous conditions to their Supervisor.

Adhere to and follow all safety rules and regulations.

Attend all required training sessions and safety meetings.

Select representatives for the Joint Loss Management Safety Committee.

Joint Labor Management Safety Committee / Director of Safety will:

Assist and advise management in establishing and maintaining the safety program.

Review and update rules and programs as needed.

Plan and coordinate inspections, committee meetings and training.

Maintain accident and incident records, reports and data.

Compare employee injuries to see if there are any trends or patterns.

Assist in developing safety standards and recommend safety equipment or personal protective equipment required for specific jobs.

Coordinate the establishment and training of the facility emergency organization.

Supervise the preparation of accident and health reports to ensure accuracy and monitor OSHA record keeping compliance.

6 Joint Labor Management Safety Committee

The goal of this committee is to get employers and employees together in a cooperative effort to promote safety and health in the work place. The safety related policies and procedures within the Island Acoustics organization, will be established, maintained, monitored and reviewed by the committee. The committee assists the employer and makes recommendations for change. The committee will consist of no fewer than four and no more than eight people, with an equal number of employer and employee representatives. This committee will meet, at a minimum four times a year to discuss and recommend appropriate action on this safety program. All meetings will be documented. Management will appoint a Safety Director / Risk Manager. The individual who holds the position of Safety Director for Island Acoustics will serve in the role of training coordinator for members of the committee and staff. He / she will use whatever technique he / she deems necessary, including outside resources such as insurance carriers and private consultants to train employees in workplace hazard identification and accident investigation procedures. These skills are required by committee members to carry out their duties of their position.

Inspection procedures begin with an initial review of safety and health hazards in order to establish a baseline safety level. An upgrade plan is to be formed to rectify any shortcomings. All current or potential hazards discovered will be eliminated in a timely manner through new engineering techniques, use of personal protective equipment, safer work practices or other appropriate means. All inspections schedules, findings, recommended actions and corrections will be documented by the committee.

7 Health and Safety Inspections

Annually, a thorough safety inspection of all facilities, areas and safety plans will be conducted by the Safety Committee. This inspection can be assigned to a private consultant or outside agency. The inspection will be documented and presented to the safety committee upon completion. This inspection will include but not be limited to the following areas:

- Review of written safety plans.
- General Housekeeping
- Means of egress and exits
- Fire Hazards
- Hazardous Materials and Equipment / MSDS
- Industrial Hygiene (noise and air quality)
- Protective Equipment
- Environmental Issues
- Proper use of PPE
- Equipment Safety
- Ergonomic Program

All inspections will be documented and records will be maintained.

The Joint Labor Management Safety Committee will address inspection findings and where applicable correct the noted deficiencies. Further, the Joint Labor Management Safety Committee will document all corrective actions taken within the minutes of the Committee meeting.

(Also see section 8, Self Inspection Program)

8 Self-Inspection Program

The objective of the self- inspection program is to identify hazardous conditions to both employee and the public and to determine what actions are required to reduce or eliminate accident potential. Additionally, inspections can help determine the extent to which employees adhere to the company rules.

Responsibility for Self-Inspection

Everyone at Island Acoustics has a role to play in recognizing and identifying those conditions that can lead to accidents or property destruction. However the Safety Director and the Foreman have the direct responsibilities of annual inspection duties. Foreman and Supervisors will inspect the work site daily the workplace and PPE are in working order.

Areas that will be included in the self-inspections:

- Hazard inventory
- Life Safety Code 101 compliance
- Fire extinguishers
- Infrastructure
- Heavy equipment
- Training records
- Using tools or equipment without authority
- Removal of safety guards
- Improper handling of materials to include improper lifting
- Repairing, maintain or adjusting equipment while still in motion, under pressure or energized.
- Failure to use personal protective equipment
- Personal hygiene (creating unsafe, unsanitary or unhealthy conditions)
- Poor housekeeping
- Smoking in unauthorized areas
- Flammable storage
- Vehicle program
- Safety equipment
- Health conditions

Unsafe or unhealthy conditions can be caused by:

- Noise
- Repetitive Motion (Ergonomics)
- Airborne Contaminants
- Stress on employees
- Impact
- Vibration
- Heat
- Corrosion
- Inhalation of contaminants

Reports

All reports will be maintained in the main office. These reports are available upon request from proper agencies such as OSHA, EPA or the State of New York.

9 Hazardous Communication Plan / Right to Know

In order to comply with the OSHA 1910.1200, Hazard Communication Standard, the following program will be used by Island Acoustics. The objective of this program is to protect the health of our employees, to provide employees with the necessary information about health and physical hazards of the materials used in their operations; to comply with Title 29, Part 1910.1200 OSHA Hazard Communication Standard; and to include flexibility in the compliance program so changes can be made to comply with possible state and local right-to-know laws.

The written program will be available for review by any interest employee. Island Acoustics will comply with this program by:

Listing all chemical products on site.

Appropriately labeling containers of all chemical materials used.

Making available all MSDS for all chemical products on the property.

Training employees to recognize and interpret labels, warnings, color-coding signs affixed to containers so employees can properly protect themselves against potential hazards.

Training employees to understand the elements of the MSDS

Making this written compliance program available upon request to employees, their representatives and to all local, state and federal officials who have proper authority.

Since we are not a chemical manufacture, importer or distributor, the Safety Director is not required to assess the hazards or evaluate chemicals. We will maintain a list of all the chemical products on site. We will evaluate to the best of our ability the potential health exposure of a particular chemical product before we decide to use it. We require all suppliers of chemicals products to provide MSDS.

Labels:

Materials received at Island Acoustics will be properly labeled. If labels are not provided, we will contact the supplier to get the specific labels. Information contained on labels must not conflict with federal, state or local laws and regulations in labeling requirements. These labels should provide the following:

Identification of the chemical products or substances in the container.

Appropriate hazard warnings.

Name and address of the manufacture or other responsible party

The labels must not be removed and must be replaced if illegible

All containers of chemical products, including solvent cans and dispensers must be labeled. For smaller containers, labels must be consistent with the standards specified above. Only those chemicals classified as "immediate use" are exempted from the labeling procedures described above. Immediate use means the hazardous chemicals are under the control of

and used by only one person who transfer it from the labeled container. This chemical may be used only within the work shift in which it is transferred. In storage areas where similar chemical products are stored, we will post signs or placards to identify the material and transmit the required information.

All employees will be taught this Hazardous Communication Program. Training will include how to read a MSDS, labels and hazardous specific to Island Acoustics. Retraining is to occur whenever the chemical substance, material, process or procedure changes. When non-routine tasks occur, employees will receive additional training.

Material Safety Data Sheets

The Safety Director will be responsible for obtaining and maintain the material safety data sheet for Island Acoustics. When toxic or hazardous substances are received without an MSDS the Safety Director will request one from the supplier.

Training

All employees in regulated areas will receive training in the handling of chemical products. We conduct an annual review of the training and maintain a list of each employees training. The training program will provide instruction in:

- The requirements of the Hazard Communication program.

- The operations of the work areas where the chemical products are present, including both routine and non-routine jobs.

- The location and availability of the MSDS.

- Interpretations of the MSDS data and of the labeling system.

- Methods and observations employees may use to detect the presence or accidental release or spill of chemical products in the work area.

- Measures employees can take to protect themselves from these hazards.

The Safety Director is responsible for the employee training program. He or She will ensure that all elements are carried out. When new employees are assigned or transferred into a work area in which chemical products are used, their orientation will include the above training elements as well as the specific safety and health training required. After attending the training class, each employee will sign a form to verify that they attended the training and understood Island Acoustics' policy on Hazard Communication.

We're Serious about Safety !!!

BEFORE BEGINNING **ANY** WORK AT ISLAND ACOUSTICS,
YOU MUST COMPLETE and SIGN THIS FORM

Are you fit to do the construction work that you are being hired to do? _____

If not, ---**STOP** --- and immediately notify your foreman of any limitations before completing any further paperwork or beginning work.

Are you aware of / able to / and agree to comply with all current safety requirements of OSHA and of Island Acoustics? _____

SAFETY EQUIPMENT: (Place an "X" next to appropriate items)

Hardhat _____

Ear Protection: _____

Goggles _____

Dust Mask _____

Other (describe) _____

I have (or have been issued by ISLAND ASSOCIATES) the items indicated above and I am aware of the proper use of the equipment and it's purpose. Initial here: _____

WRITTEN HAZARDOUS COMMUNICATION PROGRAM

In reference to the Hazardous Communication Standard (29 CFR 1910.1200), I am aware of, and have been instructed on the hazardous chemicals that may be present at Island Acoustics jobsites. I understand the importance of protecting myself and my fellow workers from exposure to the various hazardous chemicals. I have been instructed in how to read and evaluate labels and Material Safety Data Sheets.

I further understand that it is **my responsibility** to immediately notify my foreman or the Safety Director of any hazardous chemicals that I am not familiar with or do not know how to handle safely.

I fully understand both my rights and responsibilities. I will not sign this acknowledgement if I have any unanswered questions.

Print Name: _____ Sign Here: _____

Foreman's Name: _____ Foreman's Signature _____

10 Safety Rules and Regulations

This section covers general safety rules and policies. It is a condition of employment that employees shall work in a safe manner.

General Rules:

Any injury incurred while on company property or while conducting company business, no matter how slight, must be immediately reported.

Employees are required to maintain a high level of housekeeping in their work areas.

Standard operating procedures for each piece of equipment must be adhered to.

No equipment will be operated unless all guards are in place and properly adjusted for the work being done.

No modifications to equipment may be made unless authorized by your Director

Each employee shall not perform any task he or she feels is unsafe.

Each employee shall wear their appropriate work cloths and protective equipment.

Employees are required to review MSDS prior to working with any chemical.

Each employee shall report all unsafe conditions and practices immediately to a Supervisor.

Smoking in unauthorized areas is strictly forbidden.

Food or drink must only be consumed or stored in designated areas.

Fire protection equipment, aisle and exits must be kept clear at all times.

Each employee shall cooperate with members of the safety committee.

Horseplay or running is not permitted.

Never enter a Hazardous area alone. Follow specific operating procedures.

Deliberate destruction of company property is not permitted.

Possession of alcohol, controlled substances and firearms on site is strictly forbidden.

Consumption of alcoholic beverages or working under the influence of drugs is strictly forbidden.

Each employee shall never use defective tools or equipment and shall report any such item to the Supervisor for immediate corrective actions.

Each employee shall be responsible for putting away equipment and safety gear when finished.

11 **Employee Safety Training**

- 10-Hour Safety and Health Course conducted in accordance with the OSHA Outreach Training Program and the Carpenters International Training Fund.
- Every Foreman conducts weekly jobsite safety meetings focusing on a variety of different safety topics. Each employee also receives a copy of the topic in the paycheck envelope.
- Every foreman conducts a daily visual jobsite inspection, and provides documentation of the results back to our office weekly.
- Our Foremen will received a Certificate of Fitness from the F.D.N.Y for powder actuated tools for all New York City jobs.

12 Blood Borne Pathogens / Exposure Control Plan

Scope: This plan applies to all Island Acoustics personnel.

Purpose: The purpose of this policy is to minimize or eliminate employee exposure to communicable diseases or other work related hazards.

Authority: 29 Code of Federal Regulations, Part 1910 OSHA instruction, CPL 2-2.44B

Policy Statement: It is the policy of this company that no employee shall be involved in any work situation that may lead to a blood borne exposure. Employees **will not** come in contact or clean up any bodily fluids.

The only exception will be if work is being performed in a health care facility. Under these circumstances employees will be offered vaccinations that are required by that health care facility. These vaccinations will be provided by the health care facility.

The Safety Director is the infection control officer for this program. Island Acoustics is committed to full compliance with applicable laws and policies dealing with infection control. Island Acoustics will develop plans leading to compliance for any deficient areas identified by this program. Each employee is responsible for following the policies and procedures outlined in the infection control manual. The infection control manual contains guidelines for the following areas:

1. Employee Rights
2. Employee Responsibilities
3. Employer Responsibilities
4. Training
5. Exposure Determination
6. Post Exposure
7. Documentation

1. Employee Rights

At any time an employee has the right to review this plan, MSDS sheet or any safety plan. An employee has the right to a safe work environment with proper personal equipment to carry his or her job. An employee has the right to know in advance any potential health hazard he or she may come in contact with.

2. Employee Responsibilities

The employee must learn the basics of infection control, including modes of disease transmission and exposure risks. Each employee is responsible for ensuring compliance with the policies and procedures outlined in this manual. Each employee must notify the safety supervisor or management of any protective equipment they need which is not available to carry out the job in a safe manner.

3. Employer responsibilities

Island Acoustics provides policies that exist to:

1. Designate the Safety Director as the infection control officer
2. Teach all employees that will work in health care facilities about modes of transmission, and prevention of blood-borne infections
3. Provide equipment and supplies necessary to minimize the risk of infection with HIV and other blood-borne pathogens
4. Monitor employee procedures and provide disciplinary action if necessary to enforce procedures
5. Provide vaccinations to employees that will work in health care facilities

4. Training

Island Acoustics will ensure that employees with potential exposures receive education on precautionary measures. Any personnel regardless of their job who request training will also be provided with proper training at no cost to them. Training will include the location and use of personal protective equipment, work practices. Training records will show the date of training sessions, the names of all instructors and the names of all who attended. Training records will be maintained for five years.

5. Exposure Determination

Island Acoustics establishes a level of exposure as one of the following:

- contaminated needle stick
- blood or body fluid contact with mucous membranes of eyes, nose or mouth
- cuts with sharp objects covered with blood or body fluid
- injury sustained while cleaning contaminated equipment

Island Acoustics provides employees with a method for reporting occupational exposures.

6. Post Exposure

Island Acoustics provides post exposure and follow up for all employees with an occupational exposure. Island Acoustics ensures that a licensed physician does or supervises all medical evaluations and procedures. Island Acoustics assures that the employee is informed of the results of the medical evaluation, and the employee is told about any medical conditions resulting from an exposure to blood or other potentially infectious materials, that require further evaluation or treatment.

First aid kits are provided on the job site for the employees to attend to minor injuries such as cuts and or bruises. Employees who perform first aid self administration are expected to properly dispose of any used antiseptic towellettes, bandages or cling gauge. Employees with other injuries such as severe lacerations, burns, foreign bodies in the eye are expected to be treated at an established medical facility.

7. Documentation

Island Acoustics will maintain all records for at least thirty years in compliance with section 29, code of federal regulations, 1910.20. Documentation will be done every time an employee comes in direct contact with blood or bodily fluid. Also any time excessive fluids are present or any unusual circumstances exist, documentation will be done. All documentation is in strict confidentiality. This material is on a need to know basis.

In addition documentation will be recorded on all vaccinations offered to employees and refusals.

13 Lockout Tagout Plan, Energy Control Program

To insure that Island Acoustics is in compliance with OSHA federal regulation 29 cfr part 1910.147 control of hazardous energy source, **no employee will perform any work which will require the need for lockout / tagout program.** Employees will not perform any maintenance on electrical equipment. All work will be contracted out to a licensed electrician. This section is included in the safety plan only to make employees aware of a lockout / tagout program in case they should encounter a lock or tag from another contractor.

14. Electrical Safety

INTRODUCTION

There are some common terms and rules that all employees should be familiar concerning electricity, regardless of their job. Electric current flows through a power line, the current then makes a loop and returns to the source. This is known as a current. It is very important the personnel do not become part of that current. It is a misconception that only large current can kill or injure someone. Low voltage can cause heart attacks, which can be fatal. There are several factors which contribute to the degree of an injury a person receives when shocked which include: skin moisture, grounding, loop the current flows, the path the current takes, size and age of the injured person, personal protective equipment, and metal objects in contact with the individual.

Grounding. When we ground equipment we provide a system where all noncurrent carrying metal parts are bonded together and kept at the same potential. Power tools and equipment are often grounded with a third wire connected to a third prong on a 3 prong plug. The other end of the wire is securely attached to the metallic case or metal part of the motor. This third wire helps carry the current back to the outlet in case the metal is accidentally energized. The third prong is longer than the other two prongs and remains in the outlet a second longer reducing the risk of shock.

As part of the managers' daily self inspection and the safety committee's self inspection all electrical cords, tools and equipment should be looked at and defective equipment tagged and immediately taken out of service until repairs are made.

The use of extension cords should be kept to a minimum. An electrician will be engaged to install permanent wiring to reduce the need of extension cords. Island Acoustics will comply with the following rules:

- Use only UL approved extension cords.
- Test all cords before using them.
- Make sure all cords are properly grounded.
- Use proper cords for the work load.
- Make sure ground connection is place.
- Do not run across the passageways.
- No splicing will be permitted.
- Store cords properly when in use.
- Do not run cords through standing water.
- Do not pass cords through doorways.
- Never overload a cord.
- Do not use indoor cords for outdoor use.

Ground Fault Circuit Interrupters. A ground fault circuit interrupters does not protect someone from shock but it drastically limits the duration of the shock. A GFCI is usually part of the outlet. A GFCI measures the current going from an outlet to a tool or device and the amount that is returned. It can detect the difference which may mean that electricity is leaking within the tool and this will trip the GFCI and shut down the outlet. These devices operate in a fraction of a second which is usually enough to prevent a major shock. Once the GFCI has tripped, you should look for the cause of the electrical problem before resetting the GFCI.

Fuses And Circuit Breakers. These are devices that protect a circuit from overloading. They serve the same function but operate slightly different. Circuit breakers and fuses are rated in AMPS which indicate the amount of current the circuit can handle. If the current in the circuit exceeds the current rating of the overload protection devices, the device will open or break the circuit. Circuit breakers and fuses do not protect you against shock.

General Employee Safety Rules.

Whenever employees are to perform work on electrical equipment, it is important that standard operating procedures include some safety rules. These rules include the following:

All electrical work, regardless of the nature, must be approved by the foreman.

Prior to working on any system greater than 600 volts, the system must be totally de-energized, properly grounded and repaired equipment must be completely isolated.

Always place a DO NOT OPERATE TAG on an electrical switch or circuit breaker used to de-energized a system.

Only authorized personnel can use the Lockout / Tagout system.

If the job requires working on systems with less than 600 volts, we will coordinate with the General Contractor and the Electricians to safe-off the work area and shut off power to the maximum extent.

Only employees who are electricians, journeymen or master electricians will be permitted to perform electrical work.

Only authorized personnel will allowed in the work area.

Proper protective equipment must be used at all times when working on electrical equipment..

Follow the Lockout / Tagout program, if required.

Use the proper PPE.

15 **Hearing Conservation Program**

The purpose of establishing hearing protection policies is to reduce or eliminate the damage to hearing that is often a direct result of noise level and duration. Island Acoustics will supply hearing protection to employees that work around loud equipment. In addition extra hearing protection will be stored in areas around machinery.

A Hazard Assessment will be performed (Section 9) to determine when employees need to wear hearing protection.

16. Respiratory Protective Program

(Also see section 17, PPE)

Management is concerned not only with meeting federal regulations, but also with maintaining employee health. The following respiratory protection program is established to coordinate the use and maintenance of respiratory protective equipment to reduce employee exposure and create a safe work environment.

Island Acoustics has designated the Safety Director to be responsible for the respiratory program. The Safety Director will be responsible for:

- Written standard operating procedures.
- Supervision of respirator selection procedures.
- Establishment of training procedures.
- Creating a program for cleaning and inspection of respirators.
- Designation of proper storage areas for respirators.
- Hazard assessment of the work environment for respirator use.
- Purchase only NIOSH approved listing respirators.

Only those individuals who are medically able to wear respiratory equipment will be authorized to use it. Island Acoustics has purchased respirators with specific cartridges for specific chemicals. Only personnel trained with this equipment shall use it.

Personnel are prohibited from wearing contacts when using respirators.

Respirators are to be stored in a manner to protect them from dust, sunlight, heat, excessive cold or moisture. In addition they are not to be stored in the area any chemicals.

Respirators will be inspected before and after each use.

Replacement or repairs shall be done only by experienced persons with parts designed for the respirator. No attempt shall be made to replace components or to make adjustments or repairs beyond the manufacturer's recommendation.

Island Acoustics uses air purifying respirators. There are four types of air purifying devices:

1. Mechanical filter respirators which trap airborne particles but permit air to pass through.
2. Chemical cartridge respirators which provide protection against certain gases and vapors in low concentrations.
3. Combination chemical / mechanical filter respirators to provide protection in cases where exposure is both gaseous and particulate.
4. Gas masks which offer protection against gases and vapors in higher concentrations. Some of these devices can be equipped with mechanical filters to remove particulate contaminants as well.

It will be the responsibility of the Foreman along with the Safety Director to identify specific needs of respirator cartridges and to maintain the respirators in a safe environment. Prior to an employee using a respirator they will be trained on its use and hazards.

Employee Responsibilities:

A. Inspection. Before and after each use, the employee is required to inspect the respirator by checking the tightness of the connections and the conditions of the face piece, headbands, valves and cartridges. Defective respirators should be immediately returned to the Foreman or Safety Director.

B. Cleaning and Disinfecting. Island Acoustics' respirators will be cleaned at a minimum at the end of each day it was used by the user. All parts shall be wiped clean and checked. After cleaning, the respirator must be placed in an airtight container and stored.

C. Inspection. A thorough inspection will be done the first of every month by the Foreman.

D. Usage. In order to be properly protected, the face piece of the respirator must be snugly fitted. Respirators shall not be worn when conditions prevent a good seal to include facial hair. The respirator user must check the face piece fit each time the respirator is put on.

E. Replacing the cartridge. Organic cartridges should be changed when odors of vapors or gasses first become noticeable. Mechanical dust filters are to be changed when increased breathing resistance is encountered.

F. Storage and Maintenance. Respiratory maintenance and storage will be consistent with the manufacturer's recommendations and guidelines established by NIOSH employer respirator manual.

17 Personal Protective Equipment

Island Acoustics is committed to providing any necessary safety equipment to employees to properly conduct their job. Island Acoustics considers the proper use of Personal Protective Equipment (PPE) to be integral part of our Safety Program. PPE is available for a variety of uses including: head protection, eye and face protection, hearing protection, foot protection, respiratory protection and hand protection. Should any employee feel they do not have the proper equipment to safely perform their job they shall notify the foreman prior to starting any job.

Potential hazards include: environments, chemicals, radiological or mechanical irritants which may cause injury or impairment through absorption, inhalation or physical contact.

Regardless of the hazard, PPE shall be provided, used and maintained. Personal protective clothing must be maintained in a sanitary and reliable condition. Island Acoustics has an extensive personal protective program. Our highest priority is the safety of all of our employees. It will be Island Acoustics' responsibility to ensure that all employees have the proper equipment to safely do their job. This equipment will be provided at Island Acoustics' expense with no cost to the employee. It will be the employees' responsibility to inform management or the safety Director of any equipment they need which Island Acoustics does not already have.

Employee owned equipment:

Island Acoustics does not authorize the use of employee owned equipment; this includes both tools and Personal Protective Equipment.

Selection of the proper PPE for a job is important. Island Acoustics and the employees must understand the equipment's purpose and limitations. The equipment will not be altered, and must be used at all appropriate times. Defective or damaged PPE will not be used.

Island Acoustics will provide training to each employee who is required to use PPE. Employees will be trained in the following:

When PPE is necessary.

What PPE is necessary.

How to properly wear and adjust PPE.

The proper care and disposal of PPE.

Island Acoustics will verify that each affected employee has received and understood the required training through a written training report that contains the name of each employee trained, the dates of training and identifies the subject. Each employee will be trained on what PPE is, when it is necessary, how to properly wear PPE, the limitations and disposal of PPE. Individuals will be retrained when their job changes, PPE changes or they are no longer efficient in PPE use.

Upon employment, each carpenter is issued PPE by Island Acoustics, (hard hat, eye protection, ear protection, dust mask and respiration equipment, if necessary) and is required to sign an agreement of understanding of the required use of such items.

Supervisors shall be responsible for the enforcement of the proper use of PPE.

All Training will be documented.

Eye Protection:

Contact lenses are not permitted where eye protection is required. OSHA Act Title 29 CFR 1910.133 states each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that allows for the use of the prescription glasses.

Protection provided shall be durable and provide adequate protection for the hazard which it is designed for.

Equipment purchased before July 5, 1994 shall comply with the ANSI " USA Standard for Occupational and Educational Eye and Face Protection" Z87.1--1968. Protective eye and face devices purchased after July 5 , 1994 shall comply with ANSI Z87.1--1989.

Respiratory Protection:

OSHA Title 29 CFR 1910.134 states the following: In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. Appropriate respirators will be used to protect our employees from these contaminants. Island Acoustics will provide the necessary respirators and maintain them.

The following will be part of the Respiratory and PPE program:

- Respirators will be selected based on the hazard of the job.
- The user shall be instructed in the proper use of the respirator.
- Respirators shall be cleaned regularly and disinfected. If used by different individuals, the respirator will be disinfected after each use.
- Respirators shall be stored in a clean environment away from any chemicals.
- Individuals shall not be assigned jobs that require the use of respirators unless they have received proper training.
- Respirators shall only be selected if they meet the requirements of Health administration, and the National Institute for Occupational Safety and Health (NIOSH). Selection will be in accordance with American National Standard "Practices for Respiratory Protection, Z88.2-1969.

Head Protection:

OSHA requirements for head protection are located in 29 CFR 1910.135.

Prevention against head injuries is an important part of our safety program. Head injuries can be caused by falling objects, striking the head into a stationary object or by electricity. Head protection, hard hats must protect against penetration and absorb the shock of a blow. **All employees must wear a protective hat when in areas where there is a potential for injury to the head from falling objects.**

Island Acoustics' hard hats are to meet the requirements of ANSI Z89.1 – 1997

Selection of Head Protection:

Each type and class of head protection is intended to provide protection against specific hazards:

Type 1 - full brim helmets, not less than 1 1/4 in. wide, vertical protection only

Type 2 - brimless helmets with a peak extending forward, vertical and lateral protection

Industrial helmets:

Class A - general service, limited voltage protection

Class B - utility service, high voltage

Class C - special service, no voltage protection

Class E – general and high voltage protection up to 20,000 volts

Class G – general protection

Island Acoustics uses class A helmets, which are intended for protection against impact hazards.

Inspection and Maintenance:

Helmets will be cleaned in accordance with manufactures recommendations. After each cleaning helmets will be inspected. Helmets will also be inspected daily prior to use. Helmets will be inspected for: shell, headbands and sweatbands to insure that there are no dents, cracks or penetrations. If damaged is suspected, helmets shall be replaced. Helmets shall not be stored on the rear window shelf of an automobile since sunlight and heat can deteriorate the level of protection.

18 Confined Space Program

OSHA requirement for confined space are located in 29 CFR 1910.146 permit required confined space for general industry.

A "Confined Space" is defined as:

1. Is large enough and so configured that an employee can bodily enter and perform work and
2. Has limited or restricted means for entry or exit (for example tanks, vaults and pits that have limited means of entry) and
3. Is not designed for continuous employees occupancy.

Island Acoustics does not authorize the use or entry into any confined space by any of our employees. Any sub-contractor working on an Island Acoustics site must have their own confined safety plan.

For the strict purpose of recognition a Confined Space Entry Permit has been enclosed in this safety plan. It is not to be used, its only purpose is to teach our employees to recognize a permit to warn them of potential dangers.

19 Ladder and Scaffold Safety Program

General Scaffold Safety

1. Inspect the Jobsite - The jobsite should be inspected for hazards that include but are not limited to; uneven surfaces, unguarded openings, debris, overhead obstructions, and hazardous conditions created by other trades.
2. Inspect All Equipment Prior to Use - Never use equipment that is damaged or defective. Remove it from the jobsite. Do not "mix and match" scaffold components from different manufacturers unless they fit together without force and the scaffolds integrity is maintained.
3. Vertical Height is No More Than 4x's the Least Base Width- If the scaffold height exceeds the 4:1 ratio (including outriggers) it must be restrained from tipping by guying, tying, bracing, or equivalent means.
4. Keep Scaffolds Plumb and Level- Use adjusting screws or other acceptable method to maintain a level work platform. When plumb and level all scaffold members and cross bracing should fit together without forcing.
5. Guardrails- While OSHA regulations call for guardrails when a scaffold exceeds 10', Island Acoustics will maintain guard rails when a scaffold platform is above 6'. Above 6' the guardrail will consist of an adequate top rail installed between 38" and 45" above the platform surface. Above 10' the guardrail will consist of a top rail, a mid rail, and toe boards. (According to NYC Article 19 toe boards will stand 5 and ½" from the top of the work platform.)
6. Planking- working platforms will cover the scaffold bearer as completely as possible and at no time be less than 18" wide. Only scaffold grade wood planking, fabricated planking or decking meeting scaffold use requirements shall be used.

For Rolling Scaffolds the Following Additional Guidelines Apply

1. No person shall be allowed to ride on scaffold unless:

- The surface the scaffold is being moved on is within 3 degrees of level and is free of pits, holes and obstructions.
 - The height to base width ratio of the scaffold during movement is 2:1 or less.
 - Outrigger frames, when required, are in place on both sides of the scaffold.
 - No employee is on any part of the scaffold which extends outward beyond the wheels.
 - Platforms shall not extend outward beyond the base.
 - Caster stems and wheel stems shall be pinned or otherwise secured in scaffold legs. No more than 12" of a screw jack, if used, shall extend between the bottom of the adjusting nut and the top of the caster.
 - Before a scaffold is moved, each person on the scaffold shall be made aware of the move.
2. Do not attempt to move a scaffold without sufficient help. Watch out for holes in the floor and overhead obstructions. Secure against tipping.
 3. Secure or remove all equipment and material on the work platform prior to moving.
 4. Scaffolds shall be braced by cross, horizontal, or diagonal braces to prevent racking.
 5. When using a "Baker" type scaffold it is permissible for the user to propel himself/herself as long as the work platform height is lower than 5' above the floor.

Information compiled from: OSHA Standards for the Construction Industry (29 CFR PART 1926, Subpart L), OSHA Standard Interpretations (New Fall Protection standards and standards for scaffolds used during drywall work, www.osha.gov), and the Scaffold Industry Association Code of Safe Practices.

GENERAL LADDER SAFETY

1. Ladder Inspection- Always inspect the ladder before you use it, check that:
 - There are no loose, missing or damaged parts.
 - All working parts move properly and that all connections are secure.
 - Steps and rungs are free from grease or oil.

NEVER USE A DAMAGED LADDER.

2. Care and Maintenance- Keep ladder in good condition. Lightly lubricate moving parts. If a ladder has anything missing or broken it should be tagged as defective and removed from use.

3. Ladder Setup- Place ladder on level surface. Position the ladder so that you face your work. Keep it close to your work so that you do not have to overextend yourself while you're on the ladder.

DO NOT ATTEMPT TO MOVE OR "WALK" THE LADDER WHILE YOU ARE ON IT.

4. When Ascending or Descending a Ladder- The user shall face the ladder and use at least one hand to grasp the ladder. Workers are always to maintain three points on a ladder when ascending or descending a ladder.

5. Storage- Ladders should be kept in dry areas with moderate temperatures and good ventilation. It's best to store them standing up. If they have to be stored lying down make sure they are supported so that they don't sag or warp. Nothing should be kept on a stored ladder.

For Stepladders the Following Additional Guidelines Apply.

1. Fully Open the Stepladder- Firmly lock both spreaders.

2. Don't Step on the Top Two Stepladder Steps.

3. Do Not Leave Tools on the Top of the Ladder- Serious injury could result if ladder is moved while tools are on the top rung.

For Extension Ladders the Following Additional Guidelines Apply.

1. Ladder Setup- Place the extension ladder so that both rails are fully supported. Make sure that the fly section (movable section) is in front of the base before climbing. When using a ladder to access an upper landing extend the ladder so that it's at least 3' above the top support.

2. 4:1 Rule- The set back of an extension ladder needs to be 1' for every 4' of length.

3. Do Not Step on the Top Four Ladder Rungs.

4. Ladders Shall Not Be Moved, Shifted, or Extended While Occupied.

Information compiled from: OSHA Standards for the Construction Industry (29 CFR Part 1926, Subpart X) and OSHA Construction eTool (Ladder Safety, www.osha.gov).

20 Fall Protection

(a) General

- (1) This section sets forth requirements for Island Acoustics to provide fall protection systems. All fall protection required by this section shall conform to the criteria set forth in Section 1926.502 of this subpart.
- (2) Island Acoustics shall determine if the walking/working surfaces on which its employees are to work have the strength and structural integrity to support employees safely. Employees shall be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

(b)(1) *Unprotected sides and edges.* Each employee on a walking/working surface (horizontal and vertical) with an unprotected side or edge, which is 6 ft. (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

(2) *Leading edges*

- (i) Each employee who is constructing a leading edge 6 feet (1.8m) or more above lower levels shall be protected from falling by guardrail systems, safety net systems or personal fall arrest systems.
- (ii) If a rolling scaffold or articulating boom is used, a guardrail will be provided.
- (iii) All fall areas will have a guardrail. Harnesses are supplied at all leading edge work with a lanyard connected to a lifeline.
- (iv) Exception: When Island Acoustics can demonstrate that it is infeasible or creates a greater hazard to use these systems, Island Acoustics shall develop and implement a fall protection plan, which meets the requirements of paragraph (k) of Section 1926.502. The development of such a plan will be coordinated with the General Contractor.

Note: There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above-listed fall protection systems. Accordingly, Island Acoustics has the burden of establishing that it is appropriate to implement a fall protection plan, which complies with Section 1926.502 (k) for a particular workplace situation, in lieu of implementing any of those systems.

- (ii) Each employee on a walking/working surface 6 feet (1.8m) or more above a lower level where leading edges are under construction, but who is not engaged in the leading edge work, shall be protected from falling by a guardrail system, safety net system or personal fall arrest system. If a guardrail system is chosen to provide the fall protection, and a controlled access zone has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

21 Vehicle Management:

An important part of our safety program is our vehicle safety program. Island Acoustics will hold our drivers responsible for the safe operation of their vehicles. Management has developed the following standards. These standards will cover moving violations and preventable accidents. This program applies to all drivers who use company vehicles. Prior to authorization to use company vehicles, employees will have a Motor Vehicle record Review, which is included in this plan.

Vehicle Accident Policy:

A preventable accident is any occurrence involving a company vehicle, or a vehicle operated on company business, which results in property damage and / or personal injury where the driver did not exercise reasonable care in preventing the accident. To determine if the cause of the accident was preventable, our Safety Committee will make a decision based on facts provided through the accident investigation. The Safety committee will use the following guidelines.

Initial Accident - No prior preventable accidents in a twenty for month period.

Review all facts and circumstances surrounding the accident to determine if it was preventable. The decision must be based on facts provided by the accident investigation. The driver will be notified in writing of the committees decision.

If the driver involved does not agree with the Safety Committee's determination, they may appear before the committee and present their version of the accident. The committee will then review the facts and make a second decision whether the accident was preventable or not. The driver will be notified of the second decision in writing.

Second Accident - Previous preventable accident in a twenty-four month period.

Review all facts and circumstances surrounding the accident to determine if it was preventable. The decision must be based on facts provided by the accident investigation. The driver will be notified in writing of the committee's decision.

If the accident was preventable, the employee will be notified that he / she now has two preventable accidents in a twenty-four month period and that a third preventable accident within the twenty four month period may result in termination.

If the driver involved does not agree with the Safety Committee's determination, they may appear before the committee and present their version of the accident. The committee will then review the facts and make a second decision whether the accident was preventable or not. The driver will be notified of the second decision in writing.

The general management will receive a copy of this notification to discuss the situation with the driver to insure safety and compliance.

Third Accident: Preceded by two preventable accidents in a twenty four month period.

Review all facts and circumstances surrounding the accident to determine if it was preventable. The decision must be based on facts provided by the accident investigation. The driver will be notified in writing of the committee's decision.

If the accident is preventable, the employee will be notified that this the third preventable accident and driving privileges for Island Acoustics has been suspended and termination may follow. The General Manager will decide.

If the driver involved does not agree with the Safety Committee's determination, they may appear before the committee and present their version of the accident. The committee will then review the facts and make a second decision whether the accident was preventable or not. The driver will be notified of the second decision in writing.

22 Accident and Incident Reporting

Employees should report all accidents, injuries, near misses and property damage immediately to the shift foreman or the Safety Director.

The Director or management upon report of injury will immediately call the appropriate medical personnel to ensure the employee receives the necessary medical attention.

The Director should assure that the area or equipment where the accident has occurred is properly secured until the area is safe and the accident investigation has been completed.

A first Report of Injury form will be filed and sent to the Department of Labor within five days of injury. The form includes information such as:

- Injured employee information
- Date and time of injury
- Date and time of treatment
- Parts of body injured
- Treatment given
- Location of accident
- How the accident occurred
- Why the accident occurred

The Safety Director will be responsible for other documentation and notification. If the Safety Director is not on duty then they will be notified at the soonest possible time.

All recordable injuries and illnesses will be logged on the OSHA 300 Log of Occupational Injuries and Illnesses within six days of occurrence.

OSHA will be notified of any work place fatality or the in-patient hospitalization of three or more employees within eight hours.

23 Accident Investigation

The Joint Labor Management Safety Committee will aid in accident and incident investigation where necessary, to find out exactly how and why the accident happened, to establish what could have been done to prevent the accident, and to discover what can be done to prevent a reoccurrence. The reason for taking time to investigate accidents is to determine how it happened, so it can be prevented in the future. Fixing blame on someone for an accident does not do much good. The purpose of accident investigation is to find causes not blame. In almost all cases, there is more than one reason why the accident occurred. They all act together to form a chain of events which leads to the accident

The process will include:

- An investigation to get the facts.
- Identification of the hazards or exposures involved.
- Identification of the causes involved without placing blame.
- Developing a plan of action which consist of physical and administrative controls.
- Presenting the plan to management.
- Follow-through.

Investigation:

Should be conducted as soon as possible after the accident has occurred at the site where the accident took place.

Make sure injured persons receive prompt and proper medical treatment.

Make sure hazards created because of the accident are controlled to prevent further injury.

If safe, make sure samples are taken of any chemical, spills, vapors, etc. that may have been involved in the accident.

Photograph or sketch the accident scene.

Identify the people involved in the accident.

Interview witness separately and as soon as possible after the accident. Interview all witness who:

- Saw the event leading up to the accident
- Saw the accident occur
- Arrived at the scene immediately after the accident occurred

When conducting the interviews:

- Interview for the facts not fault
- Ask non-leading questions
- Test the information
- Beware of "smoke screens"
- Interview privately
- Repeat what you understand
- Ask for ideas to prevent recurrence
- Thank the employee

Get complete information about injured person and accident, including all machines / equipment involved and the job that the employee was performing.

Describe where the accident took place including all environmental conditions at the time of the accident.

Present the information and documentation to management so that corrective actions can be taken to prevent a reoccurrence.

All accident reports will be kept on file with the Safety Committee Administrator, and will be reviewed at the committee meetings.

Near misses will be handled like accidents to determine frequency and severity. They will be logged and written up the same way. Recommendations will be made to help stop continued or repeated situations from happening again.

24 Training Requirements for Safety and Health

Effective training is a positive approach Island Acoustics takes to prevent accidents. Training will take place at different times by different employees. Instructors need the following qualities:

- Knowledge of the subject
- Desire to teach
- Friendly and cooperative attitude
- Professional attitude
- Ability to communicate
- Leadership qualities
- Practice safety and be a good role model

Workers share a responsibility for their safety. This means that all workers should be trained in the safety practices that apply to their specific jobs. Each worker should not only know how to prevent accidents but also what to do in case an accident happens. Initial training of all seasonal employees is essential if the safety program is to be effective.

Some of the areas initially covered with a new employee or a newly transferred employees should include the job, specific task and responsibilities, rules, hours, absences, chain of command and personal protective equipment. It is important to follow up on any training given and to encourage the employee to ask questions. This will give you information as to whether or not the instructions to the employees were correctly interpreted. Various OSHA and other federal, state and local regulations require that employees be properly trained in various hazards. Whenever employee training is conducted, **documentation** of that training should be completed showing the topic covered, the employee's name, the employee's signature, the trainer's name and date trained.

All workers will be trained in safety rules and in the safe use of all equipment they will handle. No worker will operate equipment for which he or she has not been trained. Records of training will be kept on file topics, time of training and demonstrated competence of each employee.

If workers are required to wear or use protective equipment, they must be trained in the proper use and maintenance of such equipment.

Mandatory training for employees include familiarization of:

- MSDS
- Lockout / Tagout
- Protective Equipment
- Confined Space Program
- Emergency Procedures
- Hazard Communication Plan
- Safety Plan
- Rules and responsibilities
- Job requirements
- Tools and equipment
- Electrical Safety
- Fire extinguishers
- Ergonomics

25 Machine Safeguarding And Hand Power Tools

No employee shall operate any equipment or machinery without training from their immediate Supervisor, Foreman or the Safety Director. Upon completion of in-house training, employees are required to sign a training report.

Operation of machinery or equipment should conform to the standard operating procedures established by the company who manufactures the equipment. Operation of machinery that deviates from these procedures shall be prohibited. Operation of power tools should conform to standard operating procedures.

The safe operation of power tools, machinery and equipment is mandatory at all times. Any use of these power tools, machinery or equipment for work they are not intended is strictly prohibited and subject to disciplinary action.

26 Safety and Health Communications

This program encourages employees to suggest safety and health changes to management, to notify management of any unsafe conditions or equipment and to actively participate on Island Acoustics' safety committees.

Island Acoustics management will keep employees informed about safety issues by:

- Providing access to this and all safety plans.
- Posting information such as notification of safety meetings and minutes of the meeting.
- Safety and Health signs and posters.
- Meetings.
- OSHA log 300

27 Sub-Contractors

It is the responsibility of management to provide sub-contractors with information about any hazardous substance or condition that they may come in contact with or that they may be exposed to on site. They should be provided with a copy of Island Acoustics' safety rules and regulations and be made aware of any precautions or protective measures they must take to perform work at Island Acoustics.

Sub-Contractors will provide Island Acoustics with proof of insurance and proof of their Safety Plan.

All sub-contractors, delivery personnel or any outside workers must meet at least all the standards of Island Acoustics regardless of their own company policy.

All sub-contractors must show proof of insurance prior to starting any work at an Island Acoustics job site. Sub-contractors must meet the following standards:

Advise Island Acoustics management of all hazards or chemicals that they bring on Island Acoustics' sites.

Must have on site all MSDS for any materials they bring on site.

Will become familiar with Island Acoustics safety plan and our rules.

Abide by all safety rules for the job site.

Provide Island Acoustics with one person who will be responsible for their company's safety program.

Maintain their safety records on site.

Perform employee training for their employees.

Report any unsafe acts or conditions to the Island Acoustics foreman.

If sub-contractors do not follow our rules and policies they will no longer work on Island Acoustics projects. Island Acoustics will inform all sub contractors of unsafe acts or conditions in writing and request correction.

For the purpose of OSHA requirements any worker who is directly supervised by an Island Acoustic Manager will be considered an Island Acoustic employee for reporting purposes.

28 Ergonomic And Material Handling

At the present time OSHA does not have an Ergonomics Compliance Standard, however Island Acoustics has established its own Ergonomic Plan to protect our employees.

The purpose of Ergonomic Protection Standard is:

To prevent occurrence of work related musculoskeletal disorders.

Inform employees about musculoskeletal disorders and the risk factors that can cause them.

Promote improvement in the workplace ergonomic protection.

Identify design principals that prevent exposure to risk factors.

Musculoskeletal disorders can occur in backs, upper and lower extremities. This will be done annually by reviewing the OSHA log 300. In addition to examining records for the occurrence of musculoskeletal disorders, Island Acoustics will examine jobs that have risk factors to determine the extent to which they are present.

Island Acoustics will continually monitor all jobs which meets any of the following:

Performance of the same motions every few seconds for more then two hours at a time.

Fixed or awkward work positions for more then two hours (example, overhead or kneeling work).

Use of vibrating or impact tools for more then two hours.

Manual handling of material weighing 25 or more pounds more then once in each workshift.

Training

The purpose of training is to insure that employees are informed about the ergonomic hazards which they may be exposed to and how to protect themselves. Training will be required on by employee in areas identified as hazards. Employees are encouraged to help identify problem areas.

Training is a critical factor in our ergonomic program. It allows all employees to understand prevention and control, and medical consequences. Employees who may be potentially exposed to ergonomic hazards will be give formal training on the hazards associated with the specific job. Training will include the following:

Handling techniques for tools and equipment.

Use of special tools and devices assigned to employees.

Use of appropriate safety guards and safety equipment to include PPE.

Use of proper lifting techniques.

Employees will be notified of the dangers of Ergonomic situations and how to properly perform the job safely.

The following checklist and questionnaires may be used to determine if there is an Ergonomic Hazard to Island Acoustics Employees.

29 Return To Work And Light Duty Programs

A temporary alternative duty program is a transitional collection of jobs or tasks that can be accomplished by an injured employee during his or her recovery from the injury. This will include modified tasks from the employees existing job or parts of jobs from other position within the company. The goal of light duty work is to meet the injured employees' restrictions until he or she can return to their full time job, or has been issued permanent restrictions by a medical professional.

Island Acoustics will provide or create a temporary job for summer employees who were hurt on the job. Island Acoustics will attempt to accommodate employees who were injured off duty. Depending on the employee's original job classification will dictate where an individual will be reassigned. Entry personnel will stay in the Entry job classification.

When an individual enters the light duty program, Island Acoustics will attempt to:

1. The first priority is to return the employee to the same job, if medically advisable.
2. Return the employee to accustomed, but modified work in the same department.
3. Return the employee to work but in a different position.

Coordination and communication between the employee's treating physician or health care provider is a key element in the effectiveness of the Return to Light Duty Program. The medical provider determines the employee's medical condition, capacity to perform work and the restrictions they should follow. Physicians are required to provide the employer and the insurer with a written post-injury response stating the employee's exact restrictions. This notification allows the employer to take the necessary action to modify the employee's duties to comply with the restrictions. Any questions on medical restrictions must be resolved through immediate communication with the physician.

At no time shall an employee lose work so that work may be created for an injured employee.

30 Employee Grievances and Complaint Procedures:

Employees have the right to address the Safety Committee either through their respective Safety Committee Representative or by writing the committee of their safety concerns. At that time the safety committee will either answer the grievance in writing or invite the employee to state their concerns at the next meeting.

An employee has the right to a grievance hearing if they have been found in violation of a safety guideline and have been given disciplinary action. The individual first has to state in writing their thoughts about the situation. Then both administrative and the individual facts are reviewed. At that time the safety committee either issues their findings or the individual is asked to defend their case before the committee. The committee then reviews the facts and issues their decision. If the employee in question still feels as if the findings against them are wrong, they may take their case to the executive management.

Island Acoustics Management and the Safety Committee encourage employees to notify them of possible existing workplace hazards. In almost all cases, this input will be referred to the committee. The employee providing this information will not in any case be subject to any reprisal, and they will always receive timely and appropriate response to their concerns.

31 Disciplinary Policy

Island Acoustics follows a strict action policy when addressing violations to the safety and health rules that exist within the workplace environment. As a condition for employment, all employees are encouraged to participate actively in company safety programs and follow safety regulations. Management and the Safety Committee both adhere to the principal that the employee carries the responsibility to follow the rules that are presented to him or her. Willful disregard of safety practices, company rules, instructions or the welfare of fellow employees has no place at Island Acoustics. This kind of behavior may lead to injuries and damage of the facility. When violations occur, disciplinary measures will follow to preserve the integrity of the program.

Disciplinary action up to and including termination of employment will be taken in those cases where it is determined that blatant disregard for the safety practices has occurred. In the event that progressive discipline is inappropriate, the following company format will be followed:

Upon the safety infraction, the employee will receive a written warning. This form will detail the infraction and will also have an area where the employee can respond to the warning and sign it. Upon the third such warning, the employee will be terminated. Management reserves the right to terminate any employee on the first offense if that employee is in willful violation of operating rules or safety procedures which directly results in damage to property or endangers or causes injury to guests or employees.

In regards to Personal Protective Equipment (PPE), Island Acoustics has a more severe disciplinary policy:

First offense -	Written warning
Second offense -	Employee sent home for the day without pay
Third offense -	Termination

32 Americans With Disabilities Act

This section will provide (Americans With Disabilities Act) ADA requirements in accordance with Local, State (NY) and Federal Laws. If special needs are required, Island Acoustics will consult with the Safety Committee to provide these additional needed.