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## **COMPANY SAFETY POLICY STATEMENT**

HiTech Painting, Inc. believes that the safety of the environment, public, our clients, our subcontractors and our associates cannot be compromised by our operations. Safety is as important as production and quality. If a job cannot be accomplished safely, it will not be done. This will be achieved by:

- Careful evaluation of the work processes;
- Ongoing training and continuing education of its workforce;
- Complying with all applicable Federal, State and Local Regulations;
- Providing the support, equipment and materials needed to do a job safely;
- Constant evaluation of the Safety Program;
- Listening to the needs and concerns of our clients and our associates;
- All HiTech Painting, Inc. associates being responsible to comply with the Company's Safety Program;
- Holding supervision and management accountable for the safety performance of employees and maintenance of a safe work environment.

Safety is accomplished by a proactive teamwork approach. Hi Tech Painting, Inc. believes that by eliminating accidents and injuries, the total performance of the company is improved.

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Mark Heuslein  
President

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Mark Heuslein  
Safety Director

## **INJURY AND ILLNESS PREVENTION PROGRAM**

- I. **Purpose** - The Injury and Illness Prevention Program (IIPP) is a program designed to identify and correct hazards in the workplace. The program outlines responsibility, employee compliance, communication, hazard assessment, accident investigation, hazard correction and training.
  
- II. **Responsibility**

The Injury and Illness Prevention Program (IIP Program) administrator, Mark Heuslein has the authority and responsibility for implementing the provisions of this program for HiTech Painting, Inc.

  - A. Safety Director.
    1. The Safety Director is the IIPP administrator and has the authority and responsibility for implementing and maintaining the Injury and Illness Prevention Program.
    2. Development of the Injury and Illness Prevention Program.
  - B. Supervisors.
    1. Implementation and maintaining the IIPP in work areas.
    2. Answer worker questions regarding the IIPP and have a copy of it immediately available upon request.
  - C. Management.
    1. Ensures the supervisors are implementing and maintaining the IIPP in work areas.
  
- III. **Compliance** – HiTech Painting, Inc. is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all workers. Managers and supervisors are expected to enforce the rules and uniformly.
  - A. Safety training is provided to all HiTech Painting, Inc. employees to keep them informed of the safety hazards encountered on the job.
    1. An initial safety orientation is given to all new hires to the company. This includes a review of the company's Hazard Communication Program, and a general overview of the company's safety program.
    2. Tailgate Safety Meetings are conducted every 10 days on every project.
      - a) A safety topic is reviewed at each meeting.
      - b) Employees are informed of any new hazards associated with the site.
    3. The company also provides training as needed for any new hazards that develop on the job.
    4. Recognizing workers who perform safe and healthful work practices.
    5. HiTech Painting, Inc. Disciplinary Policy will be implemented when an employee performs an unsafe act or violates a company safety rule.



- A. Company projects will receive periodic safety inspections by the Safety Director. The project's Supervisor or Safety Coordinator will conduct a daily inspection.
  1. The safety inspection will be documented on a checklist and any unsafe conditions or acts will be noted on the form.
  2. A copy of the checklist will be given to the affected Supervisors to correct any observations.
- B. Additional inspections may be warranted if new hazards are present, accidents occur, or for operations that have greater potential for hazards.

**Accident/Incident Investigations** – Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible
- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from recurring
- Recording the findings and corrective actions taken

**VII. Hazard Correction** - Unsafe work conditions, practices, or procedures will be corrected in a timely manner based on the severity of the hazard.

- A. Unsafe acts or conditions will be corrected upon discovery or observation if possible.
- B. When an imminent hazard exists which cannot be corrected immediately, work in the area will stop and exposed employees will be removed. The Supervisor will notify the Safety Director of these events.
- C. All action taken to correct the unsafe conditions and acts will be documented on the inspection checklist and the checklist will be forwarded to the Safety Director.

**VIII. Training and Instruction**

- A. Safety orientation will be given to all new hired employees. This training includes review of the Illness and Injury Prevention Program, Hazard Communication Program, basic trench and shoring safety, general tool safety, and other safety policies.
- B. Safety topics are reviewed in the Weekly Tailgate Safety Meetings.
- C. Additional training will be given to employees as conditions dictate. This includes confined space training, respirator training, OSHA 10 Hour Construction Safety, Competent Person Training for Trenches and Excavations, fall protection, and other unique hazards not addressed in the orientation.
- D. Employees will be trained in the safe use of tools by their supervisors. This instruction will include the proper handling, care and use of the tools.
- E. Supervisors will be given additional safety training in the Monthly Supervisor's Meeting, memos, and articles from publications and safety seminars provided by the company.
- F. All safety training is documented and filed.

## HAZARD COMMUNICATION PROGRAM

**Purpose** - To provide a workplace safe from chemical hazards, by providing information about chemicals through the Company's Hazard Communication Program. The program consists of container labeling, Material Safety Data Sheets (MSDS) and training.

### Responsibilities

- A Supervisors
  - 1 Ensure the Hazard Communication Program is available to all employees at the jobsites.
  - 2 Ensure all new chemicals brought to the jobsite have proper labeling and are accompanied with a MSDS.
  - 3 Inform all employees of new chemicals at the jobsite and review the MSDS.
- B Employees
  - 1 Handle all chemicals as described in the MSDS.
  - 2 Ensure all chemicals are properly labeled.
  - 3 Be familiar with the location and contents of the Hazard Communication Program.
- C Safety Director
  - 1 Provide training on the Hazard Communication Program during Safety Orientation for all new hired employees.
  - 2 Update and monitor the Hazard Communication Program.

### Container Labeling

- A All containers containing chemicals will be clearly labeled as to the contents, appropriate hazard warnings, and the name and address of the manufacturer.
- B Supervisors will ensure all chemicals on the jobsite will have the proper label prior to distribution.
- C All secondary containers will have a generic label placed on it identifying the chemical and its hazards.

### Material Safety Data Sheets

- A All copies of the MSDS for all hazardous substances to which employees may be exposed are kept in the jobsite trailer. The jobsite's Supervisor will procure all new MSDS sheets.
- B Supervisors will review all new MSDS sheets for new and significant health/safety information. The Supervisor will disperse this information to the affected employees.
- C The new MSDS will be added to the jobsite's Hazard Communication Program and a copy will be forwarded to the Safety Director.
- D Supervisors will review the Hazard Communication Program for the jobsite to ensure the program is complete. The Supervisor will procure a new MSDS if any are missing or incomplete.
- E The Hazard Communication Program will be made available to all employees in their work area for review during each work shift. If an MSDS is not available or if a new chemical is in use, the Supervisor will be contacted immediately.

### **Employee Information and Training**

- A The Hazard Communication Program will be reviewed with all new hired employees during the safety orientation.
- B The training will consist of the following elements:
  - 1 An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the Regulation.
  - 2 All employees will be informed of any operations in their work area where hazardous substances are present.
  - 3 Location and availability of the written Hazard Communication Program.
  - 4 How to read labels and MSDS sheets to obtain the appropriate hazard information.
  - 5 Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
  - 6 How reduce or eliminate exposure to these hazardous substances through usage control, work practices and personal protective equipment.
- C The training records will be maintained in the personnel file of each employee.
- D The Safety Director will be contacted for questions regarding the Hazard Communication Program or hazardous substances.
- E When a new hazardous substance is introduced at the jobsite, the Supervisor will review the MSDS with the affected employees.
- F Prior to any hazardous non-routine tasks, the Supervisor will inform the affected employees of all known hazards associated with the work. This training will be performed prior to the employee performing the task. The Supervisor will contact the Safety Director for assistance, if needed.

### **Informing Contractors**

- A A copy of the Hazard Communication Program will be made available to General Contractors and Customers upon request.
- B Other contractors that are potentially exposed to chemicals due to Hi Tech Painting's work will be informed and a MSDS will be forwarded.

## CODE OF SAFE WORK PRACTICES

### Topic: General Safety

**Hazard:** Exhaustion/Fatigue

- 1 Report to work rested and physically fit to perform your job.

**Hazards:** Inexperience/Miscellaneous

1. When entering different work areas, familiarize yourself with any required safety precautions.
2. Be aware of work going on around you. Keep clear of suspended loads, traffic areas, etc.
3. Report any unsafe conditions or equipment to your supervisor.
4. Keep horseplay and rough housing away from the job. Practical jokes often become painful injuries.
5. Preventing accidents depends mostly on you, THINK SAFETY.
6. Work with care and good judgment at all times to avoid accidents.
7. Rely on your supervisor's knowledge and experience if you do not understand any rule or work operation.
8. Intoxicants and non-prescribed drugs are NOT PERMITTED and result in disciplinary action.
9. Keep your mind on your job and your temper under control.
10. Report any injuries immediately. Even small cuts can become seriously infected.

**Hazards:** Slips, Trips, and Falls

1. Be sure your footing is well supported before stepping. Watch out for overhanging planks, slippery spots, loose objects, etc.
2. Always have enough light on stairs, aisles, basements, work areas, etc.
3. Place barricades and signs to warn of traffic, overhead dangers, etc. Have warning lights, flagmen, if necessary.
4. Always be seated when riding authorized vehicles, unless designed for standing.

### Topic: Personal Protective Equipment

**Hazards:** Getting Snagged or Hung-up

1. Wear clothing suitable for weather and your work. Torn or loose clothing, cuffs, and neckwear are hazardous.
2. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.

**Hazards:** Eye Injuries

1. Eye protection must be worn while working at all times.
2. Face shields or goggles will be worn when operating tools overhead or operating a grinder for long periods of time.

**Hazards:** Lacerations, Puncture Wounds, Contusions, Burns and Dermatitis

1. Wear approved safety footwear suitable for your trade and in good condition.
2. Use gloves, aprons or other suitable skin protection when handling rough materials, chemicals, and hot or cold objects. Replace if worn.
3. Wear a hard hat at all times while working, visitors included.
4. Maintain any safety equipment issued to you in good condition and report loss or damage immediately.

**Hazards:** Inhalation of Toxic Dusts, Mists, Fumes, Vapors or Gases.

1. Wear respiratory equipment when required. For example, while spray painting, during welding operations, while exposed to toxic dusts or vapors.
2. Only wear respiratory equipment after being properly trained and have a doctor's approval.

## **Topic: Housekeeping**

**Hazards:** Puncture wounds, Slips, Trips and Falls

- 1 Keep materials orderly. Prevent piles from falling or shifting (tie or support if necessary).
- 2 Shavings, dust, scraps, oil or grease must not accumulate. Maintain good housekeeping at the job.
- 3 Remove refuse piles as soon as possible.
- 4 Remove or clinch nails in old lumber.
- 5 Clean up oil, grease and water spills right away.
- 6 Keep loose materials off stairs, walkways, ramps, platforms, etc.
- 7 Do not block aisles, traffic lanes, and fire exits.
- 8 Provide safe access to work areas.
- 9 Avoid shortcuts, use ramps, stairs, walkways, ladders, etc.

## **Topic: Trenches/Excavations**

**Hazards:** Falls, Debris Falling into Excavation

- 1 Place fencing or barricades at excavations, floor openings.
- 2 Ladders are required in trenches or excavations greater than 4 feet in depth. All personnel within the excavation must be within 25 feet of a ladder.
- 3 Ladders must be secured in place prior to being used.
- 4 Ladders must extend 3 feet above the landing for easy access.
- 5 Place excavation spoils far enough away to avoid load strain on walls. Remove surface rocks and debris that may fall into the excavation.

**Hazards:** Collapse of Trench Wall or Shoring/Getting Crushed

- 1 Properly brace or shore up excavation side walls if not sloped.
- 2 Competent Person will be responsible for safety involving all excavations operations.
- 3 Do not permit vehicles too close to the edge of the excavation.

**Hazards:** Striking Utilities (electric shock, drown, fire, and explosion)

- 1 Prior to excavating or working in pre-existing buildings, locate all utilities. Contact utility companies, Dig-Alert, or review the As-Builts.
- 2 Excavation within 2 feet of a utility must be performed by hand tools.

## **Topic: Proper Lifting Techniques**

**Hazards:** Back Injuries

- 1 Bend knees; keep back nearly straight when lifting. Use your leg muscles, not your back, to do the work.
- 2 Get help with heavy or bulky materials to avoid dropping load or getting thrown off-balance.
- 3 Have just one person give commands when team-lifting big loads.
- 4 Prior to carrying a load, ensure the path is cleared of all obstructions.
- 5 Use equipment (e.g. pallet jack, cart, and dolly) when necessary to lift and move materials and equipment.



## **Topic: Operating Machinery**

**Hazards:** Inexperience, Flying Particles, Getting Snagged

- 1 Only qualified personnel should operate or service power tools, vehicles and other machinery.
- 2 Before starting machinery, opening valves, switches or similar devices, check safety of workmen. Have all safety guards attached.
- 3 Never adjust or repair machinery while it is in motion. "Lock-out" when maintenance job requires.
- 4 Operate machinery and vehicles within rated capacities and at safe speeds.
- 5 Report defective power tools or machinery to supervisor immediately.
- 6 Never point an air hose at anyone or use it to clean clothing - **extremely dangerous**.
- 7 Keep constant check on blocks, cables, clamps, and other tackle. Repair or replace if defective.

## **Topic: Electrical Safety**

**Hazards:** Electrical Shock

- 1 Consider all wires "live" until checked and locked out. Keep safe distance from "live" electricity.
- 2 Have electrical power tools and equipment properly grounded.
- 3 Do not use electrical power tools or equipment while standing in water.
- 4 All electrical power tools and extension cords will have rubber insulation. Damaged cords will be repaired or replaced.
- 5 Only qualified personnel should make electrical repairs or installations. Do not use metal ladders or metal hats near high-powered electricity.
- 6 Have all cords, leads and hoses placed to prevent tripping hazards or getting damaged. Ensure all cords are placed away from oil and grease.

## **Topic: Fire Safety**

**Hazards:** Fires, Explosions and Burns

- 1 Obey the "No Smoking" signs at all times.
- 2 Know the location and how to use fire-extinguishing equipment.
- 3 Flammable material containers should be clearly labeled and stored in a protected, separate area.
- 4 Flammable materials should only be used in small amounts and in approved metal safety containers.
- 5 Do not refuel a hot or running engine. Clean up spills before starting.
- 6 Store oily wiping rags in covered metal containers or dispose of them safely.
- 7 Never use an air hose for pressure to empty gasoline drums.
- 8 Keep salamanders or other portable heating equipment away from combustible materials.
- 9 Make sure engines in buildings are away from combustibles and exhaust is properly ventilated.

### **Topic: Ladder/Scaffold Safety**

**Hazards:** Falls

- 1 Face ladder when climbing. Use both hands. Use hand line or material hoist to lift loads.
- 2 Use only sturdy ladders on a firm base. Where possible angle out base  $\frac{1}{4}$  of ladder working length. Keep area clear of debris.
- 3 Have ladder reach at least 3 feet above landing for easy access. Secure ladder by tying-off at top and bottom.
- 4 Use scaffold if solid footing if safe ladder access is not possible. Ensure planks are made of straight-grained lumber, free of defects and knots.
- 5 Platform planks should overlap supports not less than 6" nor more than 12" and be secured from shifting.
- 6 Keep all tools and materials away from edge of scaffolds, platforms, shaft openings, etc.

### **Topic: Hand Tool Safety**

**Hazards:** Flying Particles, Lacerations, and Contusions.

- 1 Do not use tools with split, broken or loose handles.
- 2 Have tools with burred or mushroomed heads dressed. Keep cutting tools sharp and stored in containers, not in your pocket.
- 3 Know correct use of hand and power tools before using. Use the right tool for the job.
- 4 Be sure you have clear area behind you before swinging sledgehammer, other tools or materials.

### **Topic: Welding/Cutting Operations**

**Hazards:** Burns, Flash Burns, Fires, and Explosions

- 1 Welding and cutting operations should be closely supervised. Remove or shield nearby combustibles.
- 2 Keep a fire watch with adequate fire extinguishers during and after "hot work" as job location requires.
- 3 Wear proper eye protection when working within the proximity of welding and cutting operations.
- 4 Check hose, fittings, and valves for leaks (use soapy water).
- 5 Keep oily cloths away from oxygen (explosion hazard).
- 6 Always light torches with a torch lighter, never use a match or cigarette.
- 7 Open compressed gas cylinders slowly to avoid valve damage.
- 8 After work, check clothing for hidden hot slag or molten metal. Do not wear oil soaked clothing.

## **DISCIPLINARY POLICY**

**I Purpose** – HiTech Painting, Inc. believes in providing a workplace free of recognizable hazards. This includes unsafe acts performed by company employees. When an employee performs an unsafe act that compromises their safety or the safety of others, the discipline policy will be enforced.

### **II Responsibilities**

- A Supervisors.
  - 1 Document the written warnings on the company's Employee Disciplinary Report and have it signed by the employee.
  - 2 Submit the warning to the Safety Director and applicable manager.
- B Safety Director.
  - 1 Document written warnings on the company's Employee Disciplinary Report and have it signed by the employee.
  - 2 Submit the warning to the General Superintendent.
  - 3 Review written warnings and file in personnel records.
- C Evaluating Supervisor.
  - 1. Review written warnings during employee evaluations.

### **III Policy**

- A For violations of the safety policy that are not immediately dangerous to life and health, workers will receive written warnings. These warnings will be maintained in their personnel file. If three written warnings are issued to an employee within a span of a year, the employee will be terminated.
- B For violations immediately dangerous to life and health, the worker may be suspended or terminated immediately.
- C A worker may be terminated for a serious safety violation without prior warning.

Written warnings will be taken into account during employee evaluations performed by the employee's supervisor

## **RECORD KEEPING**

We have taken the following steps to implement and maintain our IIP Program:

- Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers. We also include the records relating to worker training provided by a construction industry occupational safety and health training program approved by Cal/Osha.
- Inspection records and training documentation will be maintained for one year, except for training records of workers who have worked for less than one year which are provided to the worker upon termination of employment.

# HiTechPainting<sup>INC.</sup>

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**I have read and I fully understand the HiTech Painting, Inc. IIPP, Safety Policy, Practices,  
and emergency response directions and documents.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Safety Coordinator Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

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Date

\_\_\_\_\_  
Date