



BAY CITIES PAVING & GRADING, INC

1450 CIVIC CT., BLDG. B # 400, CONCORD, CA 94520

925-687-6666 FX: 925-687-2122

**CODE OF SAFE PRACTICES EMPLOYEE
RESPONSIBILITIES SAFETY STATEMENT**

SAFETY POLICY STATEMENT

To Our Employees:

Safety and Health in our business must be part of every operation. Without question, it is every employee's responsibility at all levels to maintain a safe work site.

It is the intent of Bay Cities Paving & Grading to comply with all laws and OSHA regulations. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required or expected to work a job he/she knows is unsafe or harmful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. No reprisal or punitive action will ever be taken against an employee for providing such notice to company management.

The personal safety and health of each employee of Bay Cities Paving & Grading is of primary importance. **Prevention of occupationally-induced injury or illness will be given precedence over operating productivity.** Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, our goal is zero accidents and injuries.

In order for Bay Cities Paving & Grading to succeed in this goal, it will be necessary for every employee to be responsible for following the procedures put forth by management to protect themselves and their fellow workers. We ask each of our employees to make the commitment to work safely in order to prevent injuries to persons or property.

Please note that employees who violate safety and health rules, orders or standards, or expose themselves or fellow employees to safety or health hazards will be subject to disciplinary measures.

We look forward to joining with you in this opportunity to promote physical and financial well-being for the Company and all of our employees.

Sincerely,

Ben L. Rodriguez,
Jr. President

CODE OF SAFE PRACTICES

As an employer, BCPG is committed to provide a safe place of employment for each employee and subcontractor. Our personal commitment is to provide the training and tools necessary for you to complete each day's work safely.

RESPONSIBILITIES AND DUTIES Individual Responsibility

If you have a safety problem related to this job, see your supervisor. Each person working on this site is expected to work and utilize all tools and equipment in a safe and sane manner. The following Code of Safe Practices is designed to provide guidance in work procedures.

Safety Meetings are held weekly. This time period shall not exceed ten (10) working days. We expect you to attend and encourage your active participation.

You are to report ANY occupational injury or illness immediately to your foreman to assure suitable first aid or medical attention. All accidents involving damage to equipment and materials, including motor vehicle accidents, shall be reported to your foreman or supervisor at immediately.

The competent person (qualified by training and/or experience as a competent person) on your crew has complete authority to suspend work activities and remove exposed employees from work locations where OSHA and company safety requirements are not being followed. Example: the competent person in excavations is responsible for soils analysis, the use of protective systems, and hazard recognition.

Foreman/Supervisors are responsible for ensuring that employees know and abide by Bay Cities Safety Program and procedures on safety. They are expected to do everything within their control to assure a safe workplace in their areas.

It is the policy of the company to take extra precautions with first-year apprentices, trainees, and new hires. It will be the Foreman/Superintendent's responsibility to individually review with such persons the safety requirements for each different work assignment that he gives to them. The foreman should periodically check to see that such persons fully understand all the standard safety precautions pertaining to that assignment and see that they are following them. Inexperienced craftsmen are the most susceptible to injury and it is the Foreman's job to prevent accidents involving these employees.

Foremen/Supervisors must supply workers with proper PPE and tools like hard hats, protective clothing, safety glasses, good ladders, first aid materials and safety devices on equipment.

Foremen must hold "toolbox" or "tail-gate" safety meetings with their crews at least every ten working days to emphasize some particular safety problem topic that needs special attention. Safety suggestions from workers are to be encouraged. If a suggestion cannot be followed promptly, explain why to the worker.

Arrange for frequent and regular field safety inspections. This should be done concurrent with regular jobsite visits. Require all field personnel to make accident prevention and hazard control an important part of their job responsibility. **Senior Management** must set policy and provide leadership by participation, example, and a demonstrated interest in the Program. Responsibilities include: developing policy, allocating adequate resources, ensuring responsibility, and reviewing and evaluating results

The **Safety Management** at BCPG has the authority and responsibility for the overall management of the Injury and Illness Prevention Program and all safety policies and procedures. These responsibilities include: advising senior management on safety and health issues; acting as liaison with government entities; planning, coordinating, and organizing safety; preparing and distributing company policies and procedures on workplace safety and health issues; and developing a code of safe practices. **Safety Meetings** are held weekly. This time period shall not exceed ten (10) working days. We expect you to attend and encourage your active participation. **Equipment Operation** -No one can operate powered tools or equipment unless properly trained (such as by their union or through company training) and authorized by a supervisor.

ALL SAFE WORK RULES -GENERAL REQUIREMENTS WILL BE FOLLOWED.

Safe Work Rules- General Requirements:

1. Failure to follow practices relating to your safety or fellow employees, or failure to safeguard equipment, tools, or materials properly **may** lead to your Termination.
2. For your protection, obey all warning signs such as “Keep Out”, “No Smoking Areas”, “Eye protection Required”, “Authorized Personnel”, “Caution or Danger Tape” etc...
3. Wear personal protective equipment (PPE), such as hardhat, safety glasses, foot protection, working gloves, reflective garments (that are ANSI Class 2 or 3 warning garments whenever there is traffic or heavy equipment in the area and or in dense weather such fog etc.
4. You are NOT permitted or required to enter any excavation (trench, manhole, bore-pit, etc.) five (5) feet or more in depth, unless it is adequately shored or sloped! This includes, but not limited to, shoring, sloping, benching, and shielding. Differing sites or soil conditions may require shoring at lesser depths.
5. **Before starting** work, check your work area for unsafe conditions, and at the end of the day be sure the area is safe and secure. You shall take all possible actions to insure safe operations, and report any unsafe condition or practice to your immediate supervisor
6. **Practice good housekeeping** in your work area. Pick up your tools. Do not leave materials and scraps where they may be hazardous to others.
7. Do NOT use compressed air or oxygen to blow dust or dirt from clothing.
8. Use all safety devices provided for your protection.
9. Report all unsafe and defective equipment, hazardous conditions, and unsafe practices or behavior of other workers to your supervisor.
10. Wash thoroughly after handling dangerous or poisonous substances and follow all special instructions from authorized sources regarding this matter. Hands should be thoroughly cleaned just prior to eating if they have been in contact with paint, asphaltic or similar substances,
11. Always face the ladder and use both hands while climbing and have 3-point contact going up or down the ladder.
12. Gasoline shall not be used for cleaning purposes.
13. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work has been obtained from your Foreman.
14. Any damage to supporting structures (shoring, bracing, etc.) shall be repaired or reported promptly to the Foreman.
15. You shall not climb on trench shoring or bracing.
16. Do not look directly into the laser or point the laser at another person.
17. If you have any doubt as to the safety of anything you are doing or working with, see your supervisor for instructions before continuing your job task.
18. Be sure that you understand emergency instructions. Anticipate what you will do in an emergency. Above all, be CALM.
19. You shall not engage in horseplay or roughhousing on any job site. To do so may lead to injury and **may** be cause for your immediate discharge. Work place violence and abuse, physical or verbal **WILL NOT BE TOLERATED.**
20. You will not knowingly be permitted or required to work while your ability or alertness is impaired by fatigue, illness, or other causes.
21. You will not be permitted to work if you are known or reasonably believed to be under the influence of intoxicating liquor or drugs. Employees who work in such conditions will most likely be denied all rights to Workers' Compensation Benefits should an injury result.
22. You are required to report **ANY AND ALL** work-related injuries and illnesses to your supervisor **IMMEDATLY** and to fill out the necessary forms. And the supervisor will have notified their proper channels i.e... Foreman, supervisor, project engineer, and project manager and will notified HR Julie and Safety dept.

23. In the event of any injury, report to the designated area for first aid treatment. In all cases, the employee, the Foreman or Superintendent shall report and/or record all accidents involving employees, the public or equipment. You shall know the location of the first-aid kit, fire extinguishers, SDS- Safety Data Sheets, IIPP and Right to know information and rescue equipment. SDS shall be consulted before handling any unfamiliar substance.
24. All employees will abide by the Hazardous Communication Program.
25. Foremen shall insist on all workers observing and obeying every rule, regulation and order that is necessary to the safe conduct of the work and shall take such action as is necessary to obtain compliance
26. Work shall be well planned and supervised to prevent injuries in the handling of heavy materials and in working together with equipment.
27. Workers shall not enter manholes, underground vaults, chambers, or other similar places that receive little ventilation, unless a competent person determines that the air contains no flammable or toxic gases or vapors and contains adequate oxygen.
28. Prior to confined space entry, be certain that you have followed proper pre-entry procedures and have the proper equipment on-site. Also ensuring that only trained & authorized personnel can only enter the confined spaces. For specific confined space entry procedures, refer to Section Tab # 7 of the safety manual.
29. Workers shall be *alert* to see that *all* guards and other protective devices are in their proper places and adjusted, and shall report deficiencies promptly to the Foreman or Superintendent.
30. Workers shall not handle or tamper with any equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received instructions from their Foreman.
31. **When** lifting an object or a load try to use a mechanical devise first, if not get down close to the load and keep your back straight while picking up the load.
32. Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material (ANSI Class 2 or 3)
33. **Failure on my part to adhere to the foregoing rules or commit other unsafe acts that result in safety or health exposures to others or myself will result in appropriate disciplinary measures being taken.**
34. Employees are only permitted to use any electronic devices in case of emergency or to contact their Foreman or Supervisor.

DISCIPLINARY POLICY

Please note that CAL-OSHA requires a disciplinary policy for all company safety programs. This disciplinary policy shall be utilized as a method of ensuring the safety of all persons on our projects as well as emphasizing the personal responsibility that every single employee has in complying with our company safety program.

The safety procedures outline in our "Code of Safe Practices an Injury Illness Prevention Program (IIPP)" are for the protection of all employees and the public. Bay Cities has formulated our disciplinary policy and procedure based on numerous CAL-OSHA and FED-OSHA decisions which state that every employer shall discipline employees for safety and health violations

Our company will make every reasonable effort to ensure the health and safety of all workers in every situation. No worker shall be required or knowingly permitted to work in an unsafe or unhealthful place, except for the purpose of making it safe and healthful and then only after proper precautions have been taken to protect the worker while performing such work.

Written Warnings

A written warning will be prepared for each violation of the company's Code of Safe Practices or IIPP determined to be knowing and willful. The company safety representative shall make this determination. One copy of this warning will be furnished to the violator and one maintained in company records.

Appropriate Actions

The appropriate disciplinary action implemented against the violator may be based on his/her previous history of non-compliance and the seriousness of the violation. The employer shall retain the right to take any appropriate disciplinary action up to and including terminating the employee.

Disciplinary Policy

1st Violation Verbal reprimand. A log of verbal reprimands will be maintained for disciplinary purposes. **2nd Violation Written** reprimand will be placed in the employee's file. Unacceptable behavior is subject to suspension without pay and may result in termination. **3rd Violation** Termination

Violations of sufficient magnitude can result in immediate suspension or termination

ACKNOWLEDGEMENT

I have received a copy of these Code of Safe Practices and I have read and I understand them.

Employee _____

Date: _____

Supervisor: _____

Date: _____