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Texting and e-mailing while driving is prohibited in all circumstances.

State law bans texting while driving.

Texting with a cell phone while driving recently has become a more prevalent and dangerous form of distracted driving because it diverts a driver's eyes, hands, and mind - for a significant amount of time - from the safe operation of the vehicle.

Wisconsin state law now forbids driving "any motor vehicle while composing or sending an electronic text message or an electronic mail message." Wisconsin's texting ban is a primary enforcement law, which means law enforcement officers may stop motorists suspected of this offense alone.

- Text messaging outlawed for all drivers. Fines from \$20 to \$400 with a possible 4 points against the driver's license.
- The state outlaws distracted driving, or "being so engaged or occupied as to interfere with the safe driving of that vehicle." The fine is \$173 and 4 points.

For these reasons, drivers may not use handheld devices to place work-related calls or while operating a vehicle while on company business. Using a "hands free" device is acceptable if the driver doesn't use his or her hands other than to activate or deactivate features or functions of the device.

This cell phone/handheld device use policy is a guideline to reduce the likelihood of motor vehicle accidents. It may not prevent all motor vehicle accidents from occurring.

Pandemic Procedures

Purpose

S.C. Swiderski and its Affiliates is committed to providing a safe and healthy workplace for all our employees. SCS has developed the following Pandemic plan, which includes procedures to minimize the risk of transmission of widespread disease due to circumstances related to a pandemic.

Policy

SCS's goal is to prevent the transmission of disease in the workplace(s). Managers as well as non-managerial employees and their representatives are all responsible for supporting, complying with, and providing recommendations to further improve this Pandemic plan.

The Pandemic Safety Team, listed below, implements, and monitors this Pandemic plan. The Pandemic Safety Team has SCS's full support in implementing and monitoring this Pandemic plan and has authority to ensure compliance with all aspects of this plan.

SCS and the Pandemic team will work cooperatively with non-managerial employees

Subcontractor

Drug & Alcohol Policy

ILLEGAL DRUGS, CONTROLLED SUBSTANCES, ALCOHOL AND TOBACCO USE

All S.C. Swiderski Construction, LLC jobsites are illegal drug and alcohol-free work environments. This includes the use of illegal drugs or alcohol prior to entering the jobsite or the use of illegal drugs or alcohol while on the jobsite.

- 1. "Illegal Drugs" are defined as any substance deemed to be illegal in the State of Wisconsin and/or illegal as defined by the Drug Enforcement Administration, including but not limited to marijuana, heroin, cocaine, LSD, ecstasy, crystal methamphetamine, and PCP.
- 2. "Controlled Substances" are defined as any over the counter or prescription medications which may impair or inhibit the user's cognitive/motor functions and/or abilities. Examples of Controlled Substances may include but are not limited to opioid pain relievers, sedatives, and muscle relaxers.
- 3. "Alcohol" is defined as any beverage containing ethanol or ethyl alcohol, which may cause drunkenness. Examples of Alcohol include, but are not limited to beer, wine, liquor, and other spirits.
- 4. "Tobacco" is defined as a legal substance made from the tobacco plant that is used for chewing or smoking. Examples of tobacco products include, but may not be limited to cigarettes, pipes, cigars, snuff and chewing tobacco.

Any Contractor, Subcontractor, or supplier, proven to be, or reasonably suspected to be under the influence of illegal drugs, alcohol or controlled substances that may cause cognitive/motor impairment shall not be permitted to perform work, operate machinery, enter, or remain on S.C. Swiderski Construction, LLC property.

Violation of this policy may result in Contract Termination(s) and barring from future work with S.C. Swiderski Construction, LLC.

S.C. Swiderski Construction, LLC reserves the right to report illegal drug or alcohol use to law enforcement.

Tobacco use may be permitted on S.C. Swiderski Construction, LLC jobsites, pending users adhere to the following:

1. Smoking must take place outside of the building envelope. Smoke breaks must not interfere with the Project Schedule or work performance. Smoking inside S.C. Swiderski Construction buildings is not permitted.
2. When smoking or using tobacco products, all cigarette butts and/or other traces of litter, because of tobacco use, must be disposed of in dumpsters or outdoor waste receptacles. Cigarettes must be completely extinguished prior to disposal.

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Do not dispose of cigarette butts in any location where flammable liquids or materials are stored or discarded.

Reasonable Suspicion

hazard to the surrounding community; threat; civil disturbances or alerts; natural disasters such as earthquakes, floods, and landslides; and site-wide electrical power or other utility failures.

During the response to such major events, if deemed necessary by management or S.C. Swiderski, LLC Fire or Police may be summoned, and a pre-designated succession of management personnel would determine who would take charge. The primary responsibility person designated to be in charge is to ensure that priorities are established, that the response is appropriate and adequately implemented, and that the proper notifications are made. In most cases, the direct involvement of local supervision and remedial action will be necessary.

Adequate emergency response will be made at the group, department, and building levels, with support from Fire, Medical, Protective Services, and other support organizations. As a practical matter, it must be recognized that management personnel are normally on-site only 40 of the 168 hours per week. Thus, there may be a considerable delay before management personnel can assume on-site direction of major emergencies. This highlights the importance of the local initiative, at least at the onset of an emergency.

The underlying philosophy of the emergency response plan is the recognition that each employee has a vital role and a basic responsibility in safety and emergency action. The only reasonable expectation is that at the onset of an emergency the initial response will be at the individual level. Immediate and knowledgeable action is vital. The emergency plans for individual buildings and facilities set forth the responses to be taken by employees following the discovery of an emergency.

Following the immediate measures taken by the individual, the responsibility for action will normally proceed upward through normal organizational lines of authority to the Building Manager and to emergency-response groups. The involvement of individuals at a higher level of responsibility will depend on the situation. To reiterate, levels of responsibility proceed downward from top management while action and response levels proceed upward from the first person involved.

Please have the courage to call outside assistance like the police and firefighters.

Dial 9-1-1.

When the police, firefighters, or paramedics arrive, surrender command to a qualified emergency specialist. Notify management as soon as practical, which means after all immediate responses have been exercised. The operator at 911 will tell you who is the person in charge of the specialized personnel assigned to respond to the emergency. An orderly transfer of responsibility is then made from the local building or facility organization to this responding unit.

The examples listed below identify the most likely outside incident commander for the following types of emergencies:

Location and description of special hazards or hazardous devices should be included in the text together with shutdown procedures if applicable.

Designation of a primary assembly point for evacuees, well away from the building. An alternate site should also be designated in case the first choice cannot be used.

Reentry Procedures

No one should reenter an evacuated building or area without specific instructions from the Building Manager or another person in charge. Department Head and Supervisor responsibilities regarding emergency preparedness and action procedures. Emergency plans for facilities or equipment requiring an Operational Safety Procedure (OSP).

Operational Safety Procedures

OSP's for individual facilities or pieces of equipment must include emergency plans for the facilities or equipment.

Supervisors Responsibilities

During an emergency, the supervisor must:

1. Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency.
2. Render assistance to the person in charge during an emergency, as required.
3. Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
4. Know the location and use of all safety equipment on his or her floor.
5. Keep employees from re-entering an evacuated area until reentry is safe.

Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

1. If there is a threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity.
2. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.
3. Report the emergency immediately by phone.

4. State what happened, the specific location, whether anyone was injured, and your name and phone number.
5. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

All certifications for First Aid-CPR are stored in the employee's file via Paylocity.

[First Aid Basics](#) are available for quick search on the [SCS Safety Portal](#).

Jobsite Emergency Action Plan

Purpose

To provide guidelines in the event of an emergency.

EMERGENCY PROCEDURES

CALL

Call 911 or appropriate number listed on the emergency number sheet that should be posted in the job trailer. Clearly and concisely report your name, location, address, and a description of the situation.

ACCOUNT

Account for all people known on the jobsite. Have a designated assembly area. Superintendents, foremen, and subcontractors should determine if anybody is missing.

ACTION

- Building Collapse
 - Rope off area.
 - Block off street and sidewalk and re-route pedestrians and vehicle traffic.
 - Check for fires, gas leaks, water leaks, and electrical power conditions.
 - Assist injured personnel.

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- Explosion
 - Secure area and keep people away from area.
 - Assist injured personnel.
- Fire

- Take steps to prevent flow from entering streams and waterways.
 - Secure area with barricades.
- Trench Entrapment
 - Call 911
 - Re-shore trench before entering.
 - Begin hand digging only, no mechanical equipment.
 - Assist injured personnel.
- Utility Line Breach
 - Call the respective utility company
 - Clear and secure the area.
 - Barricade the immediate area
 - Evacuate the building.
 - Discontinue any operation until the utility company responds.
- Water Line Hit
 - Shut off water flow.
 - Secure area with barricades.

TORNADO

If you hear the outdoor warning sirens sound and the weather is threatening, go to the closest building and follow the owner's instructions or go to the nearest inside restroom. If there is no building or you are not close enough to make it, lie down in a depression or low area and cover your head. **Never try to outrun a tornado!**

LIGHTNING

Lightning presents an extreme hazard to all who may be exposed to it but workers on a rooftop are especially at risk. The method for calculating how far lightning strikes is to listen for the thunder and count or observe a watch or clock. The distance to the lightning is equal to approximately one mile for every five seconds of time between the flash and the thunder. The following information is provided by the United States Weather Service.

If lightning threatens:

- Move indoors but stay away from windows.
- Avoid using electrical appliances and use the telephone only in an emergency.

If caught outdoors during a thunderstorm:

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- Stay away from isolated objects such as single trees or towers. If your hair stands on end or your skin tingles, lightning may be about to strike.
- Crouch down quickly and make yourself as small a target as possible.
- Minimize contact with the ground.

- No smoking during fueling.
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

Chainsaw Safety:

- Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes, or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles and maintain balance while operating the saw.
- Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing, and head protection.
- Do not wear loose-fitting clothing.
- Be careful that the trunk or tree limbs will not bind against the saw.
- Watch for branches under tension; they may spring out when cut.
- Gasoline-powered chainsaws must be equipped with a protective device that minimizes chainsaw kickback.
- Be cautious of saw kickback. To avoid kickback, do not saw with the tip. Keep the tip guard in place.
- Always follow the manufacturer's recommendations for proper operation.

Mowers

Definitions:

Blade tip circle

The path described by the outermost point of the blade as it is rotated about its shaft axis.

Guards

A part or an assembly provided for shielding a hazardous area of a machine. Catcher assemblies. Parts or combinations of parts which provide a means for collecting grass clippings or debris.

Walk-behind mower

A mower is either pushed or self-propelled and is normally guided by the operator walking behind the unit. Operator area, walk-behind mowers. For discharge interference purposes, that area confined within a circle no smaller than 30 inches in diameter, the center of which is located to the rear of the mower on its longitudinal centerline 30 inches behind the nearest blade tip circle.

Power reel mower

A lawn-cutting machine utilizing a power source to rotate one or more helically formed blades about a horizontal axis to provide a shearing action with a stationary cutter bar or bed knife.

The mower blade shall be enclosed except on the bottom and the enclosure shall extend to or below the lowest cutting point of the blade in the lowest blade position.

Guards which must be removed to install a catcher assembly shall comply with the following:

Warning instructions shall be affixed to the mower near the opening stating that the mower shall not be used without either the catcher assembly or the guard in place. The catcher assembly or the guard shall be shipped and sold as part of the mower. The instruction manual shall state that the mower shall not be used without either the catcher assembly or the guard in place. The catcher assembly, when properly and completely installed, shall not create a condition that violates the limits given for the guarded opening.

Openings in the blade enclosure, intended for the discharge of grass, shall be limited to a maximum vertical angle of the opening of 30°. Measurements shall be taken from the lowest blade position. The total effective opening area of the grass discharge opening shall not exceed 1,000 square degrees on units having a width of cut less than 27 1/2 inches, or 2,000 square degrees on units having a width of cut 27 1/2 inches or over.

The word "caution" or stronger wording shall be placed on the mower at or near each discharge opening. Blade shall stop rotating from the manufacturer's specified maximum speed within 15 seconds after declutching or shutting off power. In a multi-piece blade, the means of fastening the cutting members to the body of the blade or disc shall be so designed that they will not become worn to a hazardous condition before the cutting members themselves are worn beyond use. The maximum tip speed of any blade shall be 19,000 feet per minute. Walk-behind rotary mowers: The horizontal angle of the opening in the blade enclosure, intended for the discharge of grass, shall not contact the operator area.

There shall be one of the following at all openings in the blade enclosure intended for the discharge of grass:

A minimum unobstructed horizontal distance of 3 inches from the end of the discharge chute to the blade tip circle.

A rigid bar fastened across the discharge opening, secured to prevent removal without the use of tools. The bottom of the bar shall be no higher than the bottom edge of the blade enclosure. The highest point on the front of the blade enclosure, except discharge openings, shall be such that any line extending a maximum of 15° downward from the horizontal toward the blade shaft axis (axes) shall not intersect the horizontal plane within the blade tip circle. The highest point on the blade enclosure front, except discharge-

openings, shall not exceed 1 and 1/4 inches above the lowest cutting point of the blade in the lowest blade position.

Mowers with a swing over handle are to be considered as having no front in the blade enclosure. The mower handle shall be fastened to the mower so as to prevent loss of

An electric or battery powered grass trimmer can be great for maintaining a well-kept lawn, but there are some safety issues that users should bear in mind. Safety features are built into modern grass trimmers however, you still have to know how to operate the machine correctly and make sure to take all proper safety precautions.

Policy

Dress Appropriately

Summer is hot, so most people prefer wearing things like shorts and sandals when they go out to do yard work. Wearing protective clothing when operating an electric or battery powered weed trimmer. The string spins rapidly and can kick off a lot of debris. When you go to use a grass edge trimmer, wear long pants, footwear with a closed toe, gloves, and a long sleeve shirt to prevent getting scrapes.

Use Protective Equipment

In addition to wearing the right clothing while using an electric or battery powered string trimmer, you will also want to use the recommended protective gear. At a minimum, you must use eye protection, and earplugs. A face-shield and gloves are also recommended.

Check the Weather Before Using Your Grass Trimmer

You should avoid using an electric or battery powered weed trimmer in wet weather. To start, these conditions can put added stress on the motor, shortening the operating life of the grass trimmer. Furthermore, wet grass can be slippery, and it can be difficult to maintain your balance when holding and working with a tool on wet turf especially on inclines. A simple slip can result in injury, so it's better to wait for good weather before using your electric or battery powered grass trimmer if possible.

Clear the Area of Debris

The main safety concern when it comes to operating an electric or battery powered string trimmer is its potential to throw debris. To reduce this possible risk, you should walk the work area to look for any debris that could be easily thrown by the tool. You might not be able to find and remove everything, but you can limit the chances you'll be injured.

Be Careful of Bystanders as You Use the Grass Edge Trimmer

If and when possible, keep others out of your work area. The potential for every weed eater to throw scraps and other debris is high, and it can be a risk to the operator and any nearby person.

If you are around children or pets, ask them to go inside while you use the grass trimmer. If someone enters your work area, stop the tool and wait for them to leave before resuming your work.

Sometimes, specific contaminants like dust from construction or renovation, mold, cleaning supplies, pesticides, or other airborne chemicals (including small amounts of chemicals released as a gas over time) may cause poor IAQ.

The right ventilation and building care can prevent and fix IAQ problems. Although OSHA does not have IAQ standards, it does have standards about ventilation and standards on some of the air contaminants that can be involved in IAQ problems. OSHA responds to questions about standards with letters of interpretation. OSHA's letters of interpretation specifically addressing IAQ issues can be found in [Other Resources](#). The General Duty Clause of the OSH Act (the law that created OSHA) requires employers to provide workers with a safe workplace that does not have any known hazards that cause or are likely to cause death or serious injury.

Policy

Managing a building is a difficult and complex job. There are many competing demands safety and health, building maintenance, housekeeping, and communications with occupants and tenants. Building owners and managers are under pressure to maintain quality environments while managing costs. Such fiscal pressures can easily draw attention and resources away from important elements of building management such as indoor air quality (IAQ).

S.C. Swiderski and its Affiliates recognizes the importance of healthy, comfortable, and productive indoor environments, its awareness and demand for good IAQ increases. People spend about 90 percent of their time indoors and air within homes and other buildings can be more polluted than the outside air. U.S. Environmental Protection Agency (EPA) studies that compare risks of environmental threats to public health consistently rank indoor air pollution among the top five.

Maintaining a healthy and comfortable indoor environment in any building requires integrating many components of a complex system. Indoor air problems are preventable and solvable and practical guidance on how to manage your building for good indoor air quality is available.

To promote the use of these straightforward practices to improve IAQ, EPA and other leaders in the IAQ field developed this 8-step *Building Air Quality – Action Plan*. This additional resource meets the needs of building owners and managers who want an easy-to-understand path for maintaining their buildings with the successful institutionalization of good IAQ management practices. The *BAQ Action Plan* leads you through a logical set of steps to achieve the goal of better indoor air quality in your building. There is broad agreement that both documents, *BAQ* and the *BAQ Action Plan*, used together, can significantly improve IAQ and reduce the likelihood of IAQ problems, thus lowering health risks, increasing comfort and productivity, and reducing exposure to liability from IAQ problems.

In order to use the *Building Air Quality – Action Plan* effectively, one must have a thorough understanding of the concepts and practice of managing indoor air quality. In addition, there is extensive internal referencing in this *BAQ Action Plan* to the original *BAQ* guide, making it helpful and easy to use both documents together.

form to the Maintenance Manager for review. The questionnaire will be used to obtain information about the nature of the complaints/concerns and symptoms and also to determine the magnitude of the problem. Maintenance will review the form and take appropriate action.

3. IEQ Investigation

Each IEQ investigation poses a unique set of circumstances that will dictate which of the following areas are addressed and if additional procedures are needed. Generally, following the receipt of an IEQ complaint, the Maintenance Manager will conduct an investigation in accordance with the phased approach outlined below.

a. Phase I Assessment

When notified of a potential problem or concern, Maintenance will conduct an initial on-site investigation. These Phase I Assessments include verification of information provided by the occupant on the Indoor Air Quality Questionnaire and performance of a walk-through inspection of the building. During the walk-through inspection, building ventilation systems will be evaluated by the Maintenance Manager and potential sources of contamination will be identified. If a cause of the IEQ problem is confirmed, Maintenance and/or the Safety & Compliance Manager will initiate corrective action(s) for any cause of the IEQ issue through a work order or project. Maintenance will then report results and or corrective action to the occupant.

If the immediate cause or source cannot be found, a Phase II assessment will be initiated.

b. Phase II Assessment

During a Phase II Assessment, common indoor air quality parameters including temperature, humidity, carbon dioxide, and, in some cases, other chemicals (e.g., carbon monoxide, ozone, formaldehyde and other volatile organic compounds) will be measured.

In addition to sampling, the Maintenance Manager will thoroughly evaluate the immediate work area and building for probable sources of contaminants, such as chemical use and storage, general housekeeping, recent renovations and/or new furnishing, water leaks, activities in the work area, and the building HVAC system. Additional monitoring and/or evaluations may also be conducted as determined by Phase I and II Assessment results.

c. Phase III Assessment

A Phase III Assessment is performed when a definitive cause for the symptoms cannot be determined during the Phase II Assessment of the investigation. Phase III Assessments consist of extensive and more specific monitoring for chemical

and/or microbial contaminants in accordance with the EPA/NIOSH Building Air Quality: A Guide for Building Owners and Facility Managers methodologies; standard and customary industrial hygiene practices; and NIOSH, OSHA, and EPA sampling and analytical procedures. If the immediate cause or source for the IEQ issue cannot be identified and confirmed at the completion of the Phase III Assessment and occupant concern still exist, expertise from an outside entity may

Managers and closely matches the recommendations contained in the eight steps described above. Answering these questions will help you determine whether you have taken all of the steps the EPA recommends to implement good IAQ management practices or whether additional actions should be taken to bring your building up to the level described in the guidance. As you address the issues discussed in the Checklist, keep records of your progress so you can refer to them later if questions or related issues arise.

Hazard Communication

Purpose

To inform all employees, by means of labels, Safety Data Sheets (SDS) and Training, of the physical and health hazards to which they may be exposed.

References

OSHA 29 CFR 1910.1200; 1926.59

OSHA has established a minimum number of chemicals, which are considered hazardous and are covered by the Standard. These are:

- Chemicals listed by OSHA in 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances; and
- Chemicals listed by ACGIH in Threshold Limit Values for Chemical Substances and Physical Agents.

The National Toxicology Program's Annual Report on Carcinogens.

The International Agency on Research on Cancer's Monographs.

Policy

S.C. Swiderski, LLC as an employer engaged in a business where hazardous materials are either used or produced for use or distributed, or where its workers have the potential for contact with hazardous materials in their workplace, will ensure that the hazards of all materials found in the workplace will be evaluated, and that information concerning their hazard will be transmitted to all affected employees. Accordingly, this policy describes how these criteria will be met.

The Safety & Compliance Manager will be responsible for:

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- Providing the hazard assessment, based upon the material's Safety Data Sheet (SDS);
- Obtaining and providing additional information on the hazardous materials.
- Overseeing the company's labeling program.
- Identifying and providing appropriate emergency procedures if necessary; and

Definitions

ACGIH – American Conference of Governmental industrial Hygienists is an organization of professional personnel in governmental agencies or educational institutions engaged in occupational safety and health programs. ACGH establishes recommended occupational exposure limits for chemical substances and physical agents. See TLV.

Acid – Any chemical that undergoes dissociation in water with the formation of hydrogen ions. Acids have a sour taste and may cause severe skin burns. Acid turns litmus paper red and has pH values of 0 to 6.

Acute Effect – Adverse effect on a human or animal that has severe symptoms developing rapidly and coming quickly to a crisis.

Acute Toxicity – Acute effects resulting from a single dose of, or exposure to, a substance. Ordinarily these are used to denote effects in experimental animals.

Aerosol – A fine aerial suspension of particles sufficiently small in size to confer some degree of stability from sedimentation (e.g., smoke or fog).

Alkali – Any chemical substance that forms soluble soaps with fatty acids. Alkalis are also referred to as bases. They may cause severe burns to the skin. Alkalis turn litmus paper blue and have pH values from 8 to 14.

Appearance – A description of a substance at normal room temperature and normal atmospheric conditions. Appearance includes the color, size, and consistency of a material.

Asphyxiant – A vapor or gas that can cause unconsciousness or death by suffocation (lack of oxygen). Most simple asphyxiants are harmful to the body only when they become so concentrated that they reduce oxygen in the air (normally about 21 percent) to dangerous levels (18 percent or lower). Asphyxiation is one of the principle potential hazards of working in confined and enclosed spaces.

Base – A substance that (1) Liberate hydroxide (OH) ions when dissolved in water, (2) receives hydrogen ions from a strong acid to form a weaker acid, and (3) neutralizes an acid. Bases react with acids to form salts and water. Bases have a pH greater than 7 and turn litmus paper blue. See Alkali.

Boiling Points (BP) – The temperature at which a liquid changes to a vapor state at a given pressure. The boiling point usually expressed in degrees Fahrenheit at sea level pressure (760 mmHg, or one atmosphere). For mixtures, the initial boiling point or the boiling range may be given.

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Ceiling Limit (PEL or TLV) – The maximum allowable human exposure limit for an airborne substance, which is not to be exceeded even momentarily. Also see PEL and TLV.

Carcinogen – A substance or agent capable of causing or producing cancer in

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