



## Code of Safe Practices

### General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Immediately report any unsafe conditions, accidents, injuries or illness to your foreman or superintendent.
4. If you are unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working.
6. Never work while under the influence of an illegal or intoxicating substance, fatigued or ill.
7. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
8. Horseplay, scuffling, fighting and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
9. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
10. Keep your work area clean, free of debris, electrical cords and other hazards.
11. Immediately clean up spilled liquids.
12. Always notify all other individuals in your area who might be endangered by the work you are doing.
13. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
14. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your supervisor.
15. Never bring firearms, weapons, illegal drugs or alcoholic beverages on company or customer property or the job site.
16. A red tag system identifies equipment that is NOT to be operated, energized or used. All tag-out or lock-out notices and procedures must be observed and obeyed.
17. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
18. Do not leave tools, materials, or other objects on the floor which might cause others to trip and fall.
19. Do not run on the job site or in the shop or office area.
20. Do not distract others while working with hazardous materials or under hazardous work conditions. If conversation is necessary, make sure eye contact is made prior to communicating.

21. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
22. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
23. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
24. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
25. Gasoline or other flammable liquids shall not be used for cleaning purposes.
26. 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 is obtained from the foreman or superintendent.
27. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the foreman and repaired before use.

### Fall Protection

1. Fall protection, such as standard railings or a safety harness and lanyard, shall be used at all times, when working 7 1/2 feet or more above the level below.
2. Floor and wall openings, unfinished balconies, elevator shafts and similar areas must be railed, covered or barricade to prevent falls.
3. Never remove fall protection rails, covers, or barricades without permission from your foreman and special precautions. Always replace these items when finished with your task.
4. All safety harnesses shall be the full body type with a shock absorbing lanyard attached to a substantial anchorage capable of supporting twice the maximum load. Lanyards shall be attached at the wearers upper back. Body belts are not to be worn as fall protection.
5. Read and obey all manufacturers instructions relating to your fall arrest system (safety harness and lanyard).
6. Inspect all components of your harness and lanyard prior to each use and after a fall. Defective equipment is not to be used. Lanyards must be destroyed after a fall and never reused.
7. Safety harnesses and lanyards should limit free fall distance to less than 4 feet and prevent contact with any level or objects below you.
8. Never use any part of a fall arrest system, such as a harness or lanyard, to hoist materials or for any other purpose.
9. Safety harnesses and shock absorbing lanyards are required to be worn at all times while in boom lifts.

### Electrical Safety

1. Only trained, qualified, and authorized employees are allowed to make electrical repairs or work on electrical equipment or installations.
2. All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized.

3. All energized equipment and installations will be de-energized prior to the commencement of any work. If the equipment or installation must be energized for test or other purposes, special precautions will be taken to protect against the hazards of electric shock.
4. All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.
5. Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.
6. Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits. Cotton clothing is much less likely to ignite from arc blast. Employees working on live circuits shall be provided Nomex or equivalent fire-resistant clothing.
7. Suitable eye protection must be worn at all times while working on electrical equipment.
8. Always exercise caution when energizing electrical equipment or installations. Take steps to protect yourself and other employees from arc blast and exploding equipment in the event of a fault.
9. All power tools will be grounded or double insulated. Tools with defective cords or wiring shall not be used.
10. Metal jewelry should not be worn around energized circuits.
11. Extension and temporary power cords must be heavy duty and grounded. Frayed or defective cords shall not be used.
12. Suitable temporary barriers or barricades shall be installed when access to opened enclosures containing exposed energized equipment is not under the control of an authorized person.
13. Electrical installations must be protected from accidental contact by enclosures or tight-fitting covers.
14. GFCI's are required on all power outlets.
15. Circuits shall not be overloaded with equipment or extension cords.
16. Metal measuring tapes, fish tapes, ropes or other metal devices are prohibited where they may contact energized parts of equipment or circuits.

### Lock-out / Tag-out

1. All machinery and electrical equipment shall be locked out and tagged prior to repair, cleaning, or adjustment unless power is necessary to perform the work. If so, other precautions, specified by your foreman, will be taken.
2. Use your own lock and key. No one else should have a key for your lock. Destroy all duplicate keys.
3. Maintain control of your key at all times to prevent unauthorized use.
4. Never remove another employee's lock or energize tagged equipment.
5. If multiple employees are working on the same equipment, each employee should install their own lock.
6. Notify all affected employees that a lock-out/tag-out is required and the reasons for it.
7. If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
8. Operate the switch, valve or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, etc.) is disconnected or isolated from the equipment.
9. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic

systems, and air, gas or water pressure, etc. must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

10. Lock-out all energy isolation devices with an individual lock.
11. After ensuring that no employees are exposed and as a check of having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. Caution: Return operating controls to neutral position after the test.
12. The equipment is now locked-out. Install red lock-out tag on operating controls.
13. After repair is complete and the equipment is ready for testing or normal operation, check the equipment to see that all cover plates and safety devices have been reinstalled.
14. When the equipment is clear, remove all locks and tags. The energy isolating devices may be operated to restore energy to the equipment.

### Company Vehicles

1. Only authorized employees are permitted to operate company vehicles. Do not let anyone else drive your company vehicle.
2. Company vehicles are to be used for company business only. Personal, off duty and family use are prohibited.
3. Drive defensively and obey all traffic and highway laws.
4. Always wear your seat belt, whether the driver or a passenger.
5. Report all accidents as soon as possible to your supervisor and obtain a police report.
6. Keys must be removed from all unattended vehicles and the vehicles must be locked, unless parking inside the facility.
7. Do not jump from the cab or bed of company vehicles. Always use the stairs or a ladder.
8. Inspect your vehicle and report any defects or operating problems to your supervisor so that repairs can be made.
9. No smoking while refueling.
10. If your driver's license is revoked or expired, immediately notify your supervisor and do not drive.

### Ladder Safety

1. Inspect the ladder before using it. If it is broken, throw it out. Never repair a broken ladder, get a new one. Keep portable stairways, ladders and step stools in good condition and use them only in a safe manner.
2. Use the proper ladder for the job. Do not use "A" frame ladders as straight ladders. Make sure the ladder is tall enough to reach the work area. Do not use metal ladders for electrical work.
3. Do not place ladders in passageways, doorways, or any location where they might be hit or jarred, unless protected by barricades or guards.
4. Ladders should only be placed on hard level surfaces. Make sure the ladder feet are not placed on sandy, slippery, or sloping surfaces. Clean or sweep the area where the ladder feet will be and make sure the rubber feet are in good shape.
5. Ladder rungs and steps must be kept free of grease, oil, mud, or other slippery substances.

6. Arrange your work so you are able to face the ladder and use both hands while climbing. Do not carry tools or equipment while climbing a ladder. Climb the ladder, then hoist the tools or equipment with a line or a hoisting device.
7. Avoid temporary ladders. Always use a commercially made, construction grade ladder of the proper length for the work being performed.
8. Secure portable ladders in place and at a pitch so the leveling indicator is in alignment or the distance from the wall to the base of the ladder is at least 1' for every 4' of height.
9. Straight ladders shall be tied off the top of the ladder to prevent slipping.
10. Be aware of objects below you, move or cover sharp objects in case you fall. Cap or bend all rebar.
11. Do not stand on or work from the 2nd rung from the top or above. Also do not reach too far from the ladder. Keep your belt buckle between the side rails.
12. Extension ladders shall extend at least 36" above the level being accessed. 13. On all ladders, do not step on cross bracing that is not intended to be used for climbing. Boom and Scissor Lifts
13. Only trained and authorized employees are allowed to use boom or scissor lifts. If you aren't trained, stay off.
14. Read and obey all manufacturers instructions and safety precautions.
15. Inspect all lifts prior to use. Defective equipment shall not be used.
16. A safety harness with shock absorbing lanyard must be worn while using boom lifts. Harnesses are not required for scissor lifts, provided you do not leave the work platform.
17. Always stay inside the platform railing. Do not use planks or ladders to extend your reach.
18. Keep the safety chains up on scissor lifts.
19. Always lower the lift before moving.
20. Never use scissor lifts on uneven ground. They are designed for use primarily on concrete floors.

### Personal Protective Equipment (PPE)

1. Use the correct PPE for each job assignment. If you don't know, ask.
2. PPE shall be maintained in good condition and cleaned regularly.
3. PPE shall be stored properly when not in use to protect it from damage.
4. Damaged or broken PPE must be returned to your foreman for replacement.
5. Hard hats must be worn on job sites at all times.
6. ANSI approved safety glasses must be worn when working with power tools, compressed air or gasses, chemicals or any other item that creates an eye injury hazard.
7. Face shields with safety glasses are recommended when grinding or working with hazardous chemicals.
8. Employees must wear industrial work shoes in the shop and on the job site. The shoes must have complete leather uppers and skid resistant soles and be in good condition. Steel toe protection is recommended.
9. Athletic style shoes, tennis shoes, open toe shoes, plastic or vinyl shoes or shoes with decorative accessories are not allowed.
10. Hearing protectors must be worn when working with loud equipment such as cut off saws, chain saws, air

hammers or grinders.

11. Back support belts should be worn for heavy lifting tasks. They do not help you lift more, but may provide some protection from back injuries.
12. Be sure the protective clothing you wear will not hamper or restrict freedom of movement due to improper fit.
13. Long pants of heavy duty material must be worn. No shorts or sweat pants are allowed.
14. Do not wear loose, torn or frayed clothing, dangling ties, finger rings, dangling earrings, jewelry items, or long hair unless contained in a hair net, while operating any machine which could cause entanglement.
15. If required, wear NIOSH approved respirators when applying adhesives, paint, welding, grinding or working with chemicals. Read the MSDS to find out which type of respirators are required. Facial hair may not be permitted in certain circumstances.

### Hand and Power Tools

1. Proper eye protection must be worn when using hand and power tools.
2. Know your hand and power tool applications and limitations. Always use the proper tool for the job.
3. Inspect cords and tools prior to use. Do not use tools that are faulty in any way. Exchange them for safe tools immediately.
4. Power tools must be grounded or double insulated. All power tools are to be plugged into a grounded GFCI outlet.
5. Do not use power tools in damp, wet or explosive atmospheres.
6. Do not lift, lower or carry portable electrical tools by the power cord.
7. Keep all safety guards in place and in proper working order.
8. Use clamps or vises to secure work pieces.
9. Do not force hand power tools. Apply only enough pressure to keep the unit operating smoothly.
10. Return all tools and other equipment to their proper place after use.
11. Unplug all power tools before changing bits and/or grinding disks.
12. Never leave chuck keys in the tool during operation.
13. Do not use a screwdriver as a chisel.
14. Before using sledges, axes or hammers be sure the handles are securely fastened with a wedge made of sound material.
15. Do not use a handle extension on any wrench.
16. Files should be equipped with handles and should not be used as a punch or pry.

### Trenching and Excavation

1. All excavations and trenches 5 feet deep or greater must be shored, sloped, or benched to protect workers from the hazards of moving earth. All trenching must be done in accordance with Cal/OSHA regulations.
2. Always locate underground utilities before digging. Also contact regional notification centers in advance.

3. Do not work under loads handled by lifting or digging equipment.
4. Ladders shall be provided for access to trenches and excavations 4' deep or greater. Use them.
5. Keep all spoils 2' from the edge.
6. Barricade trenches or use caution tape to warn others of their presence.
7. Inspect all trenches and excavations daily, before work, to look for signs of shifting earth.
8. Do not jump over trenches, use wood planks or sheeting.

### Hazardous Materials and Chemicals

1. Read all warning labels and Material Safety Data Sheets (MSDS) before using any
2. chemicals. MSDS contain personal protective equipment and safety information and are available from your foreman.
3. Hazardous materials shall be handled in accordance with the MSDS and label. If protective equipment is required, use it.
4. Eye protection must be worn when working with hazardous materials or chemicals.
5. Mixing of chemicals is prohibited at all times unless required by the label. Before you mix - review all MSDS.
6. Always wash your hands thoroughly after handling chemicals and before eating or smoking, even if you were wearing protective gloves.
7. Never use solvents for hand cleaning. Use the non-toxic hand cleaners provided.
8. Store all hazardous materials properly in suitable containers that are properly labeled.
9. Use chemicals only in well ventilated areas.
10. When using secondary containers, ensure that they are labeled as to their contents and hazards.
11. Do not disturb any asbestos. STOP work and tell your foreman. If you are not sure, STOP and ask.
12. Do not cut or weld stainless steel or galvanized metal without respiratory protection. These items create toxic fumes.
13. Work with lead, asbestos, cadmium and other toxic compounds require special precautions. Do not attempt to perform this work without special equipment and training.

### Fire Prevention and Housekeeping

1. Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
2. Fire fighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times. Make note of the location of fire fighting equipment in your work area.
4. Never use gasoline or flammable solvents for cleaning purposes.
5. Smoking is prohibited within 20 feet of where flammable substances are present.
6. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.

7. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
8. Maintain awareness of potential hazards when walking about the job site.
9. Keep tools, materials and equipment out of walkways and stairways at all times.
10. Sharp wires or protruding nails must be kept bent.
11. Place tools and equipment so they will not slide off the roof.
12. Tie material down at day's end so the wind will not blow it off the roof. Traffic Safety
13. All employees exposed to traffic hazards are required to wear orange flagging garments (shirts, vests, jackets) at all times.
14. When possible, construction vehicles are to be placed between the employees and traffic to prevent vehicles from entering the work area and hitting members of the crew.
15. All traffic controls will be established in accordance with the State of California Manual of Traffic Controls for Construction and Maintenance Work Zones.
16. Traffic controls are to be properly maintained throughout the work day. Signs and cones must be kept upright, visible and in their proper position at all times.

### Scaffolds

1. Scaffolds are to be erected, dismantled, altered or repaired by the scaffold contractor ONLY.
2. Inspect scaffolds prior to use and report any damage immediately to your foreman. Do not use damaged scaffolds.
3. You are not permitted to ride on rolling scaffolds being moved.
4. At least 2 people are required to move rolling towers. Secure or remove all tools and materials before moving.
5. Always use guard railings on all scaffolds regardless of height.
6. Use only high-quality planking on scaffolds and be sure the planks are secure to prevent shifting.
7. Always apply caster brakes and use outriggers when scaffolds are stationary.
8. Do not use planks or guard rails as a temporary means of obtaining greater height.
9. Be aware of the objects below you; move or cover sharp objects in case you fall. Cap or bend all rebar.

### Cranes and Rigging

1. No employee is permitted to ride on loads, hooks, or slings of any crane, hoist or derrick.
2. Do not work or stand under any suspended load. Crane operators shall avoid swinging loads over people.
3. 3. Inspect all slings and chains prior to use. Do not use defective slings, chains, or rigging. Welding and Cutting
4. Make sure your welding equipment is installed properly and grounded and in good working condition.
5. Always wear protective clothing suitable for the welding or cutting to be done.
6. Always wear proper eye protection when welding, brazing, soldering or flame cutting. Once you remove your welding helmet, put on safety glasses.



7. Keep your work area clean and free of hazards. Make sure that no flammable, volatile or explosive materials are in or near the work area.
8. Handle all compressed gas cylinders with extreme care. Keep caps on when not in use. Make sure that all compressed gas cylinders are secured to the equipment carriage, wall or other structural supports. When compressed gas cylinders are empty close the valve, install the cap and return to correct bottle storage area.
9. Store compressed gas cylinders in a safe place with good ventilation. Acetylene cylinders and oxygen cylinders should be kept at least 20 feet apart.
10. Do not weld or cut in confined spaces without special precautions and your foreman's authorization.
11. Do not weld on containers that have held combustibles or flammable materials.
12. Use mechanical exhaust ventilation at the point of welding when welding lead, cadmium, chromium, manganese, brass, bronze, zinc or galvanized metals. These metals are highly toxic and their fumes should not be breathed.
13. Make sure all electrical connections are tight and insulated. Do not use cables with frayed, cracked or bare spots in the insulation.
14. When the electrode holder or cutting torch is not in use, hang it on the brackets provided. Never let it touch a compressed gas cylinder.
15. Dispose of electrode and wire stubs in proper containers since stubs and rods on the floor are a safety hazard.
16. Use weld curtains to shield others from the light rays produced by your welding.
17. Make sure all compressed gas connections are tight and check for leaks. Do not use hoses with frayed or cracked spots.
18. Keep your leads orderly and out of walkways. Suspend them whenever possible.
19. DO NOT WELD if leads or machine are in or near water.
20. Make sure a portable fire extinguisher is nearby.
21. Keep your work area clean and free of hazards. When flame cutting, sparks can travel 30-40 feet. Do not allow flame cut sparks to hit hoses, regulators or cylinders.
22. Use oxygen and acetylene or other fuel gases with the appropriate torches and tips only for the purpose intended.
23. Never use acetylene at a pressure in excess of 15 pounds per square inch. Higher pressure can cause an explosion.
24. Never use oil, grease or any other material on any apparatus or thread fitting in the oxyacetylene or oxyfuel gas system. Oil and grease in contact with oxygen will cause spontaneous combustion.
25. Always use the correct sequence and technique for assembling and lighting the torch. Always use the correct sequence and technique for shutting off a torch.
26. Check valves must be used on all compressed gas cylinders to prevent back flow of the gas.

## Safe Practices Receipt

This is to certify that I have received a copy of the Talent Fund Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with Talent Fund.

I also understand that I am to report any injury to my foreman or superintendent immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in an any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

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Signature

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Date

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Printed Name