



**Central Florida Waterproofing
Safety/Fall Protection
Program**

UPDATED 2017

Central Florida Waterproofing

Commitment to Safety

To all employees, subcontractors, suppliers, and customers of Central Florida Waterproofing, safety is more than just a company goal; it is a requirement in all operations of this organization. Management of this company is committed to providing and maintaining a safe and healthy environment for all employees, subcontractors, suppliers, and customers.

The written safety/fall policy and procedures of this company have been developed and implemented for the protection of those personnel authorized to be on our job sites.

It is a condition of employment with Central Florida Waterproofing that all employees strictly adhere to the requirements of our written policies (including safety procedures, instructions, and rules) as well as all applicable federal, state, and local codes, regulations, and requirements. Failure to do so will result in the appropriate disciplinary action up to and including termination.

While on our job sites all visitors, including but not limited to: suppliers, owner representatives, agents of the architect or engineer, customers, regulatory authorities, and insurance company representatives are required to follow all applicable safety policies and procedures.

It is our policy that any unsafe condition, practice, or injury be immediately reported to a supervisor of Central Florida Waterproofing. All accidents and incidents must be investigated and steps taken to prevent recurrence. Any task considered unsafe because of the tools, equipment, environment, or lack of skill or training is not to be performed until a supervisors of Central Florida Waterproofing has corrected the unsafe conditions or acts surrounding the task. Any recommendation to improve our safety program is encouraged.

The primary responsibility for the coordination, implementation and maintenance of our company's safety program for the project of _____ has been assigned to Justing Ausburn who is the Safety Director for Central Florida Waterproofing and who can be reached at 3212284250

The primary responsibility for each division/department for the coordination, implementation, and maintenance of our workplace safety program has been assigned to and can be reached at 407.696.8188

Michelle Braun – Manager
Brandon Ausburn - PM
Ivan Robles – PM/Supervisor
Foreman - TBD
Justin Ausburn– Estimator &
Safety Director

Safety is the responsibility of everyone. By working together and staying alert we can prevent on-the-job injuries.

President/CEO

Date

Employee Safety Responsibilities

The primary responsibility of the employees of Central Florida Waterproofing is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey Central Florida Waterproofing rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator, Justin Ausburn.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

NOTE: Periodic Inspections

It is the policy of Central Florida Waterproofing that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policy and procedures as relates to employees, contractors, and vendors. All employees are responsible for cooperating during these inspections and managers/supervisors are responsible for initiating corrective actions to improve items discovered.

General Safety Rules

Conduct

Horseplay, “practical jokes”, etc., are forbidden. Employees are required to work in an injury- free manner displaying accepted levels of behavior. Conduct that places the employee at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

You are responsible to keep your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in the approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

Injury Reporting

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers Compensation benefits. After each medical appointment resulting from a work related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Central Florida Waterproofing provides Transitional Return to Work (light duty-if available) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor’s care while she/he remains productive. Employees are required to return to work immediately upon release.

Employee Safety Responsibilities

ON – Site Safety

- a. Employees of Central Florida Waterproofing are required to follow all safety and security procedures during on site visits.
- b. If your contact person does not advise you regarding safety hazards, consider the following:
 - Emergency exit location(s)
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs)
 - When visiting construction sites, 287 approved eye protection, and hard hats are required. This equipment will be in the possession of the Central Florida Waterproofing employee and not provided by the job.
 - Wear boots that support your feet and are slip resistant.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a job location, employees are required to follow the above rules, as well as all job rules and procedures, and work in a manner that reflects positively on Central Florida Waterproofing. Before operating any equipment at the job location, permission must be secured from the job contact person.

Safety Orientation Training

Central Florida Waterproofing is committed to providing safety and health related orientation and training for all employees at all levels of the company. We will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not limited to the following:

1. Company/Job specific accident and incident /requirement data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Return to work program
8. Any OSHA required training not included or addressed above

Return to Work Program

It is Central Florida Waterproofing's goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both us and the employee. We want our injured to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

We have a worker's compensation program available for the employees who have suffered work-related injuries. The program's administrator will determine, based upon an accident investigation, whether you are eligible for this program and any wage loss pay or medical expense payments.

Central Florida Waterproofing wants to provide work activity for all employees who become unable to perform all, or portions of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work, if available. If there are any projects that the employee can be placed for light duty work, The Return to Work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurred
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- Employee must advise their supervisor or Human Resources that they are seeking medical treatment and obtain a Return to Work Evaluation form. Regardless of the choice of the physicians, the Return to Work form must be completed for each medical visit. Central Florida Waterproofing will NOT accept a general note.
- Under the Return to Work Program, temporary light duty work, if available, will be available for up to sixty (60) days with a review every thirty (30) days while you are unable to work. Transitional or light duty work beyond sixty (60) days, maximum six (6) months, will be evaluated on a case-by-case basis.
- If you are capable of light/transitional duty you must return to work for transitional duty, failure to do so will result in your not being eligible for benefits under the workers compensation program and may result in termination.
- Employees who are unable to work and whose absences Central Florida Waterproofing approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available, up to and including termination.
- Employees who are unable to return to your regular job, your absence must be approved by Family Medical Leave Act (FMLA) program. You MUST complete a FMLA request form and submit to Human Resources. You must also have your Doctor complete both the Return to Work Evaluation and Return to Work Request.
- Employees who are not eligible for leave under FMLA must return to regular work or light duty if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-to-case basis. NO permanent light duty positions will be created.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers
- Fire/Police/Ambulance 911
- Human Resources 407-696-8188
- Know where the exits are located
- In the event of any emergency, do not take elevators; use the stairs
- Do not hesitate to call or alert others if you believe an emergency is occurring

Evacuation

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement
- Upon becoming aware of a fire alarm, employees should immediately evacuate the job site. Do not delay to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (NOTE: never use elevators during fire alarm situations)
- Supervisors should be the last persons to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a headcount.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm
- If you have been trained, you can decide to use a fire extinguisher by:
 - P=pull safety pin
 - A=aim the nozzle at the base of the fire
 - S= squeeze the operating lever
 - S= sweep side to side covering the base of the fire

**** when using the fire extinguisher, always stay between the fire and an exit, stay low and back away when the fire is extinguished.**

**** using a fire extinguisher is NOT required, if the fire is too hot, too smoky or your frightened, evacuate**

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

Medical Emergency

- Upon discovering a medical emergency, call 911
- Notify the supervisor/report the nature of the incident and location
- Stay with the person involved, do not come in contact with any bodily fluids
- Send someone to the entrance to wait/greet fire dept
- Employees in the immediate area of the emergency, but not directly involved, must leave the area
- Human Resources will make necessary calls to family members of the person involved

Severe Weather

- Supervisor will monitor a weather alert, if a severe weather alert is issued all employees will be notified
- Employees will shut down all equipment and instructed where to go for safety/return when directed

Sexual Harassment Policy

Central Florida Waterproofing does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge. Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer or text;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation

If you believe that you are being subjected to workplace harassment, you should;

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your Manager, the Human Resources Manager, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Central Florida Waterproofing's obligation to investigate and act upon reports of such harassment.

Work Place Violence

- Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to Human Resources
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior
- Depending upon the level of concern; the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Access to Employee Exposure & Medical Records

Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by Central Florida Waterproofing upon request.

OSHA Compliance Programs

Hazard Communication

1. All Central Florida Waterproofing employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Central Florida Waterproofing the SDS collection is located at 2290 N Ronald Reagan Blvd. St 128 Longwood, FL 32750. Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals in an office environment are:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More is not better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background color) – will the material burn?
 - **HEALTH** (blue background) – is the material dangerous to my body?
 - **REACTIVITY** (yellow background) – is the material dangerously unstable?After each hazard (Fire, Health, Reactivity) a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard: 0-Minimal 1-Slight 2-Moderate 3-Serious

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others also. You can still stay close to the ill/injured person to support them just be sure to stay out of contact of any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

Personal Protective Equipment (PPE)

Inspect PPE prior to each use. DO NOT use damaged PPE. You are required to maintain/keep PPE clean.

- a) Safety Glasses-(287 rated) must be worn at all times in designated areas.
- b) Hard Hats – must be worn at all times in designated areas.
- c) Gloves – must be worn at all times when handling sharp or rough materials, or performing other jobs which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- d) Respirators – only employees trained and authorized to use respirators are allowed to do so.
- e) Hearing Protection – is required in areas where noise exposure is more than 90dBA(85dBA if you already have experienced a hearing loss.

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as DANGER – DO NOT OPERATE may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, keeps your hands off...

1. DO NOT perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc) you must have your personal padlock with your name on it and personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working ON or IN the machinery or approaching its unguarded parts. (NOTE: when more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. DO NOT commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. DO NOT use or remove another employee's protective lock. DO NOT remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

Confined Space

Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmospheric, or entrapment hazards.

Respiratory Protection

1. DO NOT perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained by Central Florida Waterproofing.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning
3. DO NOT work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.
4. DO NOT wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respirator equipment according to manufactures recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

Fire Prevention & Electrical Safety

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the office facility.
3. Contractors performing hot work must contact Project Manager for approval.
4. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc)
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed in the office areas.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following area must remain clear and unobstructed at ALL times;
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire Extinguishers

General Safety Precautions

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with them.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hand and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. DO NOT twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. DO NOT lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping of the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not carry items in your hands while climbing up or down a ladder.

General / Job Specific Safety Precautions

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as sprayers, lathes or planers by using a broom and a dust pan.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairways, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
6. Straighten or remove rugs and mats that do not lie flat on the floor.
7. Remove protruding nails or bend them down into the lumber by using a claw hammer.
8. Return tools to their storage places after using them.
9. Do not use gasoline for cleaning purposes.
10. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Heavy Equipment Operation

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if the horn or backup alarm does not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Do not jump off of or onto heavy equipment.
6. Keep heavy equipment in gear when going down grade. Do not use neutral.
7. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.
8. Do not operate backhoes, power shovels/heavy equipment within 2ft from the edge of an excavation.
9. Do not use a bucket or other attachments for a staging or temporary platform for workers.
10. Do not operate a backhoe over/across underground utilities that are marked by paint, flagged or staked.
11. Set swing brake of a backhoe bucket arm when moving the vehicle to and from digging site.
12. Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.

Sling Safety

1. Do not use chain slings if links are cracked, twisted, stretched or bent.
2. Do not shorten slings by using make-shift devices such as knots or bolts.
3. Do not use a kinked chain.
4. Protect slings from sharp edges of their loads by placing pads over the sharp edges.
5. Wear work gloves when handling rough, sharp edged or abrasive chains, cables, ropes or slings.
6. Do not alter/remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.
7. Do not place your hands between the sling and its load when the sling is being tightened around the load.
8. Lift the load from the center of hooks, not from the point.

Labor Personnel Safety

1. Do not start work until barricades, barrier logs, fill or other protection have been installed.
2. Reflective warning vest must be worn by traffic flagmen who are assigned to controlling traffic.
3. Do not approach any heavy equipment until the operator has seen you/signaled to you to approach.
4. Walk around or step over holes, rocks, roots, materials or equipment in your pathway.
5. Do not work outdoors during lightning storms.
6. Drink plenty of clear liquids during your breaks.
7. Take breaks in shaded areas.

General/Job Specific Safety Precautions

Scaffold Safety

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged "Out of Service"
6. Do not use unstable objects; barrels, boxes, loose brick or concrete blocks to support scaffolds/planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 8ft or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guides used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Check the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding SDS for each chemical product you are using.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
3. Each time you use gloves, wash them before removing the gloves, using cold tap water and normal hand washing lotion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive or Caustic"
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive or Caustic"
7. Do not smoke while handling chemicals labeled "Flammable".

General/Job Specific Safety Precautions

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop and clean until lenses are clear and defogged.
2. Tag worn, damaged or defective tools “Out of Service” and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools; hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another, direct sharp points and cutting edges away from yourself and others.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform “make shift” repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools in tool boxes or tool belts only...Do not carry tools in your hand or clothing when climbing.
10. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as drills, grinders and saws.
11. Replace guards, before starting the machine, after making adjustments or repairing
12. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
13. Do not wear any loose clothing, jewelry or ties in the machine shop.
14. Read and obey safety warnings posted on or near any machinery.
15. Long hair must be contained under a hat or hair net, regardless of gender.

Forklift Safety

1. Only employer authorized personnel may operate forklifts.
2. Do not exceed the forklift, lift capacity (refer to lift capacity plate)
3. Follow manufacturers guidelines concerning changes in the lift capacity before adding an attachment
4. Lift the load an inch or two to test for stability; if the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise/lower a load while you are in route, wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance of 4-6 inches at the tips/2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces; wet/icy
9. Approach railroad tracks at a 45 degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the mast/overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing/working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock/staging platform
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert operators/pedestrians.
17. Do not exceed a working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when your vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banded on to the forklift.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving forklift.

General/Job Specific Safety Precautions

Heat – Related Illnesses

1. Wear loose, light colored clothing and a hat.
2. Adapt to working in hot conditions gradually, avoid over exerting yourself during peak temperature periods.
3. Drink water frequently – at least eight ounces every 20-30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of bodily liquids.
4. Watch for the following signs/symptoms of heat related illnesses:
 - a. Heat Cramps – severe muscle spasms in the back, stomach, arms, and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. Heat Exhaustion – heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting, and fast pulse.
 - c. Heat Stroke – high body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
5. Treat heat illness as soon as possible by doing the following:
 - a. Heat Cramps – move to a cooler area and drink approx 6 ounces of water every 15 minutes. Follow up with a medical examination
 - b. Heat Exhaustion – move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approx 6 ounces of water every 15 min. Follow up with a medical examination
 - c. Heat Stroke – Call 911 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. DO NOT drink liquid, wait for emergency personnel to arrive.

Cold Weather Illnesses

1. Exposed skin freezes within one minute at -20 deg F when the wind speed is 5 mph, and will freeze at 10 deg F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temps above 10deg F, and even above freezing (32 deg F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:
 - a. Controllable shivering
 - b. Slurred speech
 - c. Clumsy movements
 - d. Fatigue
 - e. Confused behavior
3. Layer clothing to keep enough to be safe, but cool enough to avoid perspiring excessively.
 - a. Inner layer – synthetic weave to keep perspiration away from the body.
 - b. Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - c. Outer layer – material designed to break the wind and allow for ventilation.
4. Wear a hat to avoid losing almost 40 percent of your body heat.
5. Place hat packets in gloves, vets, boots and hats to add heat to the body.
6. Watch out for the effects of cold temperatures on common body functions such as:
 - a. Reduced dexterity and hand usage
 - b. Cold tool handles; reducing your grip force
 - c. The skins reduced ability to feel pain in cold temperatures
 - d. Reduced muscle power and time to exhaustion

Employee Acknowledgement Form

Central Florida Waterproofing is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and Central Florida Waterproofing. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and Central Florida Waterproofing policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, Central Florida Waterproofing will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Central Florida Waterproofing subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Central Florida Waterproofing in higher regard with customers, and increases productivity. This is why Central Florida Waterproofing will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Central Florida Waterproofing is committed to allocation and providing all the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents/injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Central Florida Waterproofing will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Central Florida Waterproofing must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Central Florida Waterproofing's employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Employee Signature

Date

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Training Record

The following employees have been trained to recognize fall hazards/safety measures and to use appropriate fall-protection and safety methods to minimize exposure to accidents/injuries.

Name of Employee	Employees Signature/Date	Trainers Signature
Austin Hesketh		
Brandon Ausburn		
Ivan Robles		
Aristedes Rivera		
Obdulio Santiago		
Justin Ausburn		
Matthew Flanagan		

Fall Protection/Safety Program Checklist

	Yes/ No
Has a written program for fall/safety training been established?	Yes
Is the program reviewed on a monthly basis or job specific?	Yes
Are injuries tracked for program improvement?	Yes
Have individual procedures been developed for each hazard?	Yes
Has a protection inventory of the facility been conducted?	Yes
Are the individual fall/safety hazard procedures reviewed on a monthly basis?	Yes
Do authorized employees inspect equipment?	Yes
Do the procedures outline techniques to be used for protection?	Yes
Is training routinely conducted before job assignment?	Yes
Does training include recognition of fall hazards?	Yes
Is fall/safety training required whenever there is a change in job assignments?	Yes
Are fall/safety procedures shared between CFW/GC?	Yes
Are GC fall/safety considerations discussed during training?	Yes
Do GC's notify affected employees of the hazards involved in work?	Yes