INJURY & ILLNESS PREVENTION PROGRAM
2024

THERMA
A LEGENCE Company

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Therma's Capabilities

ENGINEERING - DESIGN/BUILD - BIM - HVAC - PLUMBING - FABRICATION - ARCHITECTURAL SHEET METAL - TEST, ADJUST, AND BALANCE - PROCESS SYSTEMS - INDUSTRIAL CONTROLS - BUILDING AUTOMATION SYSTEMS - PROCESS PIPING

INJURY & ILLNESS PREVENTION PROGRAM

EMPLOYER INFORMATION
Organization: Therma LLC
Address: 1601 Las Plumas Ave
San Jose CA 95133
Telephone: (408) 347-3400
Business Type: Mechanical Contractor
Main Activities: Full-Service Mechanical Solutions Provider

1.0 INTRODUCTION

It is the policy of Therma to provide a safe and healthful work environment to all employees.

Per California Code of Regulations, Title 8, Section 3203

Therma has adopted an Injury and Illness Prevention Program (IIPP) which describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident / exposure investigations, hazard correction, training, and recordkeeping.

2.0 RESPONSIBILITES

Persons with authority and responsibility for implementation and maintenance of Therma's Injury and Illness Prevention Program:

- Director of Health and Safety
- Field Operations Manager
- Project Managers
- Field Foremen

It is the responsibility of the positions named above to ensure the overall implementation of the Injury and Illness Prevention Program by directing the following tasks:

- Establish and/or review methods and procedures for correcting unsafe and unhealthy conditions and work practices.
- Ensure that employees receive training programs on general and specific safety and health practices for Therma, client companies, and on each of their

job assignments. Review of applicable general industry safety orders and other safety orders that apply to the operation.

- Review of industry and general information (including SDS for chemical use) on potential safety and health matters.
- Investigations of all accidents, near miss, injuries, illnesses and hazardous occurrences at this location.
- Periodic and scheduled inspections of general work areas and specific work stations.
- Evaluation of information provided by employees.
- Ensure that employees receive training programs on general and specific safety and health practices for Therma and on each job assignment.
- Ensure there is a procedure for communicating all of the company's safety and health rules and procedures with employees in a comprehensive manner.
- Ensure compliance with safe and healthy work practices.
- Ensure that records on training, inspections and corrective measures are properly maintained as required by this Injury and Illness Prevention Program and other OSHA-required programs in accordance with Title 8, California Code of Regulations.

3.0 COMMUNICATIONS

It is the policy of Therma to encourage all employees to report existing or potentially hazardous conditions to their foreman/supervisor. Employees who report such conditions will not be disciplined nor will they suffer reprisal due to such action.
Employees are encouraged to report safety and health hazards/problems. These can be presented directly to his/her supervisor or presented in anonymous form by contacting a site safety coordinator or the Director of Health and Safety.

The elements of Therma's Injury and Illness Prevention Program and all aspects of its safety and health program shall be communicated in a comprehensive manner.

The system for communicating with employees shall be in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.


Employees shall be informed on Therma's Injury and Illness Prevention Program through the use of:

- Tailgate meetings
- Therma newsletters
- Posters and signs
- Training sessions

4.0 COMPLIANCE

It is the policy of Therma that all employees are expected to follow company safety policies and operating procedures. Employees will be trained in accordance with this Injury and Illness Prevention Program and what is needed. Employees will be provided with additional training and information or re-training to maintain their knowledge of Therma's safety policy.

The discipline policy of Therma is intended to achieve employee compliance with Therma's Injury and Illness Prevention Program and to comply with California Labor Code 6401.7 (a) (6). This policy became effective on July 1, 1991 in conjunction with the Injury and Illness Prevention Program.

Employees found performing work in an unsafe or hazardous manner that could endanger himself/herself or another employee, or a person in violation of Therma's safety policies and operating procedures may be subject to discipline.

Therma reserves the right to discipline employees for such violations under the progressive discipline process consistent with the union collective bargaining agreement which may include verbal reprimands, suspension and termination.

5.0 HAZARD ASSESSMENT

Therma is committed to identifying workplace hazards, to assess the risks those hazards pose to the health and safety of people in the workplace, and to introduce measures to control those risks.

5.1 JOB HAZARD ANALYSIS

OSHA defines a Job Hazard Analysis (JHA) as the careful study and recording of each steps of a job, identifying existing or potential job hazards (both safety and health), and determining the best way to perform the job and reduce or eliminate these hazards. JHA's will be developed for tasks when there is a past history of

incidents associated with the task; the task is considered “non-routine” or has a high hazard potential.

The foreman, supervisor or superintendent in charge of the job is responsible to develop the JHA and to review it with all affected workers prior to starting the task. It is the Safety Department’s responsibility to provide assistance, when requested, to the supervisor when developing a JHA. It is the worker’s responsibility to follow the steps of the JHA. The supervisor is responsible to revise the JHA when conditions change and to review the revised JHA with the workers.

5.2 SITE AUDITS

Each site shall be audited by the foreman/general foreman on at least a weekly basis. This audit is to be documented and any corrections shall be noted.

Safety Department personnel will also audit sites periodically to ensure compliance.

5.3 HAZARD CORRECTION

Once identified, all unsafe or unhealthy work conditions or practices will be evaluated and corrected in a timely manner based on the severity of the hazard. When the problem is first observed or discovered, the project manager and the foreman will take responsibility for the following decisions:

- The foreman/project manager shall determine if the condition or practice creates substantial probability of great bodily harm or death, or an exposure to a hazardous substance which could result in great bodily harm or death in the future.
- The foreman/project manager shall determine if the danger is readily apparent to those employees who could be exposed to the condition or practice.
- If the foreman/project manager determines that a hazardous condition or practice exists but is not readily apparent, the foreman must decide if the condition or practice poses an imminent risk to any employee.
- If the foreman/project manager determines that a hazardous condition or practice exists, which is not readily apparent, and which exposes employees to an imminent danger as a result of the condition or practice, the foreman/project manager must ensure the immediate abatement of the practice or condition or immediately notify CAL/OSHA and all affected employees, in writing, of the condition or practice.
- If such an unsafe condition or practice cannot be immediately corrected, the foreman/project manager must take those actions necessary to ensure

correction of the condition or practice as soon as possible. The foreman must also ensure that the employees are not exposed to the unsafe condition or practice while it remains in existence.

- It may be that all exposed personnel will need to be removed from the area of the unsafe condition or practice pending completion of the actions necessary to correct the existing condition or practice. Employees authorized to correct the condition or practice shall be provided the necessary safeguards.
- If the foreman and other responsible parties determine that such a condition or practice does exist, and that it poses an imminent threat or risk to safety and the health of the employees, the foreman/project manager must notify CAL/OSHA and the employees in writing within 15 days of the existence of the condition or practice and ensure its prompt correction. Again, those steps necessary to ensure that no employees are exposed to the unsafe condition or practice pending the correction must be taken.
- Problems that cannot be corrected immediately will be assigned to the Safety Department.

When necessary, feasible engineering controls will be used first to minimize unsafe or unhealthy work conditions. If engineering controls are impractical or not feasible, administrative controls will be used. If engineering controls alone, or in a combination with administrative controls, are inadequate to correct the hazard, the use of personal protective equipment shall be considered.

Unsafe or unhealthy work practices will be immediately corrected by providing the affected employees with retraining in accordance with Section 4.0 of Therma's Injury and Illness Prevention Program.

All operating procedures will be reviewed at least once a year and whenever new chemicals are introduced into the system, or when there is a process change. When changes are made, affected employees will receive additional instruction.

6.0 SAFETY AND HEALTH TRAINING

All employees shall receive training and instruction in the following areas:

- General health and safety work practices
- Specific instruction with respect to hazards unique to the job assignment
- Steps to eliminate hazards
- Hazard communication

- Heat illness prevention
- Other health and safety programs which may include:
    - Respiratory protection
    - Lift truck training
    - Scissor lift training
    - Confined space training
    - Ladder training
    - Fall protection
    - First-aid and CPR training

Training of employees as to Therma's Injury and Illness Prevention Program shall occur:

- When the program is first established.
- For all new employees.
- For all employees given new job assignments for which training has not previously been received.
- Whenever the company is made aware of any new or previously unrecognized hazards.

Training shall be provided by:

- Therma Safety Department
- Contracted instructors

Additional training shall be provided to supervisors to familiarize them with safety and health hazards to which employees under their immediate direction and control may be exposed.

7.0 INCIDENT INVESTIGATIONS

All work related accidents, injuries or illnesses which require medical care and "near miss" incidents will be thoroughly investigated. Supervisors are required to report such incidents to the Safety Department. Supervisors will complete the Accident/Injury Investigation form.

Injured employees must complete an employee's claim for workers' compensation benefits and a State of California Employer's report of Occupational Injury or Illness. Any questions regarding injuries or accidents on the job may be directed to the Safety Department.



8.0 EMPLOYEE ACCESS TO IIPP

Employees shall have access to this IIPP in a reasonable time, place, and manner, but in no event later than 5 business days after a written request for access is received from an employee or designated employee representative. Copies may also be produced upon a verbal request.

One printed copy of the IIPP will be produced free of charge unless the employee/representative requests a digital copy, in which case a digital copy will be produced via email.

A digital copy of the IIPP is also available in the section of the *Injury & Illness Prevention Program* located at safety.therma.com

8.1 RECORDS

Therma shall keep records of actions taken to implement and maintain the Injury and Illness Prevention Program.

The records kept by Therma as to this program shall be in addition to any medical and exposure records which must be maintained in accordance with Title 8 CCR Section 3204 "*Access to Employee and Medical Records*".

Records of scheduled and unscheduled periodic inspections as well as other records including methods used to identify and evaluate workplace conditions and work practices shall be retained.

Inspection records shall include at a minimum:

- Person(s) conducting the inspection or evaluation
- The unsafe condition and work practices that have been identified
- Actions taken to correct the identified condition or work practice

Inspection records are maintained at the following location:

Therma
Safety Department
1601 Las Plumas Ave
San Jose CA 95133

Inspection records will be maintained for three years.

Record and documentation of safety and health training as required in Section 6.0 of Therma's Injury and Illness Prevention Program shall be retained for three years.

Training records of each employee shall include a minimum:

- Name of employee and /or employee number
- Date of training
- Training topic
- Training format
- Instructor name

9.0 CODE OF SAFE WORK PRACTICES

Therma is committed to maintaining a safe and healthful work environment. We will provide all safeguards, programs, and equipment required to reduce the potential for accidents and injuries. Employee compliance within the Code of Safe Work Practices is mandatory and shall be considered a condition of employment. The discipline process will be used to ensure compliance with Therma's Safety Program and all safety rules.

9.1 GENERAL SAFETY

- All personnel shall follow these safety rules and take the time necessary to do their work in a safe manner. You are authorized to stop work so as not to endanger yourself or others. Failure to cooperate and comply with these rules could result in removal from a project and/or termination.
- All personnel shall correct unsafe conditions or safety hazards within their authority or notify their supervisor or safety coordinator of the hazard.
- All personnel will attend weekly all-hands "Tool Box" meetings, where instructions will be given to prevent injuries. You are expected to understand and practice the required safety procedures. Your feedback on safety issues is encouraged.
- Horseplay, scuffling, and other similar disruptive acts often lead to injury and are prohibited. Personnel engaging in such acts are subject to termination.
- No one shall work while his/her ability or alertness is impaired by fatigue, dehydration, illness, medication, or any other reason that might cause him/her or others to be injured. Let your supervisor know if you are not capable of safely performing tasks assigned to you.
- Wear clothing appropriate for construction work. Loose clothing, dangling jewelry or long hair that poses entanglement hazards must be either removed or secured.
    - Shirt (minimum "short sleeve shirt")
    - Full length pants (no sweat pants)

    - Work boots
    - Safety glasses with side shields are mandatory
    - High visibility vest or other high visibility garments are required when working in close proximity to heavy equipment.
- Hard hats must be worn at all times unless other instructions are given by your supervisor.
- Approved eye protection is required in all field and fabrication areas. Eye protection must meet ANSI Z87.1 specifications and be so marked. Additional protection such as goggles or face shields must be worn when hammering, chipping, welding, grinding, or doing other work which may cause particles or liquids to contact the eye. EYE PROTECTION IS REQUIRED AT ALL TIMES, any place on the jobsite, except for office trailers.
- Hearing protection shall be worn in "noise-risk" areas as needed and when required. If noise exposures cannot be reduced below 90 (decibels) DBA for an eight hour period, employees must wear approved hearing protection.
- Gloves are always required when there is a potential for hand injuries. There are several different styles to choose from and they should be worn when handling rough or sharp edges, abrasive materials, or whenever hands are subject to cuts, punctures, burns, or chemicals. The only exception would be if wearing of the gloves presents a greater hazard than not wearing the glove (example: when operating certain metal forming equipment in the sheet metal shop)
- A fall protection harness and other related fall protection equipment will be required when you are exposed to fall hazards greater than 6 feet. You must be trained in the use and care of your fall protection equipment.
- The use of cell phones (including Bluetooth devices) while operating equipment is prohibited.
- Smoking is prohibited at all times, except in designated smoking areas.
- Be aware of the work going on around you. Keep clear of suspended loads and traffic areas whenever possible.
- There are no tasks that require running. Walk, do not run.
- Any "near-miss" incident shall immediately be reported and documented to provide insight on potential hazards or situations that need correction.

9.2 FIRST AID

- Know the location of first aid kits and who is trained in First Aid and CPR.
- Know whom to contact in an emergency situation and the proper procedures to follow. Each employee must know the emergency medical call numbers.
- Report all injuries or suspected injuries promptly to your foreman, superintendent, or safety coordinator so arrangements can be made for medical treatment or first aid, if necessary.

9.3 HEAT ILLNESS PREVENTION

- Drink plenty of fluids during your work shift, one quart of water per hour is ideal.
- Keep an eye on yourself and your coworkers for signs of heat exhaustion and heat stroke. If you observe or feel any of the following symptoms, ask for assistance or contact your supervisor immediately. Symptoms for heat exhaustion include: weakness, fatigue, blurred vision, dizziness, and can include signs such as high pulse rate, extreme sweating, pale face, odd walking or insecure gait, and normal to slightly elevated temperature. Symptoms of heatstroke include: red face, hot dry skin, disorientation, high temperature, erratic behavior, shivering and even collapsing, convulsions and unconsciousness.
- When working in direct sunlight or exposed to hot work environment, take frequent short breaks in a ventilated, shaded area to reduce the body's exposure to the heat. Shaded area must be accessible for you to use anytime you are on the verge of becoming ill or you have started to feel the effects of heat illness.

9.4 BASIC ERGONOMICS

- SIZE UP THE LOAD:
    - Test the weight by lifting one of the corners.
    - If the load is too heavy or of an awkward shape, get help or use some type of materials handling device. Look for safety stickers on some of our equipment reminding you to get help prior to lifting – save your back; use mechanical means wherever possible.
    - If you have to lift, make sure you can handle the weight and that the load is balanced.
    - Make sure your destination path is clear of all obstacles or spills.
- STOOPING:
    - Stand close to the object to be lifted.
    - Place feet apart with one foot slightly ahead of the other so you can have a firm footing for the lift to be done.
    - Bend your hips and knees, lower your body, keep your back in good alignment, and bring your hands down to the object.
- LIFTING:
    - Grasp the object firmly and as close to the center as possible.
    - Get set for lifting the load – have good timing.

- Lift by pushing with your legs, not your back. Straighten the ankles, knees, and hips to an upright position.
- Keep the load as close to the body as possible while lifting.
- DO NOT twist or turn the body.
- Look up – it will help align your neck and back into a correct lifting posture.

- CARRYING:
  - Keep your back as straight as possible.
  - Keep weight load close to the body and centered over your pelvis.
  - Counterbalance your load by shifting part of your body in the opposite direction from the load.When the load is carried by more than one person, one person should lead so there is good timing and coordination. Communication is a critical element when more than one person performs a lift or manual handling task.
  - Put the load down by bending your hips and knees with your back straight and keep the load close to your body
- PUSHING:
  - Always push an object rather than pull it.
  - Stand close to the object to be moved.
  - Crouch down with feet apart.
  - Bend your elbows and put your hands on the load at chest level.
  - Lean forward with chest or shoulder against the object. DO NOT push with your arms and/or shoulders.
  - Keep your back straight. Crouch and push with your legs.
- REACHING:
  - Stand close to the object. Keep the center of gravity over the base of support.
  - Place your feet wide apart, one slightly ahead of the other, so you have freedom of movement – forward and backward – as arms are raised and lowered.
  - Keep good body alignment. Move close to the object. DO NOT reach outward to the point of straining.
  - When reaching for an object that is above your head, grip it with palms up and lower it. Keep it close to the body on the way down.

- FLEX AND STRETCH OR FLEXIBLE SOLUTIONS:
  - Many jobsites and projects have discovered the benefits of warm-up exercises to prevent injuries and to increase flexibility. Therma encourages this type of activity at the beginning of the shift and prior to labor-intensive tasks.

9.5 HOUSEKEEPING

- The exterior of job sites must remain free of trash, food and construction debris. Clean up your area daily.Do not leave loose materials on stairs or in aisles, which create a slipping or tripping hazard. Exits and aisle ways must be kept clear at all times. Cleanup oil, grease, or other material spills immediately.
- Do not leave power cords which are no longer in use in corridors or other walkways. Relocate them as needed, or stow them in your lock-up or storage area.
- Bend, flatten, or remove protruding screws or nails in your used material, crates, etc. Stack materials in an orderly manner and place debris in debris containers or piles.

9.6 FLOOR, ROOF & SHAFT OPENINGS

- All floor, roof, skylight and shaft openings shall be guarded by railings and toe-boards or by covers. Covers shall be marked with at least 2" lettering in paint, stencil or label stating "OPENING – DO NOT REMOVE". Covers shall be secured from displacement and shall be able to support twice the weight of the intended load or a minimum of 400 pounds whichever is greater.
- Personnel removing floor covers will be instructed by their supervisor in the safe removal, use of required fall protection equipment, and barricading the unguarded opening, prior to the removal of the cover. Removed covers will be replaced properly and secured immediately after the operation is complete.
- Supervisors are responsible for the enforcement of this procedure with their crews.

9.7 CONFINED SPACE

- Do not enter existing manholes, underground vaults, tanks or other confined spaces with limited access and lacking with little ventilation unless a Confined Space Assessment has been performed. The space must be tested for the absence of harmful contaminates and the presence of adequate oxygen levels. Approval from Therma's Safety Department to enter a confined space is mandatory.
- Employees will complete Confined Space Safety Training prior to entering any Confined Space. There is no exception to this requirement. Confined Space Awareness Training is required annually.

- Do not bring hazardous chemical products into newly constructed confined spaces (vaults, etc.) unless a Confined Space Entry Permit has been obtained and the approval to enter has been issued by Therma's Safety Department.

9.8 STORM WATER POLUTION PREVENTION PLAN (SWPPP)

- You must do everything necessary to prevent construction debris such as trash, mud, oil, fuel, paint and/or potentially contaminated water from entering into storm drains.
- Assist in maintaining erosion and sediment control devices in and around your work area.
- During wet weather all equipment leaving the site must be free of mud and debris so as to not track materials onto public roadways.
- Immediately notify your supervisor if you observe storm water management devices that are displaced, broken, or missing.

9.9 LOCKOUT / TAGOUT

- Work on energized systems that may contain electrical, mechanical, chemical, pneumatic, or hydraulic hazards will be thoroughly investigated and de-energized or depressurized before work on the system begins.
- All personnel in close proximity to any system under test will be made thoroughly aware of the potential hazards and appropriate precautions to be taken prior to the system being energized or pressurized.
- Lockout/tag-out procedures will be practiced on all sites.
- Any violation of LOTO procedures will be considered a serious incident.
- Pre-task plans will be required before start of initial work.

9.10 FALL PROTECTION

- When railings are not practical or when working outside the rails of a ladder, personnel working at unprotected heights of 6 feet or greater must use a safety harness or other fall protection devices.
- You must be trained in the use and care of your fall protection equipment.
- Fall arrest anchor points must be capable of supporting, without failure, an impact load of 5,000 pounds.
- A lanyard should never be wrapped around the anchor point and attached to itself.
- Inspection of fall protection equipment is the responsibility of the user. The equipment must be inspected before each use. Should you find damaged equipment, it is to be removed from service immediately and destroyed/ discarded.

9.11 HAZARD COMMUNICATION (HAZCOM)

- All jobsites and work facilities will participate in the HAZCOM Program. The written program will be available for review by any employee upon request.
- No container of hazardous substances will be released for use unless the container is properly labeled and the label is legible. Any container found to have a damaged or unreadable labeling will be removed from use until it is properly labeled.
- Copies of all manufactures' SDS for any chemical substances to which our employees may be exposed to will be maintained on file and made available to each employee upon request.
- All employees will be provided training prior to working with any substance considered or determined to be hazardous. Training will consist of the following:
    - An overview of the requirements of the HAZCOM Program
    - Information regarding the use of hazardous materials in their respective work areas or assignments
    - Location and availability of Therma's written HAZCOM program
    - Health and physical aspects of the hazardous material(s)
    - Controls, work practices, and personal protective equipment which are present and available for employee protection
    - Emergency and first aid procedures to follow should an employee become exposed to hazardous substance
    - How to read and understand container labels and SDS
- There may be an occasion when an employee may be required to perform potentially hazardous non-routine tasks, such as a repair of a storage vessel or confined space entry tasks. Prior to starting work on such tasks, each involved employee will be given instructions and information by his/her supervisor about the specific hazard(s) to which they may be exposed. Therma will take all measures to reduce or eliminate the hazard(s) including but not limited to: special ventilation, air sampling, special emergency procedures, respiratory equipment, establishing a "buddy system" and providing specialized training for the specific hazard(s) present. In addition, Therma requires a Pre-Task Hazard Plan to be completed and reviewed with the employees performing the task(s).

9.12 LEAD & ASBESTOS

- Due to the health hazards associated with lead and asbestos, whether it is installation activities or abatement, it is Therma's policy not to expose our employees to these hazards in any manner. Abatement must be handled by the owner/client prior to our arrival on the jobsite. Should you suspect the

presence of lead or an asbestos containing material (ACM), do not disturb it! Contact your supervisor immediately.

9.13 SILICA

- Overhead drilling of 20 or more holes approximately 5/8" in diameter or greater in an 8 hour shift may expose employees to silica greater than the OSHA permissible exposure limits. To reduce the exposure to employees performing the work, and employees near the work area, HEPA vacuums may be required to control airborne dust. Drills with vacuum-head attachments may also be used to control airborne dust. All employees are encouraged to use additional protection such as respirators to eliminate the exposure to airborne dust.
- Dry cutting or grinding of concrete slabs/walls and masonry block/brick will be avoided. If dry cutting is unavoidable, additional PPE such as a respirator and a HEPA vacuum will be required. Employees must be fit tested, trained in the use and care, and have been medically qualified for respirator use. Medical exams are required annually.

9.14 GASES & WELDING

- Store compressed gas cylinders in an upright position with caps on and secure from falling. Never tie-off cylinders on hand railing. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.
- Anyone using acetylene, propane or other flammable gases or liquids is responsible for providing a fire extinguisher in their immediate work area, fire watch, and fire prevention.
- When welding, protective clothing and PPE equipment shall be worn.
- Welders are responsible for ensuring that spark/slag impact areas are free of combustibles and personnel. A trained and properly equipped fire watch is required whenever working in and around combustible materials. A Therma Hot Work Permit may be required.
- Welding or torch cutting on stainless steel or galvanized material in an enclosed area requires a HEPA fume collection system. The welder/cutter is responsible for ensuring that fumes released do not result in personal exposure levels that exceed the Cal/OSHA permissible exposure limit.

9.15 EQUIPMENT

- Only authorized and trained personnel shall operate rolling/motorized equipment. The employee is responsible for maintaining evidence or training and must make it available if requested by the general contractor or owner.
- The operator is responsible for maintaining safety in the equipment's operational area. This includes ensuring all persons working in close proximity to the equipment are not endangered and that loads have been properly secured. No equipment shall be moved if personnel are standing or walking within five feet.
- Operate equipment and vehicles within their rated capacity and at a safe speed.
- "Riders" are not allowed on forklifts, skip loaders, or backhoes. One seat means one person only on equipment. Seat belts are required to be used for all mobile equipment.
- All rolling/motorized equipment, such as forklifts and scissor lifts, shall be inspected before use. All inspections shall be documented. Immediately notify your supervisor when equipment is found to be unsafe.
- Equipment requiring an operator shall not be left unattended when loads are suspended or elevated. Leave bucket and other attachments grounded when leaving equipment.
- Stay away from energized high voltage lines with all equipment, elevated loads, and load lines. A spotter is required if there is any possibility of a load coming within 20 feet of an energized overhead power line. If your back-up alarm fails, contact your supervisor for immediate repair or replacement. Until repair is made, a spotter will be required in areas where personnel are working.
- Prior to use and daily, all slings and riggings will be inspected. All defective equipment will be tagged and immediately removed from the site.

9.16 TOOLS

- Make sure that all guards and other protective devices are in their place and properly adjusted on all tools and equipment before using. If the guard is missing, the equipment is defective and will not be used.
- A face shield, as additional eye/face protection, is required when using a chop saw, cut off saw and demolition saw, and for all overhead drilling and cutting.
- Live powder actuated tool loads are not to be left on the floor or ground. Keep all load strips off the floor and dispose of them properly. Tools must be inspected daily and secured when not in immediate use, and you must have an up-to-date license on your person to use powder actuated tools.

- Wire together all air hose connections or use a whip-check. Never point an air hose at anyone or use it to clean clothing.

9.17 LADDERS

- Ladders shall only be used for the purpose in which they were designed.
- Always inspect the ladder prior to use. Only fiberglass, non-conductive, Heavy-duty Type 1A ladders are to be used.
- Ladders that are taken out of service should be tagged "Defective" and removed from the work area and sent to the Tool Room for repair or disposal.
- Ensure the ladder is rated for the intended use.
- Ensure the ladder shall not be loaded beyond its rated weight capacity.
- Secure ladders whenever a danger of slippage might occur.
- Do not use ladders in high wind or during inclement weather conditions.
- Never set up ladders in front of or around doors, unless the door is posted or locked.
- Arrange your work so that you are able to use both hands when climbing. Obey the “3-point contact” rule.
- Obey the “belt buckle” rule. Move the ladder rather than over-reaching for the last bit of work.
- Place warning signs or setup barriers around a ladder before use.
- Only one person should be on a ladder at a time.
- Do not use a ladder on a scaffold.
- Always open a stepladder completely and make sure the spreader is locked before use.
- Do not stand higher than the second step from the top of a step ladder.
- Do not straddle a stepladder.
- Support all ladders on a flat stable surface. Straight ladders require a 3' overlap at landings and a top and bottom tie-off. To establish the proper climbing angle, use the 4:1 ratio. For every 4' of vertical height, the ladder base shall be 1' from the face of the building (climbing surface).

9.18 ELECTRICAL

- Make sure your power cords, task lighting and light strings are in good condition (proper strain relief, no exposed inner wires or spliced cords), that plugs have a ground pin (3 prongs) and that the prongs are not loose. Cords will be arranged and maintained as to prevent trip and slip hazards. Keep cords out of the travel path of mobile equipment. Cords will be of heavy duty rating or better. Check/trip ground fault interrupter (GFI) for proper operation when initially connecting tool power cords to temporary power boxes. Even

after the building has been signed off for permanent power, GFCI's and/or GFCI adapters will be required for all inside or outside work.

- Only qualified persons may work on or near electric circuit parts or equipment that have not been de-energized. Never approach energized equipment with exposed live parts closer than 4 feet without following the safe work practices and personal protective equipment requirements described in Therma's Safety Manual, Policy Section Number 54 Electrical Safety Program (NFPA 70E).

9.19 UN-BANDING

- Personnel will be aware that loads may have shifted during transportation. Precautions for shifting loads will be taken prior to the unbanding/unchaining of any load. You must properly position yourself to avoid being crushed or stuck by falling or shifting objects.

9.20 FLAGGING / BARRICADES

- Therma uses the Yellow / Red Barricade Tape System.
    - Yellow Caution Tape: A potential hazard exists inside the Yellow Tape area. Any person who must travel through the space must determine what the hazard is and before entry take precautions to avoid injury.
    - Red Danger Tape: A dangerous condition or the potential for a serious injury or accident is present. Personnel are not permitted to enter or pass through a red tape area unless they are authorized to do so. (e.g. Areas underneath crane loads, directly below overhead work where falling objects may strike workers; areas where work on energized electrical equipment is being performed.)
- Any unauthorized workers entering or passing through a Red Danger Tape Area will be subject to discipline leading up to jobsite dismissal and/or termination.
- You are responsible for the daily maintenance of the tape and the removal of the tape when no longer required.

9.21 MISCELLANEOUS SAFETY RULES

- Avoid "jump down" shortcuts; use stairs, ladders, ramps, and walkways.
- Make sure you have a clear area behind you before swinging sledge hammers or other tools or materials.
- Never take down guardrails or uncover holes: (1) without the authorization of an Therma supervisor, (2) without providing alternate protection (flagging,

barricades) for other trades, and (3) without providing your own fall protection. Do not stand or walk within 6 feet of unprotected skylights.

- Do not throw materials, debris, or other objects from a building until proper precautions (a spotter, double flag lines, barricades, etc.) are taken to protect others from the falling objects.
- Before working on a scaffold, be sure you have been trained in the correct use of scaffolds, and at a minimum check that it has good footing, proper bracing, full planking, and properly overlapped planking. A hand railing is required at heights of 6 feet above the surface below. Do not work on unsafe or damaged equipment and immediately report all deficiencies. Scaffolds must be inspected by a qualified person before each work shift. Inspect tags before you use them.
- Impalement protection is required for all impalement hazards such as reinforcing steel and similar hazards as set forth in CCR1671(C)(1) to include copper conduit and steel stakes. This protection is required to be installed immediately.
- Beware of what is on your clothing. Remove contaminated clothing immediately. Do not take it home to your family.
- Always wash your hands before handling food

9.22 EMERGENCY REPSONSE / EVACUATION PLAN

- When working on jobsites, evacuation plans and procedures shall be compliant with the owner/client's existing plan. Your supervisor will brief you on the evacuation plan when you arrive at the jobsite.
- Standard Evacuation Procedures will be:
    - Employee notification of an emergency situation via alarm system or verbal alert from other workers.
    - Notify co-workers in the immediate area to evacuate.
    - Follow designated evacuation routes. DO NOT deviate; exit via the nearest and safest exit.
    - Be aware of chemical spills, unusual leaks and/or odors. Choose an alternate exit route if you detect or sense a hazard.
    - After exiting the building, proceed in a calm, orderly fashion to the designated meeting areas.
    - Supervisors will be responsible for head-counts and reporting their findings to the proper authorities.
    - Remain in the meeting areas until the “All Clear” has been given. Return to work only after it has been authorized by Therma's supervisors.
    - Emergency numbers will be posted at the jobsite. Operational facilities may have "in-house" company reporting numbers.

Appendix A - Contents of EHS Program:

01 Therma's Policy Statement on Safety
02 New Employee Orientation
02A IIPP Training Cert.
03 Enforcement of Safety Policy
03A Disciplinary Notice
04 Safety Committee
05 Safety Inspections
06 Incident Reporting and Investigation
06A DWC 1
07 Employee Access to Exposure & Medical Records
08 Toolbox Meeting Policy
09 Safety Award for Excellence (SAFE)
10 Fleet Driving Safety & Vehicle Policy Rec.
11 Vehicle Accident Procedure
11A Accident Forms
12 Vehicle Inspection
12A Daily Vehicle Inspection Report - pickups, vans & flatbeds
12B Daily Vehicle Inspection Report - tractors and trailers
12C Service Vehicle Inspection Checklist
13 Subcontractor Safety Management
13A Subcontractor Health & Safety Questionnaire
14 Fit for Duty Program
15 Stop Work Authority (SWA)
16 Therma Company Emergency Plan
17 Emergency Medical Services
18 Emergency Calling Procedures
18A Emergency Phone Numbers
19 Earthquake Emergency Procedures
20 Fire Emergency Procedures
21 First Aid Policy
21A First Aid Supplies
22 Bloodborne Pathogens Policy
23 Hazard Communications Program
23A Hazcom Signature Sheet
24 Job Hazard Analysis JHA

24A JHA Form
25 Pre-Task Hazard Plan Policy
25A Therma Pre-Task Hazard Plan
26 Heat Related Illness Safety Program
26A Heat Illness Signature Sheet
26B Daily Supervisor Heat Illness Prevention Checklist
27 Respiratory Protection Program
28 Lead Compliance Program
29 Hydrogen Sulfide (H2S) Awareness
30 Benzene Awareness Program
31 Cadmium Awareness
32 Hexavalent Chromium Awareness Program
33 Asbestos Awareness
34 Hearing Conservation Program (HCP)
35 Fall Protection Program
35A Fall Protection Work Plan
36 Manual Lifting
37 Safety Checklist Program
37A Safety Checklist Evaluation
38 Laser Safety Program
38A Laser Hazard Evaluation Form
39 Laser Safety - Class 4 Lasers
40 Personal Protective Equipment (PPE)
41 Hand and Power Tool Safety
42 Ladder Safety Program
42A Ladder Inspection Form
43 Forklift Safety
43A Forklift Skills Test
43B Forklift/Gradall Daily Inspection Checklist
44 Aerial Lift Safety
44A Aerial Skills Test
44B Scissor/Boom Lift Daily Inspection checklist
45 Metal Forming Equipment Safety Rules
46 Welding Safety Rules
47 Non-Electrical Hot Work (NEHW) Program
47A Non-Electrical Hot Work Permit
48 Scaffold Safety Program

49 Trenching and Excavation Safety Policy
49A Trench Inspection & Entry Authorization Form
49B Soils Analysis Checklist
49C Skid Steer Loader Daily Inspection Checklist
49D Excavator Daily Inspection Checklist
50 Concrete Cutting / Drilling Safety
51 Wall / Floor Penetration Safety
52 Compressed Air Safety Rules
53 Lockout / Tagout Program
53A Lockout - Tagout Checklist
54 Electrical Safety Program (NFPA 70E)
54A Equipment Type Voltage Rating & Task
55 Ground-Fault Circuit Interrupter Policy
56 Confined Space Program
56A Confined Space Entry Permit
57 Mobile Crane Safety Program
57A Crane Safety Checklist
58 Rigging - Material Handling
59 Propane Safety
60 Powder - Actuated Tools
61 Overhead Crane Operators Safety Program
61A Overhead Crane Operators Daily Checklist
62 Qualified Rigger for Hoisting Activities
63 Qualified Signal Person
63A Qualified Rigger & Signal Skill Evaluation
64 Silica Exposure Control Plan
65 Fatigue Management
66 Non-DOT Drug and Alcohol Policy
67 Arsenic Awareness
68 Working Alone Policy
69 Work Zone Safety Signs, Signals and Barricades