DAVIS MECHANICAL SYSTEMS

REFRIGERATION | HVAC | PLUMBING | SERVICE

AWAIR PROGRAM

2025

DAVIS MECHANICAL SYSTEMS

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HEALTH & SAFETY POLICY

At Davis Mechanical Systems, safety is more than a requirement, it is a reflection of who we are. We are committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors, while fully complying with all federal, state, and local regulations.

Our Health and Safety program aims to prevent incidents and injuries through safe work practices, proactive training, and a strong culture of accountability. Safety is a shared responsibility that supports our core values:

Customer Service—We protect our customers and communities by making safety part of every service we deliver.

Commitment & Dedication—We show our dedication by working safely, following procedures, and looking out for each other.

Done Right—A job isn't done right unless it's done safely.

Through teamwork and a deep commitment to these values, we build and maintain a culture where safety is second nature, and every worker goes home safe.

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PURPOSE/SCOPE

The purpose of this health and safety handbook is to provide essential guidelines and procedures to ensure the well-being of all employees and subcontractors involved in Davis Mechanical projects. This handbook aims to establish a safe working environment by outlining key safety protocols, personal protective equipment requirements, risk assessments, and emergency procedures. By adhering to these standards, we strive to minimize accidents, prevent injuries, and promote a culture of safety on every job site. Our goal is to ensure that safety is a shared responsibility, every team member is equipped with the knowledge and tools to work safely and efficiently, while maintaining compliance with all applicable regulations and industry best practices.

This program applies to all employees of Davis Mechanical.

RESPONSIBILITIES

Outlining the roles and responsibilities is a critical component to a successful safety program because it ensures everyone understands their specific responsibilities while reducing ambiguity and ensuring accountability.

ALL EMPLOYEES

All Davis Mechanical employees are responsible for:

1. Following all health and safety rules.
2. Reporting unsafe behaviors, conditions, hazards, accidents, injuries, illnesses, and near misses to their manager immediately.
3. Cooperating in incident investigations when needed.
4. All employees, including management, are expected to practice stop work authority and will communicate the risk exposure immediately to assist in mitigating the situation.
5. Avoiding shortcuts that compromise health and safety.
6. Always wearing and maintaining appropriate personal protective equipment.
7. Upholding Davis Mechanical's core values in all job site conduct.

FOREMEN/MANAGERS

Foremen/Managers are responsible for:

1. Discussing health and safety issues or concerns with their teams.
2. Ensuring all employees are trained to understand their roles in maintaining a safe workplace for themselves and others.
3. Supervising and enforcing policies and procedures.
4. Addressing and investigating health and safety concerns raised by employees, taking corrective actions when necessary.

5. Submitting required incident information through the appropriate incident form.
6. Actively participating in or leading safety audits, inspections, investigations, training, and other safety-related events.
7. Having open and clear communication lines with employees and leadership.
8. Acting as role models and addressing safety concerns respectfully and cooperatively to create a safe physical and psychological work environment.

SAFETY PROGRAM MANAGER

The safety program manager is responsible for:

1. Reviewing incident investigations reports with the safety team and implementing corrective actions.
2. Assisting foremen and managers with incident investigations when needed.
3. Coordinating or conducting required safety training in collaboration with foremen and managers.
4. Conducting regular safety meetings and inspections to review incidents, identify hazards, and address safety concerns.
5. Reviewing the safety program, AWAIR, annually and recommending updates to leadership.
6. Establishing health and safety training topics.
7. Periodically inspecting work areas and equipment.
8. Actively contributing to the continuous improvement of processes, procedures, equipment, and tools at Davis Mechanical.

LEADERSHIP

Davis Mechanical Leadership is responsible for:

1. Emphasizing the importance of health and safety to employees and frontline leaders.
2. Reviewing health and safety goals and objectives annually, incorporating recommendations from the employees.
3. Reviewing and addressing all safety concerns brought forward.
4. The company leadership reviews the health and safety program and any proposed revisions annually, making necessary updates, and collaborating with frontline leaders to communicate changes across the organization.

JOINT LABOR-MANAGEMENT SAFETY COMMITTEE

In alignment with the Minnesota AWAIR program, a safety team will be comprised of members selected by employees and will be a joint labor-management team.

The safety team is responsible for:

1. Conducting regular safety meetings and inspections to review incidents, identify hazards, and address safety concerns.

2. Reviewing the safety program, AWAIR, annually and recommending updates to leadership.
3. Establishing health and safety training topics.
4. Periodically inspecting work areas and equipment.
5. Acting as role models and addressing safety concerns respectfully and cooperatively to create a safe physical and psychological work environment.

INJURY AND INCIDENT REPORTING PROCEDURES

The timely and accurate reporting and thorough investigation of incidents are critical to ensure the safety and well-being of all employees at Davis Mechanical. Prompt reporting allows for immediate corrective actions, while detailed investigations help identify root causes, prevent reoccurrence, and promote a culture of safety across the organization. This section outlines the procedures for reporting incidents, investigations, and implementing corrective actions to enhance workplace safety and reduce the likelihood of future incidents.

INCIDENT REPORTING AND INVESTIGATIONS

1. All incidents must be reported immediately, or as soon as safe to do so, to the foreman/manager.
2. An incident/accident reporting document must be filled out for ALL work-related incidents and forwarded to the safety manager.
3. All work-related fatalities will be reported to OSHA within 8 hours, and all work-related inpatient hospitalizations, amputations, or losses of an eye within 24 hours.
4. All incidents resulting in injury or illness, large chemical spills, or property damage will be investigated as soon as possible, but no later than 24 hours post event.
5. Significant near-miss incidents or other events that could have led to a serious injury or fatality (SIF event) will also be investigated promptly, within 48 hours.
6. Employees involved in the investigation must take special precautions to control any remaining hazards in the area.
7. Various methods will be utilized for gathering information and conducting investigations, depending on the specifics of the event.
8. Upon the completion of the investigation, a detailed written report will be prepared, including notes, diagrams, and photos. The report will include the following:
    a. Date and time of the event
        i. The actual occurrence and when it was reported.
    b. Description of the event
        i. A clear narrative of the incident, including injuries, illnesses, witness statements, and location.
        ii. This answers the who, what, where, when, why, and how.
    c. Root cause analysis

i. A breakdown of why the incident occurred, identifying direct, indirect, and basic causes. Tools like 5-Why analysis, fishbone diagrams, or pareto charts may be used.
    - Direct causes: The hazardous materials or energies causing the incident.
    - Indirect causes: Unsafe acts or conditions that allowed the hazard to become dangerous (e.g. tripping over cords).
    - Basic causes: Factors that contributed to the indirect hazard, such as a lack of proper housekeeping procedures.

d. Immediate containment actions
    i. What is being done to prevent further harm, such as cleaning up a spill or providing basic first aid.

e. Prevention of recurrence
    i. Corrective actions to avoid future incidents. These are tracked to completion and communicated throughout the company to ensure widespread understanding.

DISCIPLINARY POLICY FOR SAFETY VIOLATIONS

Enforcing compliance with the health and safety program is a vital aspect of ensuring understanding, active participation, and accountability across the organization. Health and safety responsibilities are shared across all levels of the Davis Mechanical organization.

SAFETY SYSTEM FUNCTIONALITY

For the health and safety program to be effective, all employees must be trained to understand their roles in maintaining a workplace free of recognized hazards for themselves and others. To do this, employees must be trained in safe work practices, proper use of engineering controls, use and maintenance of PPE, and all other safety expectations set forth by the organization.

COACHING

Before the disciplinary system is activated, the management team must ensure all required training has been provided and understood by the employees. After this is confirmed, further coaching will be provided to correct unsafe behaviors.

STEP DISCIPLINE PROCESS

If unsafe behaviors persist or safety violations occur, a progressive disciplinary process will be followed.

1. **First Violation-** Verbal Warning

   a. The employee will receive a verbal warning outlining the specific safety violation, with an opportunity to correct the behavior. The manager will document the discussion.
2. **Second Violation-** Written Warning
   a. If behaviors or violations persist, the employee will receive a formal written warning, which will be documented in their personnel file.
3. **Third Violation-** Termination
   a. Continued non-compliance will result in termination of employment. The employee will be given an opportunity to discuss the situation prior to final decision.

SEVERE VIOLATIONS

In case of flagrant or serious safety violations that jeopardize the health or safety to themselves or others, immediate disciplinary action may be taken, including suspension or termination, without following the step discipline process.

RETURN-TO-WORK

In the event of a work-related injury or illness that prevents an employee from performing their normal duties, Davis Mechanical has a structured return-to-work program in place to support both the recovery of the employee and the company's operations.

PROGRAM PURPOSE

Davis Mechanical offers modified duties within the medical restrictions provided by the employee's healthcare provider. Modified work may include, but is not limited to the following:

1. Job modifications or redesigns to accommodate work restrictions.
2. Assignment to existing jobs with lower physical requirements.
3. Alternating tasks to reduce strain and exertion.
4. Offering a different job within the organization that meets the restrictions.

COLLABORATION FOR SUCCESSFUL RETURN

The return-to-work process requires cooperation from both the employee and management. The employee must communicate any medical restrictions or needs, and management will work to accommodate those needs by making necessary adjustments to the job or tasks.

1. Ongoing Communication
   a. If the modified work causes discomfort or worsens the employee's condition, they are responsible for informing management immediately.
   b. Adjustments will be made to ensure the injured employee's recovery continues effectively.
2. Reintegration Post Medical Restrictions

a. Once the employee is released from medical restrictions, they will work with management to gradually reacquaint themselves with the full scope of job tasks.

This reintegration period ensures a safe and smooth transition back to regular duties and is only successful with the participation of both the employee and management.

HAZARD IDENTIFICATION, ANALYSIS, AND CONTROL

Davis Mechanical implements a structured process for identifying, analyzing, and controlling hazards in the workplace in an effort to maintain a safe and healthy environment. This process ensures proactive measures are taken to protect employees from risk.

IDENTIFICATION OF HAZARDS

Prior to workers arriving to a job site, every effort is taken to identify potential hazards by engaging in pre-construction review meetings and obtaining detailed project information from the general contractor or other controlling entities.

Continuous hazard identification efforts are taken during the duration of a project by participating in site meetings with the general contractor, participating in daily site walks, and conducting regular job site inspections.

Foremen and managers, with participation from their crews, utilize job hazard analyses (JHAs) to assess specific tasks or operation that may pose risks to the workers, property, environment, or the public. These conversations occur daily, prior to any non-routine tasks, and prior to life-critical operations.

ANALYSIS OF HAZARDS

Each hazard identified in the above process is evaluated to understand the potential impact on health and safety considerations. This analysis includes consideration of the following factors:

1. Severity of potential consequences
2. Likelihood of occurrence
3. Impact of identified controls

These analyses will be completed with multidisciplinary teams to review findings and determine appropriate actions. All Davis Mechanical employees are encouraged to ask questions and may consult with the company's health and safety advisor whenever questions arise.

CONTROL OF HAZARDS

The hierarchy of controls allows Davis Mechanical to systematically reduce the risk of harm in the workplace by applying the most effective measures first.

1. Elimination: Remove the hazard from the work site whenever possible.

2. Substitution: Replace the hazardous elements with safer alternatives.
3. Engineering Controls: Implement physical changes to equipment or the work environment as a method to isolate a person from a hazard, such as guards, barriers, or ventilation systems.
4. Administrative Controls: Adjusting work practices, implementing safety training, providing clear signage and visual indicators, and establishing standard operating procedures to minimize risk.
5. Personal Protective Equipment (PPE): Using protective gear as a last line of defense to safeguard workers, such as gloves, safety glasses, and hardhats.

ONGOING MONITORING AND IMPROVEMENT

Continuous improvement can only be achieved by ongoing monitoring and communication. The following steps are taken to ensure the capability of adapting to changing working conditions, to keep safety measures relevant, to strengthen compliance, and keep employees involved and engaged.

1. Continuously review and update control measures to maintain effectiveness.
2. Collect and analyze data from incident reports, near misses, and safety audits to identify trends and adapt safety strategies as needed.
3. Foster employee participation in reporting hazards and contributing to a culture of safety awareness.

SUMMARY OF IDENTIFICATION AND ANALYSIS PROCEDURES

A variety of processes and tools are employed by Davis Mechanical to identify and analyze workplace hazards, these tools include, but are not limited to:

1. Pre-construction/pre-project reviews
2. Subcontractor pre-qualification review
3. Daily site walks
4. Preventative maintenance plans
5. Jobsite inspections
6. Environmental monitoring
7. Third-party jobsite safety audits
8. Job hazard analyses (JHA) and job safety analysis (JSA)
9. Management of change

Data collection and analysis of both leading and lagging safety indicators drives Davis Mechanical's injury and incident prevention strategies.

HAZARD COMMUNICATION/EMPLOYEE RIGHT-TO-KNOW

Providing the information and ensuring employees' understanding of the potential chemical, physical, and biological hazards in the workplace they are routinely exposure to is a critical component in the company's efforts to provide a safe working environment. This program is designed to provide clear guidance on how to handle, use, and store hazardous substances or agents and outlines their associated risks. By fostering a well-informed workforce, the section aims to enhance safety practices, minimizing exposure to hazardous substances, and promote proactive engagement in maintaining a safe work environment.

Routinely exposed means that a reasonable potential exists for exposure to hazardous substances, harmful physical agents or infectious agents during the normal course of the employees' work assignments.

RESPONSIBILITIES

This program outlines responsibilities for both the employer and the employee to enhance effectiveness and promote a culture of safety.

EMPLOYER RESPONSIBILITIES

1. Provide employees with access to the written hazard communication program, levels, and SDS for all hazardous chemicals in the workplace.
2. Implement proper employee training regarding chemical hazards, protective measures, and safe work practices.
3. Maintain and update baseline hazard inventories, chemical inventories, labels, and SDS to ensure compliance.
4. Ensure all hazardous chemicals are labeled in compliance with OSHA regulation.

EMPLOYEE RESPONSIBILITIES

1. Follow all safety protocols when handling hazardous chemicals, physical and biological agents.
2. Attend and participate in required safety training sessions.
3. Understand and use personal protective equipment as needed.
4. Immediately report any unsafe conditions or chemical hazards to management.

MULTIEMPLOYER JOB SITES

GENERAL CONTRACTOR

The job site General Contractor is responsible for:

1. Conducting risk assessments for the entire project to gain knowledge of hazardous substances and potentially harmful agents present on the job site.

2. Informing subcontractors whose employees may be affected by these substances or agents.
3. Conducting on-going assessments of health and safety hazards throughout the project.

SUBCONTRACTORS

Subcontractors are responsible for the safety of their area. Responsibilities for this program include:

1. Surveying their sites/areas for hazards and informing the general contractor of present hazards.
2. Assuring their employees are trained in all the hazards which they may be exposed to, even if those hazards are caused by the work of other subcontractors.

TRAINING AND EDUCATION

Everyone who works with or who may be exposed to hazardous chemicals, harmful physical agents, or biological/infectious agents will receive initial training about the Employee Right-to-Know/Hazard Communication standards as well as the safe work practices prior to starting the work assignment.

The training cadence/frequency for this program includes upon hire, whenever a new hazard is introduced into the workplace, and annual refresher training.

TRAINING PLAN

This written plan is made available to employees as well as all hazard lists.

The following topics are included in the training plan:

1. The hazardous chemicals in the workplace and associated risks.
2. Risks associated with physical or biological agents on a job site and their sources.
3. The levels at which exposure to the physical agent is restricted.
4. How to read labels and SDS to identify hazards.
5. Location of SDS, physical agent information, and infectious agents' information.
6. Safe handling practices.
7. Known symptoms and emergency response procedures.
8. The use and maintenance of PPE.

SECONDARY CONTAINER LABELING

Each employee will ensure that all secondary containers into which they transfer chemicals are labeled with the identity and appropriate hazard warning. The identifier on the label must correspond to the SDS for the product. Secondary container labeling will be routinely checked during facility inspections. Examples of secondary containers include generic spray bottles,

squirt/squeeze bottles, etc. that contain more than a “day’s use” quantity of a hazardous substance.

In addition, if any container is found to have a missing or damaged label, a replacement/generic label needs to be provided for the container. No unmarked containers of any size are to be left in the work area unattended. Any containers not properly labeled should be given to the foremen for labeling or proper disposal.

SAFETY DATA SHEETS (SDS)

The SDS is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures and control measures. Information on an SDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations.

The safety data sheets for the project may be accessed on the Davis Mechanical website.

https://www.davismechmn.com/safety

HAZARD LISTS/INVENTORIES

Though every job site may be different, understanding the risks of chemicals, physical agents, and biological/infectious materials that may be encountered in the workplace plays a vital role in reducing exposure risk. This section outlines these hazards.

CHEMICAL INVENTORY

All hazardous chemicals used in work practices are listed and updated as necessary. The master list is held in the electronic document management system. Each project will maintain a separate list.

BIOLOGICAL & INFECTIOUS AGENTS

The nature of work performed by Davis Mechanical does not routinely involve exposure to infectious materials, however, in responding to first aid incidents, this exposure may occur. Biological agent exposures that may occur on job sites include various pests and insects, molds, and other fungi, viruses, or bacteria.

BLOODBORNE PATHOGENS

Exposure to bloodborne pathogens could occur if assisting in a medical emergency but this is not routine exposure in the workplace. The Bloodborne Pathogen Exposure Control Plan can be found in the Workplace Hazard and Control Plans.

HARMFUL PHYSICAL AGENTS

Exposure to physical agent hazards will depend on the job site. The following outlines the exposures that are routinely present on job sites.

Hazardous Agent	Location Found	Exposure Plan
Noise	Power tools, loud machines, when noise levels exceed 85db over an 8-hour period	Exposure Control Plan
Heat	Outdoor work in warm season	Exposure Control Plan
Non-Ionizing Radiation	Electrical systems, heating equipment, arc welding, radio transmitters, laser marking systems	Exposure Control Plan
Vibration	Tools and equipment	Exposure Control Plan

ASBESTOS

Davis Mechanical employees do not directly participate in the asbestos abatement process. Only licensed asbestos abatement contractors are hired to perform this phase of a project.

When a project has been identified as a potential asbestos containing site, the following steps will occur.

1. A certified asbestos inspector will be hired to perform a survey of the site Davis Mechanical will obtain a written report identifying all asbestos containing and presumed asbestos containing materials.
    a. If asbestos is suspected, but not confirmed, samples will be tested at an accredited laboratory.
2. Prior to the start of demolition, Davis Mechanical will ensure all regulatory agencies are notified and permits acquired prior to starting the demolition work.
3. Access to the site will be restricted to only qualified/trained individuals and warning signs and labels will be posted to identify hazards.
4. Davis Mechanical will ensure only licensed professionals perform the removal and disposal of asbestos containing materials.
5. Contractors must follow proper protocols such as wetting materials and using negative pressure enclosures.
6. Once the abatement process is complete, Davis Mechanical will confirm the air quality with the required air testing to ensure the site is free of asbestos hazards and will obtain a written clearance certification.

LEAD

Due to the nature of work performed by Davis Mechanical, environments with the potential for lead exposure may be encountered. Especially, when projects require demolition work, removal of paint as well as other projects requiring carpentry, renovation, or remodeling.

Davis Mechanical works diligently to ensure employees are not exposed beyond the permissible exposure limit of 50 micrograms of lead per cubic meter of air (50µg/m3) averaged over an eight-

hour period. If airborne concentration reaches the action level of 30µg/m3, averaged over an eight-hour period, operations will cease until a control plan is in place.

NON-ROUTINE TASKS

Whenever a non-routine task is required, a hazard assessment is performed to identify any hazardous chemicals or other harmful agents. Exposure plans will be created to address the appropriate control measures to protect against the hazard, including training on the hazard and associated risks.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The nature of work performed by Davis Mechanical varies greatly throughout the phases of a project. Each phase is comprised of different tasks with a variety of hazards, which will require a variety of personal protective equipment (PPE). Required PPE for job sites and specific tasks is identified through hazard assessments and OSHA standards and each selection considers factors such as type of work, environmental conditions, and the potential for exposure. Davis Mechanical will supply the required PPE to all employees either directly or through specific programs intended to reduce the cost to employees.

PPE REQUIREMENTS AND CONSIDERATIONS

HEAD PROTECTION

1. Hard hats must be worn in areas where there is a risk of falling objects, electrical hazards, or head injury.
2. The type of hard hat will depend on the type of work being performed and the risks associated.
    a. Type 1 hardhats protect the top of the head against impact.
    b. Type 2 hardhats protect the top and the sides of the head against impact.
    c. Class C is the standard class of hardhat used by Davis Mechanical, however class G will be used in the event of general contractor requirements or when a risk is identified in the hazard assessment.

EYE AND FACE PROTECTION

1. All safety glasses used will comply with the ANSI Z87.1 standard.
2. Glasses or goggles will be used in areas with risk of flying debris or projectiles, dust, chemical splashes, or other eye hazards.
3. Face shields should be used whenever dictated by a safety data sheet or when participating in grinding activities.
4. Welding helmets/tinted glasses will be used when performing tasks such as welding, brazing, or in any other areas where a worker may be exposed to hazardous light radiation.

HEARING PROTECTION

1. Earplugs or earmuffs must be used in areas where noise levels exceed 85 decibels as measured over an 8-hour time-weighted average.
2. Voluntary hearing protection is encouraged when participating in tasks such as using pneumatic equipment, grinding, sanding, or working around loud ventilation fans or motors.

RESPIRATORY PROTECTION

1. The type of respirator depends on the type of exposure and ability.
2. Dust masks and surgical masks are not considered respirators. Therefore, do not require medical clearance or fit testing.
3. Respirators requiring proper fit testing and medical clearance include, but not limited to:
    a. Disposable respirators with filtering facepieces such as N95 masks. These protect against non-oil-based particulates like dust or pollen.
    b. Half mask respirators cover the nose and mouth and use replaceable cartridges or filters. These types of respirators protect against dust, fumes, and low concentrations of gases and vapors.
    c. Full-face respirators cover the entire face, providing eye protection along with respiratory protection and are effective for hazardous environments involving toxic gases or particles.
    d. Powered Air-Purifying Respirators (PAPRs) use a battery-powered blower to provide filtered air to a hood or facepiece and are used in environments with higher levels of airborne contaminants, where higher protection levels are required.
4. If an employee requests to voluntarily wear a respirator, a hazard assessment will be performed to ensure the respirator does not create further risk exposures.

If voluntary use is permitted, the employee will be provided with the *OSHA 1910.134 Appendix D, (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard*.

HAND PROTECTION

1. Gloves appropriate for the task must be worn to prevent injuries such as cuts, burns, or chemical exposures.
2. Proper assessment of glove use is critical in ensuring there is no introduction of other hazards, such as risks involving rotating equipment.
3. There are numerous styles and types of gloves available, and task specific hazards must be taken into consideration such as:
    a. Chemical and cut risks
    b. Puncture vs cut resistance
    c. Temperature and dexterity

FOOT PROTECTION

a. Safety boots or other protective footwear must be worn in areas where heavy objects could fall or where there is a risk of puncture or chemical exposure.
b. Other considerations for safety shoe type include:
    i. Slippery surfaces
    ii. Uneven surfaces
    iii. Ladder and stair use

BODY PROTECTION

Different tasks and environments may require specific body protection based on the hazard assessment or the required tasks and environment. This may include, but is not limited to the following:

1. High visibility vests/shirts/jackets must be worn around any heavy equipment
2. Coveralls
3. Flame-resistant clothing
4. Cotton clothing
5. Long sleeves

PPE INSPECTION AND MAINTENANCE

1. Pre-use inspections must be completed before each use to ensure it is free of damage and safe to use.
2. All PPE must be cleaned and maintained according to the manufacturer's instructions and stored properly to prevent damage or contamination.
    a. Employees are responsible for the inspection and care of their personal protective equipment.
    b. In a situation where an employee is unsure if their PPE is appropriate or free of damage, the employee must speak up about the situation and ask for assistance.
3. Damaged and defective PPE must be reported to the foreman/manager and replaced immediately.
    a. PPE that cannot be repaired should be disposed of immediately.
    b. Respirators with filters or cartridges or PPE exposed to hazardous materials may have special disposal considerations.

Davis Mechanical will provide replacement PPE when required to due to normal deterioration due to use. However, in circumstances where an employee loses or intentionally damages the provided personal protective equipment, the employee may be responsible for the cost of replacing PPE.

TRAINING

Adequate training in the use of maintenance of personal protective equipment is an essential component of a safe and compliant work environment. Training aims to foster a comprehensive

understanding of when PPE is required, how to wear and adjust it correctly, and the limitations and care of the equipment.

INITIAL AND REFRESHER TRAINING

Employees will receive initial training on the proper selection, use, care, and maintenance of PPE before beginning work and refresher training will be performed, as necessary. Topics within this training include:

1. PPE purpose
2. Types of PPE required for specific tasks
3. Proper donning and doffing procedures
4. Limitations of PPE
5. Signs of wear and damage

FIT TESTING AND DEMONSTRATIONS

Respiratory protection has special considerations that must be taken prior to use. Medical clearance is required before the use of a respirator and fit testing must be conducted to ensure the proper seal. Special training is required to assist employees in understanding the risks of factors such as facial hair.

All employees requiring the use of a respirator must be able to demonstrate the correct use during training sessions prior to working with the exposure.

EMERGENCY ACTION PLANNING

The nature of work performed by Davis Mechanical brings the exposure of many different job sites. The purpose of this section is to establish a clear, organized approach for managing emergencies that may arise on a job site. While this plan provides the overall framework for emergency management, it is essential that each individual job site develops its own specific procedures tailored to its unique location, hazards, layout, workforce, and operational activities. By customizing protocols for each site, we can ensure a more effective, site-specific response to any potential emergency, maximizing safety and minimizing risks.

Emergency events could include the need for evacuation, the need to take shelter, serious employee health issues, or other similar occurrences. Examples include but are not limited to:

1. Fire and explosion
2. Severe weather
3. Large scale chemical spill
4. Critical injury or illness
5. Active shooter

ROLES AND RESPONSIBILITIES

Clearly assigned roles and duties of individuals involved in managing and responding to emergencies ensure that everyone is prepared to act swiftly and decisively, minimizing risks, and ensuring the safety of all personnel present.

MANAGEMENT/LEADERSHIP

The leadership team is responsible for performing the primary risk assessment that will outline the planning needs to protect employees and property should an emergency occur. With assistance from the site emergency response team, the project manager/engineer will prepare the written site-specific plan.

FOREMEN

As the primary leader on job sites, the site foremen will act as the primary response coordinator for the site-specific plan. This includes:

1. Being present on site or available by phone when duties require leaving the vicinity.
2. Acting as the primary response coordinator when an emergency arises.
    a. If unable to complete these responsibilities, assign an alternate emergency response coordinator.
    b. Ensure the alternate emergency response coordinator is aware of and understands the responsibilities of the role.
3. Reviewing and understanding the outline procedures of the emergency action plan.
4. Communicating all applicable information to emergency personnel, subcontractors, visitors, and company leadership.
5. Informing the project manager/engineer of potential risks and emergencies.

ALL EMPLOYEES

All employees are responsible for the following actions:

1. Familiarizing self and others with emergency procedures for the job site
2. Adhering to the documented site-specific procedures
3. Completing all assigned duties
4. Responding to emergency events while maintaining behavior aligned with Davis Mechanical core values.

EMERGENCY CONTACT INFORMATION

It is important to review the emergency contact information during each phase of the project, especially as permanent utilities are established. The following is a list of contacts that should be included in the site-specific list.

Remember- For emergency response or when in doubt, call 9-1-1.

1. Emergency mitigation teams
2. Chemical spills/environmental emergency mitigation provider
3. Non-emergency local police
4. Non-emergency local fire station
5. Closest emergency room
6. Closest urgency care
7. Preferred local occupational health clinic
8. Contact information for the utility companies such as:
    a. Gas
    b. Electricity
    c. Internet or phone services

EMERGENCY RESPONSE PROCEDURES

Separate procedures should be developed for the different types of emergencies that may occur at the job site. At the very basic level, there are two categories, emergencies happening outside of the building requiring **shelter-in-place** procedures or emergencies occurring inside the building requiring **evacuation** procedures.

Whenever Davis Mechanical is working on a job site controlled by another General Contractor, Davis Mechanical employees will adhere to the procedures set forth by the controlling contractor.

EVACUATION PROCEDURES

The goal of an evacuation procedure is the swift, orderly, and safe evacuation of all individuals from the affected area to a designated safe assembly area.

1. **Trigger for Evacuation**
    a. Fire or smoke inside the building
    b. Hazardous material spill or release
    c. Natural disasters
        i. Floods, earthquakes, etc.
    d. Loss of building structural integrity
    e. Any other life-threatening emergency requiring immediate evacuation
2. **Evacuation Notification/Emergency Alarm System**
    a. A clear, audible alarm will be used to notify the site of the need for evacuation. This will be job site dependent as well as phase dependent.
        i. Fire alarm, siren, public address system, etc.
    b. There are some cases where an alarm is not available. A pre-arranged signal should be used to alert personnel.
        i. Megaphone or loudspeaker, text alerts, phone call, etc.
    c. Instructions should clearly state the need for evacuation.

   d. Instructions should include notification to turn off any tools or machinery to reduce exposure to further risks.
3. **Evacuation Routes and Exits**
   a. Routes and exits should be identified in the planning phases of the job.
   b. Maps should identify primary and secondary evacuation routes that lead to safe areas, free from hazards like smoke, fire, or debris.
   c. When able in the phase of construction, the evacuation routes should be clearly marked with illuminated exit signs and remain unobstructed and accessible.
4. **Assembly Points**
   a. Pre-determined assembly areas located a safe distance away from the building or emergency situation must be identified.
   b. These assembly points must remain safe and should not be in an area that is vulnerable to the threats.
   c. These areas must be large enough to accommodate all personnel and are easily accessible for emergency responders.
5. **Headcount and Accountability**
   a. A critical component of an emergency response plan is performing a headcount to ensure all employees are safely evacuated and present in the assembly area.
   b. If someone is missing, immediately notify emergency responders and provide any available information about their location.
   c. Everyone must wait for further instructions from authorities or management at the assembly point and never re-enter the building or work area until the “all clear” signal is given by emergency responders.

SHELTER-IN-PLACE PROCEDURES

The goal of a shelter-in-place procedure is to protect individuals from external threats or hazardous conditions by having them seek shelter in a designated area within the building or job site.

1. **Triggers for Shelter-in-Place**
   a. External hazardous release, chemical spill, or toxic gas release
   b. External fire or explosion event
   c. Severe weather
   d. Active shooter or security threat
   e. Radiological or biological threats
2. **Notification/Alarm System**
   a. Employees must be notified through the audible or visual alarm system or through direct communication to shelter-in-place.
   b. Instructions must be clear and provide additional instructions as necessary.
3. **Immediate Action/Seek Shelter**
   a. Upon notification, all work activities must cease immediately, ensuring tools and machinery are safely turned off and secure.

   b. Proceed to designated shelter-in-place areas. These may vary depending on the phase of the project.
      i. Interior rooms, basement, or windowless areas should be used as shelters.
   c. If possible, close all windows, doors, and ventilation systems to limit exposure to external hazards such as airborne chemicals, smoke or severe weather.
4. **Headcount and Accountability**
   a. Headcounts and communication, as possible, must occur to ensure all employees are accounted for.
   b. If an employee is missing, notification must be given to the emergency coordinator and/or emergency services.

Employees must remain in a safe shelter and monitor the situation until given instructions and the "all clear" signals from management or emergency responders.

FIRE

In the event of a fire on site, the following actions must be taken:

1. Upon finding a fire, shout "Fire! Fire! Help!
   a. If the fire is small, less than 3x3 area), contained, and not nearby flammable materials, an employee may attempt to fight the fire with a portable fire extinguisher.
2. If the fire is not extinguished within a few seconds, or a large fire is found, immediately activate the notification/alarm system.
3. The employee who found the fire or designated representative will call 9-1-1.
4. All employees, subcontractors, and visitors must evacuate the area or building as directed in the evacuation procedures.
   a. Staying as close to the ground as possible. Heat rises and smoke inhalation is extremely dangerous.
   b. If there is a situation where an individual cannot evacuate the building, find a room with the ability to reduce exposure to smoke and flames.
   c. Signal for help by calling 9-1-1 and informing them of specific location or by waving a cloth or flashlight to alert emergency personnel.
5. After all emergency actions are taken, the employee will report the fire incident to the site foreman.

EXPLOSION (NO FIRE)

In the event of an explosion on the job site, the following steps should be taken.

1. All individuals on site must immediately take cover to protect against falling/flying debris.
2. As soon as safely possible, emergency coordinators will call 9-1-1.

If the job site can be safely evacuated, all employees will leave immediately and gather at the assembly point designated in the evacuation procedure.

CHEMICAL SPILL

If there is a chemical spill less than 5 gallons in or on the job site, the following actions will occur.

1. Spills must be contained with absorbent materials.
2. The used materials should be scraped up and discarded appropriately.
3. All spills, regardless of size, must be reported to the site foreman.

If there is a chemical spill greater than 5 gallons, the following actions must occur.

1. Spills must be contained with absorbent materials.
2. The employee who discovers the spill or designated representative will notify the site foreman who will decide the appropriate course of action.
    a. This could include contacting the outside contractor to handle the spilled material.
3. The emergency coordinator is responsible for notifying the authorities, which includes the Minnesota Duty Officer or other applicable local agency.

Other spill situation considerations include:

1. If the spill occurs near a drain or water sources, immediate actions must be taken to prevent hazardous materials from affecting the environment.

If there is a chemical spill onto soil, the affected area must be marked and contained as best as possible.

SEVERE WEATHER

In the event of severe weather, such as a tornado, all individuals on site must immediately walk to the designated storm shelters, as defined in the shelter-in-place procedures. Different phases of the project will require different considerations for severe weather shelters and must be discussed throughout the life of the project.

ACTIVE SHOOTER

In the event of an active shooter situation, the ’Run, Hide, Fight” strategy will be utilized. This widely recognized survival strategy will provide guidelines to help individuals make quick, informed decisions in this high stress event.

1. Run
    a. If there is an escape path, attempt to evacuate as quickly as possible, leaving any belongings behind, and help others if safe to do so.

   b. Make sure to always keep hands visible, especially when exiting the building. Call 9-1-1 and assist in preventing non-emergency personnel from re-entering the building.
2. Hide
   a. If a safe evacuation is not possible, find a place to hide. Remain calm and quiet.
   b. Secure the hiding place whenever possible by locking/blocking the door(s), turning off the lights, staying out of sight, and silencing all devices.
   c. Whenever possible, take cover behind cement or solid objects.
3. Fight
   a. As a last resort, and only if there is an imminent threat to life, attempt to incapacitate the shooter.
   b. Act with aggression, improvise weapons, and commit to the actions.
4. After the event
   a. When the shooting as stopped, continue to follow the instructions of emergency services and await further direction.
   b. Do not re-enter the building unless advised to do so by authorized authorities.

MEDICAL EMERGENCIES

Emergencies are never planned, but preparedness, especially in environments with large crowds and high activity levels, can drastically affect the outcomes. The following steps will provide opportunities for quick and efficient assistance for those in need of medical care.

1. If someone is found unconscious or in distress, immediately call 9-1-1.
   a. Before entering the area where the unconscious or distressed individual is located, scan the scene to ensure personal safety will not be in jeopardy.
2. Do not move the victim unless necessary, such as a fire or other life-threatening event.
   a. Consider the privacy of the victim when responding to these situations.
3. Provide the address and specific location.
   a. To improve the response speed of the ambulance, one employee should stay with the victim, and another should guide the ambulance to the correct location.
4. Stay on the phone with the emergency dispatcher and listen to their instructions.
   a. Name and contract information of the caller may be requested.
   b. Further information about the incident and the victim may be requested.
   c. Further care instructions may be provided by the dispatcher.

VOLUNTEER FIRST AID RESPONSE

In the event of a medical emergency, employees may only provide care if they are trained and the choice to assist is voluntary. Employees are not required to provide care beyond calling 9-1-1.

If an employee chooses to assist in a first aid event, personal safety must be of the utmost importance. Universal precautions must be taken.

EXPOSURE CONTROL PLANS

Identifying and managing workplace hazards is critical to maintaining a safe and productive job site. This section outlines the processes and strategies for recognizing potential risks, implementing effective control measures, and ensuring compliance with safety standards. By systematically addressing hazards through elimination, substitution, engineering controls, administrative controls, and the use of personal protective equipment (PPE), we aim to prevent accidents, injuries, and illnesses. All employees, subcontractors, and visitors are required to follow these plans to contribute to a safe working environment for everyone.

BLOODBORNE PATHOGENS

Employees who are trained and certified in CPR, AED, and First Aid procedures may respond to a medical emergency. These employees receive further training in bloodborne pathogens.

UNIVERSAL PRECAUTIONS

All employees will utilize universal precautions when responding to a first aid incident. Personal protective equipment is in the first aid kits and bleed control kits. Whenever the gloves, glasses, biohazard bags, or other items are taken out of the kits, it must be reported to the foreman.

1. Wash hands immediately or as soon as possible after removing gloves or other PPE.
2. Remove PPE after it becomes contaminated and before leaving the area of the first aid event.
3. Place any blood, tissues, materials, and PPE in biohazard bags.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

A confidential medical evaluation and follow-up will be conducted by the occupational health clinic or the medical personnel of the employee's choice.

1. Clean the initial wound and flush eyes, or other mucous membranes.
2. Document the routes of exposure and how the exposure occurred.
3. Identify and document the source individual, if possible.
4. Obtain consent and make arrangements to have the source individual tested to determine HIV, HCV, and HBV infectivity.
    a. If status is already known positive for the source individual, further testing is not required.
5. Assure the employee receives test results of the source if possible.
6. With consent, have the employee's blood tested as soon as possible.

HEAT AND COLD STRESS

Heat-related illnesses are preventable. To mitigate risks, it is imperative to understand the risks, how to mitigate these risks, understand the signs and symptoms, and utilize first aid. Each job site

will have unique exposures and will contain a variety of heat stress hazards requiring this plan to be discussed prior to the beginning of work as well as during work activities.

RESPONSIBILITIES

Each employee will be trained in thermal injury and illness prevention and will adhere to recommended prevention practices, unless doing so will cause exposure to greater harm. It is imperative that all employees follow these guidelines and notify their managers of any concerns or whether they are experiencing any signs or symptoms.

Davis Mechanical leadership will ensure all employees understand and adhere to the procedures for heat or cold-related illness prevention as well as ensuring all foremen implement the strategies on job sites. Managers must enforce these procedures and address the concerns of employees.

MONITORING AND ASSESSMENT

Job site leaders are responsible for monitoring the workplace conditions and taking appropriate preventive measures to protect workers when temperatures exceed 70°F. Factors that need to be included in assessing for heat related hazards include air temperature, humidity, wind speed, barometric pressure, location, and cloud cover.

The OSHA-NIOSH Heat Safety Tool, an app based, real-time heat index monitor, is used for continuous monitoring when working in outdoor environments with special considerations for clothing and physical exertion levels. Wet-bulb globe temperature may also be utilized to determine alert and exposure limits.

Each employee should do personal physiological monitoring. This includes checking urine color for dehydration, assessing body weight to ensure weight loss is no more than 1.5% of body weight and water intake is replacing losses due to sweating.

TRAINING

Foremen and employees are trained in heat and cold-related illness prevention strategies, as well as how to recognize and report signs and symptoms. Training elements include, but are not limited to environmental factors such as temperature, humidity, air movement, and radiate heat as well as work-related risk factors such as physical exertion and clothing choices. Personal risk factors are also included such as physiological state, acclimatization, medical conditions, medications, nutrition factors, caffeine, and alcohol/drug use.

Training is provided during the yearly all-company Hazard Communication training as well as with reminders throughout the season with toolbox talks, safety bulletins, and hazard assessment meetings.

HEAT RELATED ILLNESSES

This subsection is included to provide quick access to information regarding specific heat related illness causes, prevention methods, the associated signs and symptoms, and appropriate first aid response.

HEAT RASH

1. Cause: Skin irritation due to excessive sweating
2. Preventative measures:
    a. Wear loose fitting clothing that allows sweat to dissipate.
    b. Wear freshly laundered clothing each day.
    c. Avoid working in sweat-soaked clothing for prolonged periods.
    d. Wash sweat-soaked areas with mild soap and water and dry thoroughly at breaks and after your shift ends.
3. Signs and symptoms:
    a. Itchy and painful clusters of red blisters
    b. Common to the neck, chest, groin, armpits and creases of the elbows and knees
4. First aid treatment:
    a. Move the person to a cool location.
    b. Have the person take a cool shower.
    c. Thoroughly dry the skin following shower.
    d. Continue to ensure skin is cleaned and dried frequently, especially before and after shifts.
    e. Seek medical treatment if rash persists for more than two days or if rash becomes infected.

HEAT CRAMPS

1. Cause: Depletion of salt and water in body due to excessive sweating. This is a precursor to heat exhaustion or heat stroke.
2. Preventative measures:
    a. Acclimatization to heat helps reduce salt and water loss.
    b. Drink adequate amounts of water throughout the day.
    c. Salt foods to taste.
        i. Consider personal medical factors first.
3. Signs and symptoms:
    a. Muscle cramps/spasms and pain.
    b. Common to major muscles used for work such as back, legs, and arms.
4. First aid treatment:
    a. Move the person to a cool location.
    b. Provide the person with an electrolyte replacement fluid to replace lost salt and water.
    c. Seek medical attention if cramps persist or other symptoms develop.

HEAT SYNCOPE

1. Cause: Prolonged standing or sudden rising from sitting or resting position
    a. Dehydration is typically a factor
2. Preventative measures:
    a. Acclimatization to heat helps reduce dehydration
    b. Drink adequate amounts of water throughout the day
    c. Break up long periods of standing with small rest breaks
    d. Rise slowly from sitting or resting positions
3. Signs and symptoms:
    a. Light-headedness or dizziness
    b. Fainting
4. First aid treatment:
    a. If the person is only dizzy and able to move, have two people assist and carefully move to a cool location. Have the person lay down on back with feet elevated above the heart. Encourage small sips of water.
    b. If dizziness persists, request immediate first aid and medical attention.
    c. If the person fainted, secure the area and elevate their feet above the heart.
        i. Keep the person laying down and do not allow quick movements or walking around.
    d. Request immediate first aid and medical attention.

HEAT EXHAUSTION

1. Cause: The body's inability to cool itself. Typically, due to a combination of factors
    a. This can lead to life-threatening heat stroke.
2. Preventative measures:
    a. Acclimatization to heat
    b. Drink adequate amounts of water
    c. Take small breaks in shade to allow the body to recover from physical exertion and heat exposure
    d. Protect skin against sunburn, which reduces the body's ability to cool itself
3. Signs and symptoms:
    a. Elevated core body temperature
        i. Above 99.6°F to 101.4°F
    b. Weak, but rapid pulse
    c. Cool, moist skin
        i. Pale with clammy skin
    d. Excessive sweating
    e. Headache and possible irritability
    f. Fatigue and weakness
    g. Dizziness and feeling faint
    h. Nausea and/or vomiting
    i. Decrease in urine output

4. First aid treatment:
    a. Seek immediate medical care
    b. Immediately help the person cool off
        i. Move the person to a cool location
        ii. Remove or loosen unnecessary clothing
        iii. Have them drink sips of cool water
        iv. Spray skin with cool water and fan rapidly

HEAT STROKE

1. Cause: Body is unable to cool itself and regulate core body temperature
    a. This is a life-threatening condition that requires immediate medical attention
2. Preventative measures:
    a. Same as heat exhaustion
3. Signs and symptoms:
    a. Elevated core body temperature above 104°F
    b. Hot, dry skin or heavy sweating
    c. Mental confusion, agitation, or irrational behavior
    d. Clumsiness
    e. Slurred speech
    f. Fainting or a loss of consciousness
    g. Seizures or convulsions
4. First aid treatment:
    a. Call 911 and seek **immediate** medical attention
    b. Provide immediate and aggressive cooling to the body
        i. Elevate feet above heart level
        ii. Remove or loosen unnecessary clothing
        iii. Pack ice in groin and armpit areas
        iv. Soak skin with cool water and fan rapidly
        v. Or immerse the person in tub of cool water or spray body with large amounts of cool water
        vi. Do not give the person oral fluids to drink if unconscious

RHABDOMYOLYSIS

1. Cause: sometimes caused by a combination of heat stress and prolonged physical exertion, muscle starts to break down and die, releasing proteins and electrolytes into the bloodstream
    a. This is potentially a life-threatening condition affecting the kidneys requiring immediate medical attention
2. Preventative measures:
    a. Same as for heat exhaustion and heat stroke
    b. Avoid exertion, such as lifting objects heavier than you can comfortably lift or straining muscles to a point where they can no longer function properly.

3. Signs and symptoms:
    a. Muscle cramps, pain and/or loss of range of motion
    b. Joint pain and stiffness
    c. Swelling of muscles
    d. Weakness and a decreased ability to perform physical exertion for even a small amount of time
    e. Dark urine
    f. If kidney damage or failure occurs, the following indicators may be observed
        i. Shortness of breath
        ii. Irregular heartbeat
        iii. Swelling in legs and feet
        iv. Seizures
        v. Coma
    g. First aid treatment:
        i. Seek immediate medical attention

PREVENTION STRATEGIES

The following strategies are utilized by Davis Mechanical to prevent heat-related illnesses.

ENGINEERING CONTROLS

1. Whenever possible, mechanical means are used to reduce physical exertion and physical demands, such as using power tools and equipment.
2. Site specific plans will be made to reduce radiant heat exposure, including shelters to block sun exposure or insulation to reduce exposure to hot surfaces.
4. Fans and mist systems may be used when they do not cause further hazards in the work environment.

ADMINISTRATIVE CONTROLS

1. Work schedules will be adjusted to ensure proper acclimatization to hot work conditions.
2. The job tasks with the greatest physical demands will be performed during the coolest parts of the day whenever possible.
3. Work-rest schedules will follow the CDC/NIOSH Work/Rest Schedules for temperature and demand type.
5. Water intake will be encouraged and provided during high heat work as well as electrolyte replacement fluids.
6. Shade will be provided nearby to allow a break from radiant heat during rest periods.
7. During the hot months of work, heat illness prevention will be discussed at each start up meeting.

ACCLIMIZATION PROGRAM

The goal of an acclimatization program is to gradually increase exposure time under hot environmental conditions over 7 to 14 days. This allows the body to adjust to the hot conditions, which will result in more efficient evaporative cooling, a more efficient heart rate recovery and less stress on the heart. Use the following guidelines for acclimating workers to work under hot conditions.

1. For new workers, on day one schedule less than 20% of the work duration in the hot environment and then increase that no more than 20% each day. Example:
    a. On day one, schedule no more than 1.6 hours under hot conditions.
    b. On day two, schedule no more than 3.2 hours under hot conditions.
    c. On day three, schedule no more than 4.8 hours under hot conditions.
    d. On day four, schedule no more than 6.4 hours under hot conditions.
    e. On day five, schedule no more than 8 hours under hot conditions.
2. For workers with experience on the job, on day one schedule less than 50% of the work duration in the hot environment, 60% on day two, 80% on day three and 100% on day four. As an example, for an 8-hour work shift:
    a. On day one, schedule no more than 4 hours under hot conditions.
    b. On day two, schedule no more than 4.8 hours under hot conditions.
    c. On day three, schedule no more than 6.4 hours under hot conditions.
    d. On day four, schedule no more than 8 hours under hot conditions.

MEDICAL EMERGENCIES

When workers are exposed to heat stress conditions, Davis Mechanical will ensure adequate supervision and have first aid and medical services readily available in the event of a worker suffering from a heat-related illness.

FIRST AID SUPPLIES

The following supplies will be available for heat-induced illnesses:

1. Oral thermometer
2. Cool water or electrolyte replacement fluids
3. Cold packs or ice packs for treatment of heat stroke
4. Water for treating heat stroke

COLD STRESS

Colder weather and windchill temperatures can greatly affect the well-being of workers in outdoor environments. This cold exposure plan is designed to minimize the risk of cold stress, frostbite, hypothermia, and other cold-related illnesses or injuries. This plan outlines preventative measures, response protocols, and necessary resources to ensure worker safety during cold weather operations.

PREVENTION STRATEGIES

1. Engineering controls include but are not limited to the following:
    a. Heated shelters or warming stations near the worksite.
    b. Wind barriers to reduce wind chill effects.
2. Administrative controls include the following:
    a. Scheduling heavy tasks during the warmer parts of the day.
    b. Rotating work tasks to minimize exposure time.
    c. Implement work/rest schedules based on the wind chill index.
3. PPE includes but are not limited to the following:
    a. Thermal or insulated clothing such as layered clothing system.
        i. Moisture-wicking base, insulating middle, and waterproof outer layer.
    b. Waterproof gloves and insulated boots.
4. Hydration and nutrition
    a. Encourage regular consumption of warm beverages.
    b. Encourage heating meals and snacks throughout the workday to maintain energy levels.

COLD-RELATED INJURIES AND ILLNESSES

1. Hypothermia
    a. Symptoms include shivering, confusion, slurred speech, and loss of coordination. Severe cases may result in loss of consciousness and slow breathing.
    b. If hypothermia is suspected, call emergency services immediately and cover the worker with blankets.
2. Frostbite
    a. Symptoms include numbness, white or grayish skin, and hard or waxy appearance. Severe cases will present with blistering or blackened skin.
    b. If frostbite is suspected, avoid rubbing or massaging the affected area. Immerse the area in warm, but not hot, water or use body heat.
    c. Seek medical attention as soon as possible.
3. Trench foot
    a. Symptoms include tingling, itching, numbness, or pain in feet. Blisters and ulcers may appear in severe cases.
    b. If trench foot is suspected, clean and dry feet thoroughly and seek medical attention for severe cases.
4. Chilblains
    a. Symptoms include inflamed swollen and blistering hands and feet, which are caused by exposure to damp, cold (but not freezing) air. Symptoms may not appear for a few hours after exposure.
    b. If chilblains are suspected, keep hands and feet warm and dry.

LEAD EXPOSURE CONTROL PLAN

Due to the nature of work performed by Davis Mechanical, environments with the potential for lead exposure may be encountered. The section outlines potential sources of exposure and outlines protective measures.

POTENTIAL SOURCES

Construction and demolition projects have many potential sources of lead. The activities with the highest risk of lead exposure include but are not limited to the following.

1. Manual demolition of structures
2. General demolition tasks
3. Manual dry scraping and sanding
4. Cutting or torching structures coated with lead base paint

PERMISSIBLE EXPOSURE LIMIT

Davis Mechanical works diligently to ensure employees are not exposed beyond the permissible exposure limit of 50 micrograms of lead per cubic meter of air (50µg/m3) averaged over an eight-hour period. If airborne concentration reaches the action level of 30µg/m3, averaged over an eight-hour period, operations will cease until a control plan is in place.

HAZARD ASSESSMENT AND CONTROLS

Prior to beginning work activities in a potentially hazardous environment, a hazard assessment will be conducted to determine if there will be any lead-related demolition work that needs to be completed. Environmental sampling will be performed to obtain quantitative data of airborne lead.

If any employee reports symptoms that may be attributed to lead exposure, further assessments and monitoring will occur.

EXPOSURE CONTROLS

Whenever possible, engineering controls will be utilized to reduce worker exposure to lead during all “trigger” activities. This includes but is not limited to the following:

1. Engineering controls
    a. Exhaust Ventilation
        i. Ensuring power tools are equipped with dust collection options with high-efficiency particulate air (HEPA) vacuum system.
        ii. Negative pressure containment structures used to maintain the lead particulates to remain outside of the structure.
    b. Enclosure or Encapsulation
        i. Wall coverings made with materials that bond to the lead particulates.
2. Protective clothing and equipment
    a. Coveralls or other full-body work clothing

b. Gloves, hats, and shoes or disposable shoe coverlets
c. Vented goggles or face shields with protective glasses or goggles
d. Welding or abrasive blasting helmets, when needed
e. Respirators

HOUSEKEEPING

Lead is a cumulative and persistent toxic substance that poses a serious health risk. Proper housekeeping practices will assist in limiting lead exposure to workers. Vacuuming lead dust with HEPA-filtered equipment or wetting the dust with water before sweeping are practices performed by Davis Mechanical. All lead-containing debris and contaminated items are sealed into impermeable bags or enclosures, which will be labeled with the phrase *Lead-Containing Waste*.

PERSONAL HYGIENE PRACTICES

When Davis Mechanical employees must engage in activities with the risk of lead exposure, the following practices will be followed.

1. Washing hands and face prior to eating or drinking.
2. Washing/showering prior to returning home whenever possible to reduce bringing contaminates into homes.
3. Using clean changing areas for suiting up into protective clothing for lead-related work.
4. No food or drink will be allowed in any lead-containing work environment.
5. Use disposable equipment whenever possible.

WARNING SIGNS

Davis Mechanical will post warning signs in work areas where employee exposure to lead is above the permissible limits. These signs will be well lit and kept clean to remain visible and will have words such as *Warning, Lead Work Area, Poison, No Smoking or Eating*.

MEDICAL SURVEILLANCE

If an employee's airborne exposure is at or above the allowable limit for more than 30 days in any consecutive 12 months, an immediate medical consultation is required when the employee notifies Davis Mechanical of any of the following:

1. Has developed signs or symptoms commonly associated with lead-related disease
2. Has demonstrated difficulty in breathing during respirator use or fit test
3. Desires medical advice concerning the effects of past or current lead exposure on the employee's ability to have a healthy child.
4. Is under medical removal and has a medically appropriate need.

MEDICAL REMOVAL PROVISIONS

Temporary medical removal can result from an elevated blood level or a written medical opinion. Davis Mechanical will remove employees from lead-related work whenever periodic testing indicates the employee's blood level is at or above 50 µg /dl or if there is final medical determination indicates that the employee needs reduce lead exposure for medical reasons.

RECORDKEEPING

Davis Mechanical will maintain the following information in regard to the Lead Exposure Control Plan.

1. Exposure assessment records
2. Medical surveillance records
3. Documents for employees subject to medical removal
4. Environmental sampling records

NON-IONIZING RADIATION

Davis Mechanical employees may encounter non-ionizing radiation on job sites, specifically in the form of radio frequency (RF) sources. These sources include, but are not limited to the following:

1. Transmitters
2. Communication equipment
3. Radar systems
4. Lasers

HAZARD ASSESSMENT

The hazard assessment process is a critical component in reducing non-ionizing radiation. Symptoms typically do not appear immediately, which creates a challenge in expressing the importance of understanding and controlling sources. The following steps must be taken on each job.

1. Source identification
    a. On each job, identify all potential sources of non-ionizing radiation.
    b. Label and document each known source, including frequency, power output, and location.
    c. Manufacturers generally provide information regarding non-ionizing radiation emitted by products.
2. Exposure assessment
    a. Monitoring devices will be used to measure the RF field intensity whenever sources are identified.
    b. Exposure maps must be made based on the measurement data.
    c. All high-risk areas must be identified wherever the exposure is above the maximum permissible exposure limits.

3. Risk evaluation
    a. Project tasks requiring proximity to non-ionizing radiation sources will be analyzed exposures.

Cumulative exposure risks must be evaluated for employees performing tasks near multiple sources.

EXPOSURE LIMITS

Most people are exposed to some kind of low level non-ionizing radiation every day. Highly intense, direct amounts of non-ionizing radiation may result in damage to tissues due to heat. Research continues to understand the biological effects of non-ionizing radiation. The absorption and distribution of radio frequency energy is dependent on body size and orientation as well as the frequency and polarization of the incident radiation.

Below is a table with maximum permissible exposure limits, primarily focused on RF, by frequency range. Frequencies between 30 MHz and 300 MHz have stricter limits due to this range leading to higher absorption of energy by tissues.

Time-averaging period for occupation exposure is 6 minutes.

CONTROL MEASURES

Davis Mechanical employees do not have non-ionizing radiation exposure outside of the permissible limits. However, the following controls are utilized to continue to ensure exposures do not exceed these limits.

1. Training is provided to workers to increase awareness and understanding of NIR exposures and safe work practices.
2. Standard operating procedures (SOPs)
    a. SOPs are created for routine tasks with exposure to non-ionizing radiation and radio frequencies.
3. Signage and labels
    a. Clear and visible signage will be used to warn employees about hazards in the area.
    b. Warning signs near RF equipment and radiation labels on doors, walls, or equipment.
    c. Implementing restricted access areas with visible signage.
    d. Signage must be placed whenever a laser is in use.
4. Restricted Access and Work Zones
    a. Limits access to areas with high NIR exposure to only authorized personnel.

EMERGENCY PROCEDURES

Typically, non-ionizing radiation exposure symptoms occur hours or days after the exposure occurred. Whenever it is recognized that overexposure has occurred, the following guidelines will be implemented.

1. Immediately move the affected individual to a safe area, away from RF or NIR sources.
2. Implement first aid protocols by notifying the trained personnel on site and seek further medical attention if necessary.
    a. Symptoms typically experienced from overexposure to RF fields include but are not limited to headaches, sleep disturbances, and tinnitus.
    b. Other symptoms of NIR exposure include, but are not limited to vision disruption, tissue heating, skin reddening.
3. Incidents of NIR overexposure must be reported as soon as possible.
    a. Document the source details and exposure levels.

TRAINING

Training will be provided upon hire, annually, and whenever there is a change in potential exposures on a job site. The training will include the following elements:

1. Potential sources of exposure
2. Prevention strategies and exposure control plans
3. The symptoms of overexposure
4. The long-term effects of overexposure

VIBRATION

The purpose of this vibration exposure control plan is to minimize employee exposure to hand-arm and whole-body vibration hazards during the construction, installation, and maintenance of playground equipment and other Davis Mechanical projects.

This plan applies to all employees who operate vibration-producing tools and machinery, such as telehandlers, mini excavators, skid steers, and cutting or drilling equipment.

RESPONSIBILITIES

Davis Mechanical leadership will assess vibration hazards prior to the start of a project, consider vibration hazards whenever purchasing or renting tools/equipment, ensure adequate equipment maintenance, and enforce the vibration control plan.

VIBRATION HAZARD ASSESSMENT

Vibration will be assessed in the project planning phase as well as on-site daily during the course of the project. Key tasks include but are not limited to the following:

1. Operating heavy equipment such as telehandlers.

2. Using handheld tools such as saws, drills, and grinders.
3. Driving or riding vehicles over rough terrain.

CONTROL MEASURES

The hazard control measures utilized to reduce vibration exposure include, but are not limited to the following:

1. Whenever possible, low-vibration tools and equipment will be used.
2. Equipment will be regularly inspected and maintained to reduce unnecessary vibration.
3. Vibration dampeners or anti-vibration handles on tools may be installed to reduce exposure.
4. Task rotation will be utilized to minimize exposure times among workers.
5. Regular breaks will be scheduled to reduce prolonged exposure.

If the above control measures fail to reduce the exposure, personal protective equipment will be used to further reduce vibration exposure. This may include the use of anti-vibration gloves and seat cushions.

TRAINING

All employees who engage in tasks involving vibration exposure will be trained in the following:

1. Recognizing where vibration hazards occur.
2. Proper use of vibration-reducing tools and PPE.
3. Symptoms of vibration-related health issues such as Hand-Arm Vibration Syndrome or Whole-Body Vibration.
4. Reporting procedures for equipment malfunction and health concerns.

Training is completed each year during the company Hazard Communication training as well as upon hire and when new tools or equipment are used.

NOISE EXPOSURE

The nature of work performed by Davis Mechanical may cause exposure to activities generating significant amounts of noise. Without management techniques, this can lead to negative effects such as hearing loss. This plan is an outline to minimizing noise hazards on job sites. All employees are expected to actively participate in noise mitigation measures and to report concerns related to noise exposure promptly.

POTENTIAL SOURCE IDENTIFICATION

Different job sites will have a variety of noise exposures that may or may not exceed the 8-hour-time weighted average (TWA). These potential sources include, but are not limited to:

1. Heavy equipment, forklifts, and other vehicles
2. Powered tools such as saws, grinders, etc.
3. Generators and compressors
4. Cranes and hoists
5. Traffic noise
6. Wind or other weather-related amplification
7. Alarms and sirens

MEASURING NOISE

Sound intensity is measured in decibels and sound level intensity is measured as dBA. Since decibels are measured on a logarithmic scale, a small increase in dBA means there is a significant change in noise and the potential for damage. For example, if the level increases by 3 dBA, this doubles the amount of noise and reduces the recommended amount of exposure time by half.

MEASUREMENT TOOLS

1. Sound level meters can be used to measure the real-time noise in an environment by using a microphone and positioning it at the individual's ear level.
2. Noise dosimeters are used to document the average noise exposure over the working day or a particular task. OSHA recommends that noise levels be kept below 85 dBA as an 8-hour TWA. The dosimeter is able to provide the measure noise exposure.
3. 2–3-foot rule: Stand about an arm's length away from a coworker. If voices need to be raised to be heard from 2-3 feet away, it can be assumed that the sound level is at or above 85 dBA.
4. Personal noise indicators can also be used as a warning device. These tools can indicate immediate exposure, which allows employees to remove themselves from the area or wear the required hearing protection.

JOBSITE NOISE CONTROL

Though different job sites may have different sources, the following controls may be utilized.

1. Acoustic insulation usage in the design process
2. Prefabricated noise barriers
3. Extension cords to create more distance from generators or compressors
4. Adequate maintenance of equipment
5. Planned breaks from noise sources
6. Personal protective equipment

The three main steps all employees are encouraged to implement on a job site are as follows:

1. Reduce: Reduce the noise by using the quietest equipment available, such as a smaller, quieter generator.

2. Move: Move the equipment farther away with the use of extension cords, additional welding leads, and air hoses.
    a. If these do not create additional hazards in the work environment.
3. Block: Block the noise by building temporary barriers of plywood or other on-site materials to keep noise from reaching workers.
    a. If these do not create additional hazards in the work environment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All hearing protection devices will meet or exceed the requirements set forth by the OSHA and ANSI standards for hearing protection.

The following types of hearing protection will be provided depending on the hazard assessments for the job sites.

1. Earplugs
    a. Disposable foam
    b. Pre-molded
    c. Custom molded
2. Earmuffs
    a. over the ear protection with a noise reduction rating (NRR) suitable for the job site's noise levels.
3. Dual protection
    a. If the environment exposes employees to extremely high noise levels (>100 dBA), dual protection will be utilized.

Employees are expected to wear all assigned PPE correctly and maintain the equipment to ensure maintenance and hygiene per the manufacturer's recommendations.

COMMUNICATION AND TRAINING

Effective communication and comprehensive training are the cornerstones of a successful health and safety program. Davis Mechanical is committed to fostering a culture where safety is everyone's responsibility. Clear communication ensures employees, and any other effected personnel, are informed about potential hazards, process and procedures, and their roles in maintaining a safe work environment.

Training provides the knowledge and skills needed to recognize, prevent, and respond to workplace risks. Regardless of experience or education, everyone can benefit from continuous learning and provides everyone with opportunities to grow in confidence and competencies.

Training on this program occurs upon hire and annually thereafter. If this program changes, or there is an introduction of a new hazard, training will be provided on the effected section when the change occurs.

Refresher training may also be required as a corrective action as a result of an incident.

RECORDKEEPING AND DOCUMENTATION

Davis Mechanical is dedicated to accurate recordkeeping as it is a vital component to the health and safety program as well as ensuring compliance with legal and regulatory requirements. This practice also supports continuous improvement initiatives in workplace safety.

The following types of records are maintained as a part of the health and safety program.

1. Training records
    a. Attendance sheets
    b. Training materials, agenda, and certifications
    c. Records of employee participation in refresher courses
2. Incident and injury reports
    a. Workplace injuries, illnesses, near-miss incidents, chemical spills, and property damages reports.
    b. Investigation findings and corrective action plans
    c. OSHA logs
3. Safety inspections and audits
    a. Inspection checklists and findings
    b. Records of follow-up actions to address deficiencies
    c. Documentation of regular equipment and facility inspections
4. Hazard assessments
5. PPE records
    a. Issuance, maintenance, inspections, replacements
6. Emergency preparedness drills and evacuation exercises
7. Medical and exposure records
    a. Employee medical records related to workplace exposures
    b. Records of monitoring for workplace exposures
    c. Regulatory compliance records

RECORD RETENTION

Records will be maintained for the duration required by regulatory standards or company policy, whichever is longer.

ACCESSIBILITY AND CONFIDENTIALITY

Health and safety records will be stored securely to prevent unauthorized access. Employees have the right to access their medical and exposure records upon request, according to OSHA regulations.

Confidential information will be handled in accordance with privacy laws and company policies.

PROGRAM EVALUATION AND CONTINOUS IMPROVEMENT

Davis Mechanical regularly evaluates the health and safety program with a goal to address areas of improvement and to embrace innovation. This evaluation occurs at a minimum, yearly, but also occurs periodically when a triggering event occurs, such as a safety incident, safety initiatives, or employee requests.

APPENDICES

APPENDIX A. ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT OF RECEIPT OF SAFETY AND HEALTH PROGRAM

I acknowledge the receipt of a copy of Davis Mechanical's AWAIR Program. I understand that it is my responsibility to read and understand the policies and procedures set forth in the Safety and Health Program. I also understand that violating the policies and procedures outlined in Davis Mechanical's program and/or failure to follow safe working practices will result in disciplinary action up to and including termination.

Employee Name	
Employee Signature	
Job Title	
Date	

I have instructed the above employee in safe working practices, health and safety expectations, and core values of Davis Mechanical.

Leader Name	
Leader Signature	
Date	

APPENDIX B. SAFETY INCIDENT REPORTING FORM

Safety Incident Report Form

Employee Information

Reporter Name:	**Report Date:**
Jobsite Location:	**Work Area of Incident or Observation:**
Witness (optional):	

Type of Incident or Observation

Near Miss	**Property Damage**	**Unsafe Behavior**
Chemical Spill	**First Aid Incident**	**Unsafe Condition**

Incident/Observation Information

Date & Time of Incident/Observation:	**Work Start Time:**

Describe the incident/observation including tasks being performed and sequence of events.

Why did this event occur?

What immediate containment actions were taken?

What could have been done to prevent the event?

IF AN INJURY OR ILLNESS OCCURRED FROM THIS EVENT, THE INJURY & ILLNESS REPORTING FORM MUST BE COMPLETED!

Completed By:	**Date Completed:**

COMPTROL ZERO

APPENDIX C. INJURY AND ILLNESS REPORTING FORM

Injury & Illness Report Form

Employee Information

Full Name:	**Date of Birth:**	**Date of Hire:**	
Male or Female:	**Job Title:**	**Department:**	
Street:	**City:**	**State:**	**ZIP:**

Health Care Professional Information

Name of Provider:		**Facility:**	
Street:	**City:**	**State:**	**ZIP:**
Ambulance?	**Emergency Room Treatment?**	**Hospitalized Overnight?**	

Incident Information

Case Number:	**Date of Incident:**	**Reported Date:**
Work Start Time:	**Time of Incident:**	
Location of Incident:		

Incident Details

What was the employee doing just before the incident occurred?
What happened?
What was the injury or illness?
Body Part Detail:
Object or Substance Directly Involved:

Completed By:	**Date Completed:**

COMPTROL.ZERO

APPENDIX D. VOLUNTARY RESPIRATOR USE

The following information has been excerpted from the Occupational Safety & Health Administration Respiratory Protection Standard.

Appendix D to § 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Verification of Review- Voluntary Respirator Use Requirements

I have conducted/completed the review of voluntary respirator use requirements.

Reason for Voluntary Use ***(describe the nature of work, specific location, and type of dust)***

Voluntary Respirator User Printed Name

Voluntary Respirator User Signature **Date**

Foreman/ Safety Program Manager Signature **Date**