

# **BCCI – INJURY and ILLNESS PREVENTION PROGRAM (IIPP)**

03 APRIL 2021

**BCCI Construction, LLC  
1160 Battery Street, Suite 250  
San Francisco, CA 94111  
(415) 817-5100**

**BCCI Construction, LLC  
150 East Dana Street  
Mountain View, CA 94043  
(650) 543-8900**

**BCCI Construction, LLC  
515 S Flower Street, L18  
Los Angeles, CA 90071  
(213) 999-3439**

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BCCI Construction, LLC | LICENSE NO. 492944  
BCCICONST.COM | San Francisco | Silicon Valley | Los Angeles





## AUTHENTICATION

**BCCI Construction, LLC:  
Approval Authority**

**Signature:**   
**Michael Scribner**

**Title:  
President and Chief Executive Officer**

**Date: 02.03.2021**

**Signature:**   
**Matthew S. Kernen**

**Title:  
Safety Manager**

**Date: 02.03.2021**

**NOTE: Authentication occurs upon acceptance and approval of the document's contents by BCCI Construction, LLC authority prior to the issuance of the document in final format. Authentication is NOT required at any point during the Draft stage.**



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## **1.0 Safety and Health Policy Statement:**

**BCCI Construction, LLC has developed and implemented a written Injury and Illness Prevention Program (IIPP) in accordance with California Code of Regulations Title 8, Section 3203 as part of our health and safety program. The work of BCCI, performed by our personnel varies both in nature and in location. Employees faced with all forms of circumstances and it is the intent of BCCI Construction, LLC to provide a safe and healthful work environment at any all locations of our employees.**

**BCCI expects and requires all of their employees to follow all of the requirements set forth in the IIPP and Safety Manual (Code of Safe Work Practices). BCCI continues to focus on safety within every aspect of our operations; which includes the providing of a safe and healthful work environment not just our employees, for our sub-contractors, clients, architects, customers, and the public.**

**All employees of our company are empowered to be their own safety manager and have the right to refuse or stop any work they believe involves any unnecessary risk or is unsafe. We understand and believe “SAFETY” is everyone’s responsibility no matter the position held within the company. Employees are to become engaged in our safety programs; which includes the ownership of detection, communications, and mitigation of hazards within the workplace and is a condition of employment. When an event or scenario arises; all employees have the power to correct the hazard, situation, event, etc. at the lowest level possible; however, if this situation or event is above their capability or authority, employees are required to elevate this to their supervisor of Safety Division for mitigation and correction.**

**There is an understanding amongst leadership, where our program must include positive reinforcement of desired behaviors as well as a consistent discipline program for the undesired actions and/or behaviors involved at all levels of this organization. We (BCCI); through coaching, mentoring, Safety 360, and our excellent safety leadership (i.e., senior leaders, managers, superintendents, supervisors, etc.) and the participation of the whole workforce, BCCI’s commitment, devotion, and professionalism strives us to be a leader of safety within our industry. Only through a cooperative and collaborative effort can we achieve our goal of ensuring all work environments are as safe as possible and free of risk.**

**Our Injury and Illness Prevention Program are located both physically and virtually at the following locations:**

- **All Virtual copied are readily available on the Shared Drive, Paylocity, and ProCore**
- **San Francisco Office; 1160 Battery Street, Suite 250, San Francisco, CA 94111**
- **Silicon Valley Office; 150 East Dana Street, Mountain View, CA 94043**
- **Los Angeles Office; 515 S Flower Street, L18, Los Angeles, CA 90071**

**BCCI CONSTRUCTION**

bcciconst.com

CA License No. 492944

**SAN FRANCISCO**

1160 Battery Street, Suite 250  
San Francisco, California 94111  
Main 415.817.5100  
Fax 415.995.6026  
infosf@bcciconst.com

**SILICON VALLEY**

150 E Dana Street  
Mountain View, California 94041  
Main 650.543.8900  
Fax 650.543.8939  
infosv@bcciconst.com

**LOS ANGELES**

445 S Figueroa Street  
Los Angeles, California 90071  
Main 213.514.0748  
info@bcciconst.com

## **SAFETY 360° BCCI CONSTRUCTION, LLC**

The BCCI Safety 360° initiative is a pillar and foundation of our identity as a company. We believe our employees and workforce should never worry about returning home safely and our clients should never worry about the safety of their staff and visitors.

Our approach to safety is different; for us safety is a passion, not an obligation. All of our personnel receives annual safety coaching from our dedicated Safety Department, which includes role play scenarios or table top exercises tailored to specific work environments; lessons-learned discussions and new best practices; and leadership training so everyone is engaged and becomes not only a voice for safety, they become their own ambassador to safety. We expect continuous growth and innovation from our teams, which ranges from adopting new leading-edge technology to testing cutting-edge emergency and safety measures.

In turn, our investment in safety benefits our clients who avoid safety-related impacts to their projects and rest assured of their staff and visitors' safety.

### **FOUR KEY COMPONENTS OF SAFETY 360°**

**Awareness:**

We foster a 360° view of safety physically and philosophically. We expect active engagement from each employee in their immediate environment, as well as awareness of activities above, below, and adjacent. This means we look out for one another's physical and mental safety and ensure everyone is empowered to speak up about safety.

**Shared Responsibility:**

Each and every employee receives annual safety coaching. We believe the best way to increase accountability is to increase responsibility, so superintendents and project managers are as engaged in safety as our dedicated Safety Department team members.

**Behavior:**

A key component of our approach is avoiding risky behaviors all together, as this behavior is the primary contributory cause in over 80% of all accidents. Behavioral change is the key; and we are changing behaviors to support a strong safety culture which solicits feedback, engages our workforce and empowers people to make a difference.

**Positivity:**

Our coaching takes a preventative approach and is defined by positivity rather than enforcement and punishment.



## **2.0 Assignment of Responsibilities:**

***California Code of Regulations (CCR); Title 8, Section §3203 (a) (1)***

**BCCI Construction, LLC accepts responsibility for leadership and accountability of compliance for the company's Injury and Illness Prevention Program (IIPP) and the improvement, involvement, and effectiveness; to which aids in the provision of all required safeguards ensuring safe working conditions for all personnel on the job-site/project.**

**The ultimate responsibility for the BCCI IIPP and Safety Programs rests with the Field Operations Manager in San Francisco, CA. The primary and alternate program administrators are to enact these programs across the company, which include personnel assigned to the Mountain View Office:**

**Safety Program Administrator:**

**Matty Kernen, Safety Manager**

**BCCI Construction, LLC, 1160 Battery Street, Suite 250, San Francisco, CA 94111 (415) 264-3840**

**[matty.kernen@bcciconst.com](mailto:matty.kernen@bcciconst.com)**

**Alternate Safety Program Administrator:**

**Jim Williamson, Field Operations Manager**

**BCCI Construction, LLC, 1160 Battery Street, Suite 250, San Francisco, CA 94111 (415) 321-9114**

**[jim.williamson@bcciconst.com](mailto:jim.williamson@bcciconst.com)**

**The above listed individuals are responsible for and has the authority of the company's IIPP, which include the overall management, implementation, facilitation, and administration of all safety programs and the coordination and training to all employees on all safety standards, directives, and regulations, are compliant throughout the organization.**

**The ultimate objective of BCCI is to perform all operations of the organization safely and efficiently, with an established safety culture. In order to accomplish this, we are ensuring all personnel are empowered while assigning the accountability, responsibility, authority, of safety to all management and supervisory personnel within their respective division (i.e., Project Management, Estimating, Field, Operations, Office, etc.)**

**Ultimately, BCCI employees and personnel are responsible for the compliance and conformity to all aspects of the company IIPP, to include all laws, rules, regulations, standards, and directives while practicing, enforcing, and utilizing the Safety Manual / Code of Safe Work Practices in the performance of their duties. Senior Leaders bear the responsibility for the promotion and funding of the safety program, while recognizing and encouraging all personnel to work in a safe and healthful manner.**



## **2.1. Program Administrator:**

***California Code of Regulations (CCR) Title 8, Section §3203 (a) (1)***

The responsibilities of the Safety Program Administrator are as follows:

- **Provide advisement to senior leadership on all safety & health issues related to the company;**
- **Develop and Brainstorm alongside Senior Leadership to develop any and all safety and health guidelines and policies;**
- **Prepare and Distribute the company's guidelines, policies, procedures, and risk management tools on all safety and health issues;**
- **Validate and Verify all information is current against all local, county, state, and federal safety and health regulations;**
- **Serve as a liaison between governmental agencies and the company;**
- **Plan, organize, coordinate, and perform all safety training sessions;**
- **Develop a Safety Manual/Code of Safe Work Practices to include inspection guidelines;**
- **Establish a Safety & Health Inspection Schedule and conduct follow-up to ensure recommendations and corrective actions are implemented and hazards are abated;**
- **Establish, Monitor, and Conduct a mishap/ near-miss reporting system and perform appropriate mishap investigations; while providing plausible recommendations;**
- **Coordinate with Structure Tone Risk Management and Safety Teams on the maintenance of all recordkeeping related to injury and illness reports (OSHA 300 and OSHA 300A Log);**
- **Review and Establish Mishap Trends and share with all operations of the business; and**
- **Establish a system for the implementation and documentation of all records related to inspections, hazard abatement, and training; to include all other required portions of the safety program.**

## **2.2. Pre-Construction:**

The following responsibilities are applicable to the personnel (i.e., Estimators, Project Engineers, and Supervisors) listed in this section for the overall supervision of the project(s) and those they supervise. Additionally, these employees must ensure all operations are performed with the utmost regard for safety and health.

- **Ensure they are familiar with the Company’s IIPP, Safety Manual (Code of Safe Work Practices) and maintain a current copy of these items at all times on the job-site/office;**
- **Ensure workplaces and equipment are safe, well maintained, and in compliance with external agency regulations and BCCI Construction, LLC policies, programs, and practices;**
- **Ensure all workplace safety and health practices and procedures are clearly communicated and understood by employees, sub-contractors, clients, architects, and visitors;**
- **Enforce Health & Safety policies, programs, and procedures fairly and uniformly;**
- **Evaluate compliance of personnel via no-notice inspections; Code of Safe Work Practices, training, etc.;**
- **Acknowledge employees who make a significant contribution to the maintenance and enforcement of the safety policies, procedures, and programs;**
- **Ensure disciplinary action is taken for those individuals who fail to follow the Code of Safe Work Practices;**
- **Encourage employees to report workplace hazards anonymously and without fear of reprisal;**
- **The Hazardous Materials Report(s) are required to have in possession prior to BCCI starting a project;**
- **Ensure periodic, no-notice, and scheduled workplace safety inspections are performed and all findings are identified and documented; to include recommendations and corrective actions;**
- **Ensure all identified findings no matter how minor are corrected in a timely manner**
- **All workplace events (i.e., injuries, exposures, and illnesses) reported immediately, investigated, and recommendations applied immediately. Refer to 6.0 of IIPP, which references the processes and procedures for reporting serious and non-serious events.**

## **2.3 Project Management:**

The following responsibilities are applicable to the personnel (i.e., Studio Directors, Project Managers, Assistant Project Managers, Project Engineers, and Supervisors) listed in this section for the overall supervision of the project(s) and those they supervise. Additionally, these employees must ensure all operations are performed/conducted with the utmost regard for safety and health.

- **Managers with personnel under their span of control have the authority to implement appropriate health and safety policies, procedures, and programs;**
- **All areas under a manager’s authority shall have adequate funding for the implementation and facilitation of the Company safety policies, programs, processes, and procedures; to include ensured compliance;**
- **Ensure they are familiar with the Company’s IIPP, Safety Manual (Code of Safe Work Practices) and maintain a current copy of these items at all times on the job-site/office;**
- **Ensure workplaces and equipment are safe, well maintained, and in compliance with external agency regulations and BCCI Construction, LLC policies, programs, and practices;**
- **Ensure all workplace safety and health practices and procedures are clearly communicated and understood by employees, sub-contractors, clients, architects, and visitors;**
- **Enforce Health & Safety policies, programs, and procedures fairly and uniformly;**
- **Evaluate compliance of personnel via no-notice inspections; Code of Safe Work Practices, training, etc.;**
- **Acknowledge employees who make a significant contribution to the maintenance and enforcement of the safety policies, procedures, and programs;**
- **Ensure disciplinary action is taken for those individuals who fail to follow the Code of Safe Work Practices;**
- **Encourage employees to report workplace hazards anonymously and without fear of reprisal;**
- **The Hazardous Materials Report(s) are required to have in possession prior to BCCI starting a project;**



- **Ensure periodic, no-notice, and scheduled workplace safety inspections are performed and all findings are identified and documented; to include recommendations and corrective actions;**
- **Ensure all identified findings no matter how minor are corrected in a timely manner**
- **All workplace events are (i.e., injuries, exposures, and illnesses) reported immediately, investigated, and recommendations applied immediately. Refer to 6.0 of IIPP, which references the processes and procedures for reporting serious and non-serious events**



## **2.4. Field Operations:**

The following personnel (i.e., Director of Field Operations, Field Operations Managers, Senior Superintendents, Quality Control Coordinators, and Labor Foremen) have the overall responsibility for generating a safe and healthful work environment and to ensure all operations performed with the utmost regard and respect for safety and health. This also includes all personnel involved in the building of the project to include sub-contractors, clients, architects, visitor, and themselves.

- **Ensure they are familiar with the Company’s IIPP, Safety Manual (Code of Safe Work Practices) and maintain a current copy of these items at all times on the job-site/office;**
- **Utilize the IIPP, Code of Safe Work Practices, Lessons Learned, and various safety / task topics for the particular stage of the project at the required weekly safety meetings and ensure all employees are informed and understand the requirements, policies, procedures, and processes of the project;**
- **Document all meetings, discussions, actions, etc., related to safety for the project; all personnel in attendance must sign-in for each meeting, which shall be maintained and stored in accordance with company recordkeeping policy (Refer to Section 8.0), which is compliant with the State of California Occupational Safety & Health Administration;**
- **Enforce, coach, and mentor employees on all safety regulations, policies, procedures, processes, and programs in the performance of their duties. The purpose is to establish a positive culture and behavior for compliance, while reinforcing unrivaled participation in the company’s safety programs;**
- **All employees and personnel shall receive a Job Safety Orientation and any updated Hazard Communication (HAZCOM) Training prior to starting any work on the project; ensure those individuals who have started without this training or violated these set rules and standard receives immediate remedial training;**
- **Ensure all workplace safety and health practices and procedures are clearly communicated and understood by employees, sub-contractors, clients, architects, and visitors;**
- **Enforce Health & Safety policies, programs, and procedures fairly and uniformly;**
- **Evaluate compliance of personnel via no-notice inspections; Code of Safe Work Practices, training, etc.;**
- **Acknowledge employees who make a significant contribution to the maintenance and enforcement of the safety policies, procedures, and programs;**



- **Ensure disciplinary action is taken for those individuals who fail to follow the Code of Safe Work Practices;**
- **Encourage employees to report workplace hazards anonymously and without fear of reprisal;**
- **The Hazardous Materials Report(s) are required to have in possession prior to BCCI starting a project;**
- **Ensure periodic, no-notice, and scheduled workplace safety inspections are performed and all findings are identified and documented; to include recommendations and corrective actions;**
- **Ensure all identified findings no matter how minor are corrected in a timely manner**
- **All workplace events are (i.e., injuries, exposures, and illnesses) reported immediately, investigated, and recommendations applied immediately. Refer to 6.0 of IIPP, which references the processes and procedures for reporting serious and non-serious events**



## **2.5. Employees:**

All Employees of BCCI Construction, LLC regardless of position and duty title are responsible for following the requirements of this Injury & Illness Prevention Program (IIPP). All actions include; requirements mention in previous sections and the information listed below:

- Keeping themselves informed of the conditions affecting their Health & Safety;
- Participation in all training programs and sessions as required;
- Adhering to all safety policies, programs, procedures, processes, and Code of Safe Work Practices at all times as a condition of employment;
- All workplace events are (i.e., injuries, exposures, and illnesses) reported immediately, investigated, and recommendations applied immediately. Refer to 6.0 of IIPP, which references the processes and procedures for reporting serious and non-serious events
- Acknowledge employees who make a significant contribution to the maintenance and enforcement of the safety policies, procedures, and programs;
- Ensure disciplinary action is taken for those individuals who fail to follow the Code of Safe Work Practices;
- Encourage employees to report workplace hazards anonymously and without fear of reprisal;
- Maintain a positive attitude and behavior towards safety and reinforce the safety culture;
- DO NOT perform any task or work or use any equipment at any job-site location, which is unsafe or places yourself, co-workers, or personnel on-site at risk, injury, or unsafe conditions at all times; and
- All Personal Protective Equipment (PPE) worn as required by this IIPP and Safety Manual (Code of Safe Work Practices).



## **2.6 Safety Division:**

The BCCI Construction, LLC Safety Division is responsible for the development, facilitation, implementation, and management of the company's Injury & Illness Prevention Program (IIPP). This involves:

- **Set-Up and Provide training and technical assistance to Senior Leaders, Managers, Supervisors, etc., on the implementation and enactment of the IIPP;**
- **Assisting personnel in conducting workplace inspections, identification of hazards, reporting processes, hazard abatement, evaluation of tasks, etc.;**
- **Review and Update all safety programs, training processes, standards and regulations ensuring the IIPP, Safety Manual, Training Programs are up-to-date;**
- **Perform investigations into mishaps, near-misses, complaints; and develop written reports with plausible recommendations to correct identified issues or concerns; to include assisting personnel with determining risk management decision; and**
- **Evaluate the adequacy and consistency of all training programs designed for validity.**



### **3.0 Compliance:**

#### ***California Code of Regulations (CCR) Title 8, Section §3203 (a) (2)***

**BCCI Construction, LLC shall ensure all employees comply with the Health & Safety work practices. Upon request or when needed; employees will be provided with any additional training and education or remedial training to maintain their knowledge and skills. Our disciplinary policy outlined in the IIPP encourages employee compliance with our safety programs, policies, and procedures.**

**BCCI is of the understanding our program must include positive reinforcement of desired behaviors; to include a consistent discipline process for undesired actions and behaviors at all levels of the organization. With our Safety 360 ° Program and unwavering safety leadership, we are committed to be the safety leader of our industry, through a collaborative and collective effort BCCI can achieve our goal of providing a safe and healthful work environment for all personnel.**

**During displays of observed exemplary safety performance, personnel shall complete the Safety Recognition Form and submit to the Safety Division for recognition or contributions to the BCCI Safety Programs.**

#### ***Employee Disciplinary Procedures:***

**Any employee who fails to comply with any elements of the our IIPP, Safety Manual, rules, policies, procedures, directives, etc. shall be disciplined, which could be termination depending on the violation. Whenever an employee receives discipline, immediate documentation of the offense must occur. Notification of the violation is required to the employee's supervisory chain of command and the Safety Division. An important note involving the disciplinary procedures, ensure all procedures applied consistently, fairly, and without prejudice.**

- **Step 1 – Written Warning – Offense must be documented in the Employees Personnel File**
- **Step 2 – Written Warning & Suspension – Document and outline the nature of the violation to include the necessary corrective action, followed by a 1-week suspension at a minimum.**
- **Step 3 – Suspension without Pay or Termination – After 2 Written Warnings or an entirely separate disciplinary action resulting from a serious safety or other violation.**
- **Termination - Specific Cause and documentation must be proven between the supervisor and employee, as outlined in order to terminate an employee,**



***ZERO Tolerance:***

BCCI Construction, LLC has a ZERO tolerance policy and a list of terms, items, and programs, which may result into an immediate termination phase of discipline. The following violations may be grounds for immediate termination:

- **Drugs or Alcohol on the Job-Site; Arriving or Working while Drunk on Duty;**
- **Any form of Fighting, Threatening, or the Endangering of Others Safety;**
- **Bypass or Removal of Safety Devices on any power tools(s)/ equipment (i.e., removal of machine guarding, pinning of saw guards, removal of safety springs on nail guns, etc.)**
- **Failure to Follow a Life or Death (Fatality) Safety Prevention Program(s):**
  - **Failure to use Fall Protection or Personal Fall Arrest Systems when Required;**
  - **Failure to Follow Proper Safe-Off (Hazardous Energy) Procedures;**
  - **Failure to Follow Confined Space Program Procedures when & where Required;**
  - **The removal or Damaging of any Safety Equipment;**
  - **The Unsafe Operation of a Company Vehicle;**
  - **Knowingly Violating a Written Rule(s) or Procedure(s); and**
  - **Possessing a Firearm on a BCCI Premises or BCCI Job-Site.**



## **4.0 Communication:**

### ***California Code of Regulations (CCR) Title 8, Section §3203 (a) (3)***

BCCI Construction, LLC shall communicate with employees in a form readily understandable by all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform their personnel of hazards at the workplace without fear of reprisal.

We recognize open two-way communication between Senior Leaders and employees on safety and health issues is essential for the provision of a safe and healthful work environment. Communication is a major pillar of any safety program and designed to facilitate continuous flow between Senior Leaders and personnel.

All newly hired employees of BCCI undergo a 4-day New Hire Orientation, which safety is a major contributor. During this Orientation, new employees receive training for the IIPP, Safety Manual, Safety 360°, Hazard Communication, and all company safety policies and procedures. Additionally, safety validates and verifies any OSHA and First-Aid/CPR/AED training received by the new employee and determines if recertification is required. Personnel assigned to a job-site received additional safety training through the Job-Safety Orientation.

Open (verbal/written) communication is highly encouraged as related to any safety and health issues, concerns, or comments. Any employee may report an unsafe condition, process, or procedure, which poses a level of risk to the safety and health of any BCCI employee, sub-contractor, client, architect, visitor, or the public without fear of reprisal. Any communication or complaints will be given to the Safety Division:

**Matty Kernan, Safety Manager**

**BCCI Construction, LLC, 1160 Battery Street, Suite 250, San Francisco, CA 94111 (415) 264-3840**  
[mkernen@bcciconst.com](mailto:mkernen@bcciconst.com)

**Jim Williamson, Field Operations Manager**

**BCCI Construction, LLC, 1160 Battery Street, Suite 250, San Francisco, CA 94111 (415) 321-9114**  
[jim.williamson@bcciconst.com](mailto:jim.williamson@bcciconst.com)

If an employee is reporting a safety violation and requests to remain anonymous, they have the right to have their identity protected and may submit their comments, concerns, or complaints through the suggestion box located on the Company Paylocity Web-Site.

The various communication systems used by BCCI Construction, LLC to relay information to all employees on matters of occupational safety and health, company programs, policies, processes, procedure changes include:

- **Safety Committee Meeting Minutes and Lessons Learned**
- **Posting of Notice to Employees**
- **Employee Training**
- **Job-Site Safety (Tailgate/Toolbox) Meetings**



- Electronic Mail (e-Mail)
- Virtual Meetings (i.e., GoToMeeting, Blue Jeans, Zoom, etc.)
- Anonymous submission of hazards or safety violations
- Anti-Reprisal Policy
- Trends determined through inspections and communication

These systems further explained below:

***Safety Committee Meetings:***

In Accordance with California Code of Regulations (CCR), Title 8, Section §3203 (c) (1) authorizes BCCI to use a labor/management safety and health committee to comply with the communication requirements of sub-section (a) (3) of this section. The Safety Committee of BCCI meets once a quarter (every 3 months) and chaired by the Chief Operations Officer and Field Operations Manager. The composition of the Safety Committee is a mixture of personnel from all divisions of the company (i.e., Project Management, Pre-Construction, Field Operations, Employees, and Safety Division).

During the meeting reported mishaps, inspection findings, and safety training are review and discussed to develop trends and identify any high-interest items, which require inspection and evaluation on a regular basis. Policy and Procedural changes brought to this committee for consideration, review, and discussion prior to presenting to Senior Leader for approval of change and implementation.

***Posting of Notice to Employees:***

BCCI complies with the California Code of Regulations (CCR); Title 8; Section §9881 for Posting of Notices to Employees are displayed in areas where employees gather (i.e., trailers, common areas, gang boxes, copier rooms, break room, etc.) Newsletters & Notices utilized to provide additional information to employees relating to company safety matters, as needed.

The Required Posters and Notices listed below:

- California Labor Law Poster (State, Federal, and OSHA Labor Law Poster)
- Safety and Health Protection on the Job (Cal-OSHA)
- Access to Medical and Exposure Records
- Whistleblower Protections
- Safety and Health Guidance (COVID-19 Protection in Construction)

***Tailgate / Toolbox Safety Meetings:***

As required by California Code of Regulations (CCR); Title 8; Section §1509, toolbox/tailgate meetings are a 10–15-minute on-the-job meetings for all personnel on-site. These meetings are to assist employees with situational awareness of the work-related hazards on the job-site and



aid in the prevention of injuries. These meetings must address the specific hazards and safe work practices for the task's personnel are actually performing on the project.

The supervisory personnel (i.e., Project Managers, Assistant Project Managers, Superintendents, Assistant Superintendents, and Laborer Foremen) assigned to a project will host a weekly toolbox/tailgate safety meeting with all personnel on-site. The topic of discussion shall be relevant to the operations performed on-site. The supervisory personnel will select the topic of discussion. Every meeting and all personnel are required to sign-in on the roster to ensure accountability; and all documentation will be electronically stored in ProCore. Additionally, all documentation will be retained in accordance with California Code of Regulations (CCR) Title 8; Sections §14300-14300.48.

### ***Supervisory Training:***

BCCI Personnel who operate in a supervisory role will be trained to provide guidance and clarification to employees assigned to the job-site with respect to the company's Injury Illness Prevention Program (IIPP), Code of Safe Work Practices (Safety Manual), perform Job-Site Safety Orientation and other safety programs the employee(s) will encounter while assigned to the project.

- Superintendents and Assistant Superintendents will receive OSHA-30 Hour in Construction, First Aid-CPR-AED Certifications, and specialized training in key safety programs as they relate to their project.
- Supervisory personnel received training to perform inspections of the job-site and on the documentation process.
- Supervisory personnel receive training to investigate a mishap or near miss properly; to include proper documentation of all related events at the job-site or workplace.
- Project Managers and Assistance Project Managers will receive instruction OSHA-10 Hour in Construction and other specialized training in key safety programs as they relate to their project.
- Quality Control Coordinators (QCC) will receive OSHA-10 Hour in Construction instruction upon initial assignment into the QCC program and upon completion of this program will, receive instruction in OSHA-30 Hour in Construction.



## **5.0 Hazard Assessments & Inspections:**

*California Code of Regulations (CCR); Title 8; Section §3203 (a) (4)*

The goal and purpose of the BCCI Injury and Illness Prevention Program (IIPP) is the identification and evaluation of unsafe work procedures, conditions, and practices as to aid the prevention of mishaps, near misses, and job-related illnesses. The objective with hazard assessments and inspections is to eliminate or with hierarchy of controls mitigate risk.

The principal approach to risk mitigation and reduction of mishaps and near misses are with periodic scheduled and no-notice inspections, education and training, and immediate reporting of identified hazards.

All personnel will be responsible for the continuous and on-going inspection of the workplace. When potentially hazardous conditions are discovered, they shall be corrected or mitigated immediately at the lowest level possible. The following identified personnel regardless of the duty title are responsible for the performance and documentation of workplace inspections:

BCCI Labor Foremen	BCCI Superintendents	BCCI Safety Manager
BCCI Project Managers	BCCI Safety Coordinator	BCCI Safety Committee Members
BCCI Field Operations Managers		

### ***Inspections:***

An essential part of managing the effectiveness of our safety program is to perform and document job-site and office inspections. Our audit program is a positive tool in the elimination of hazards and a communicative catalyst of findings and observations throughout the project, company, sub-contractors, etc. to aid in prevention of recurrence and ensure consistency throughout the company and workforce.

Routine inspection of the job-site should be performed daily by the Project Manager, Superintendent, or Labor Foreman in an effort to identify, address, correct, or mitigate the identified hazards discovered during this routine inspection. Additionally, these routine inspections identify unsafe conditions, processes, and procedures, which when addressed to ensure a safe and healthful work environment.

### ***Documentation of Inspection:***

All inspections (formal or spot) performed require documentation with all findings, corrective actions, and recommendations. Safety checklists are available electronically through ProCore and utilized to ensure compliance. The above listed personnel will utilize the Safety checklists to perform their inspections. The following guidelines to document inspection of the workplace or job-site are as follows:

- Job-Site Personnel will perform Daily Inspections and annotate in their Daily Logs
- Job-Site Inspections shall occur prior to the start of the work shift to ensure compliance
- When a process, procedure, or equipment changes in the work environment
- Newly identified hazards as a result of process, procedures, work environment change



### ***Safety and Internal Audit:***

The Safety Division will assist supervisors in the identification and correction of potential hazards, as they conduct inspections and surveys of the job-site or workplace by documenting the finding with pictures; then supplies a recommendation to correct the finding and await the corrective action taken to close the report. All completed inspection reports are to be forwarded to the Project Team for immediate action, and when sub-contractors are in violation of compliance; the findings identifying the sub-contractor are forwarded to the specific sub-contractor safety personnel for immediate action and cross-tell. This action is to aid in the unification of Safety at the workplace or job-site.

### ***Outside Agency Inspections:***

There are outside agencies who conduct regular, periodic inspections throughout all of our geographically established job-sites, which assist in achieving some of our inspectional responsibilities of this IIPP. These agencies include:

- City and County Building Inspectors
- City and County Fire Marshal's Office
- City and County Fire Departments
- State and Federal Occupational Safety & Health Administration
- City and County Department of Public Health & Environmental

### ***Recordkeeping of Inspections:***

The Project Team and Safety Division shall maintain records of scheduled and no-notice safety inspections of unsafe conditions, processes, procedures, and non-compliance for a minimum of two years (unless otherwise specified). These records include:

- The individual conducting the inspection
- Any description of the unsafe conditions, processes, procedures, and work practices
- Documentation is maintained electronically through ProCore and on the Shared Drive



BCCI Construction LLC  
1160 Battery Street, Suite 250  
San Francisco, California 94111

## Superintendent Weekly Safety Inspection Checklist

**TYPE:** Weekly Safety Inspection

**TRADE:**

**DESCRIPTION:**

**ATTACHMENTS:**

[Superintendents Safety Inspection Form 05.24.18.pdf](#)

### COVID-19

1.1	Does the Job-Site have the current BCCI COVID-19 Protocols and Appendices in place?
1.2	Do Personnel have the correct COVID-19 PPE (i.e., Safety Glasses, Facial Covering, Gloves, etc.)?
1.3	Does the Competent Person perform all assigned duties as required by BCCI COVID-19 Protocols?
1.4	When personnel arrive are, they performing the daily screening via a QR Code or Manually? (Please Indicate)
1.5	Are hand Sanitizing stations strategically placed and inspected at various times daily?
1.6	Is the Job-Site being disinfected by the Competent Person multiple times daily and are the C-19 CP Checklists being completed?
1.7	Are Personnel adhering to the established Social Distancing Protocols?
1.8	Are all required signage (per Local Guidance) posted at the check-in stations as required and directed by company guidance and local officials?

### GENERAL WORK ENVIRONMENT

2.1	Have all sub-contractors reviewed and signed the job-site safety orientation prior to starting the project?
2.2	Do visitors sign-in and -out on the log and do they receive a safety briefing from Superintendent on the potential hazards?
2.3	Does the job-site have all of the required safety signage (OSHA and Site Signage) posted for all personnel to observe and read?
2.4	Are weekly safety meetings being posted, conducted, documented, and do all sub-contractors attend?
2.5	Do all personnel know how to report mishaps/incidents to the BCCI Superintendent and Foreman immediately?
2.6	Has the Superintendent performed a Job Hazard Analysis (JHA) for all changed tasks and briefed all personnel of the increased risk?

2.7	Are first-aid kits / eyewash stanchions serviceable, unobstructed, and being inspected weekly?
2.8	Do all personnel understand the importance of the Heat Illness Prevention Program?
2.9	Has the Superintendent ensured there is water on site for BCCI personnel?

## HOUSEKEEPING + VENTILATION

3.1	Is the job-site clean and maintained in an orderly fashion to prevent the development of hazards?
3.2	Is Personal Refuse & Lunch Sacks properly disposed of as so NOT to attract rodents, pests, or insects?
3.3	Does the Job Site have adequate restrooms and handwashing facilities and maintained in a sanitary condition?
3.4	Is the ventilation adequate and does the job-site have an appropriate amount of air-hogs/fans to circulate the air?
3.5	Have all BCCI Negative Air Machines (Air-Hogs) been inspected, filters replaced, and date of inspection logged?

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.1	Are there enough hard-hats, safety glasses, and high-visibility vests available for personnel visiting the job-site?
4.2	Do personnel have appropriate eye protection and face shields to protect against debris while cutting, grinding, etc.?
4.3	Do personnel have all of the appropriate Personal Protective Equipment (PPE) to complete the assigned task?
4.4	Are personnel wearing hard-hat(s) to protect themselves from falling/low hanging objects and overhead hazards?
4.5	Are personnel wearing the appropriate Hearing Protection while on-site due to the noise level (i.e., machinery, demolition equipment, chop saw, etc.)? (>85 dBA)
4.6	Are personnel wearing the proper footwear (i.e., work boots) while on-site?

## FIRE PROTECTION & PREVENTION

5.1	Are smoke detectors bagged to prevent inadvertent detection and activation of fire and life safety system?
5.2	Has the Fire Shut-Off Valve directional signage been posted and do personnel have an unobstructed path to access?
5.3	Are there enough fire extinguishers on-site (every 75 feet) which are serviceable, properly labeled, and accessible?

5.4	Are BCCI Emergency Sprinkler Barrels and Bags of Sawdust strategically placed throughout the job-site for immediate use?
5.5	Are there appropriate means of egress from the roof and do personnel understand the means of egress in the event of an emergency?
5.6	Are Emergency Exits clear and free of obstructions and debris?

## ELECTRICAL

6.1	Are all electrical closets locked and is signage posted DO NOT ENTER restricting access from other personnel?
6.2	Is the proper use of Lock-Out/Tag-Out (LOTO) procedures being utilized and implemented?
6.3	Are open junction boxes and other areas of electrical have been properly safe-off to protect all personnel from shock / electrocution?
6.4	Are there cord or cable systems in use to manage all cords and cables on the job-site?
6.5	Have all electrical cord(s) and wiring; which are damaged been removed from service or repaired by a competent person?
6.6	Are electrical conduits red flagged with "DANGER TAPE" at a minimum of every six (6) feet identifying the circuitry as "LIVE?"
6.7	Are GFCI Connections being utilized on-site when plugged into permanent power?

## LADDERS

7.1	Do all ladders have the OSHA Required Label and Manufacturer markings affixed to the ladder?
7.2	Are workers observed working from ladders correctly (i.e., not using top three (3) steps, straddling, etc.)?
7.3	Are ladders with defects, damage, excessive wear, and cannot be repaired; immediately removed from service? (i.e., safety feet, spreader arms, steps, etc.)
7.4	Are extension ladders secured to prevent them from slipping, sliding, or falling and do they extend three rungs past the landing?

## PERRY, ALUMINUM, ERECTED SCAFFOLDS + SCISSOR LIFTS

8.1	Are clips and/or security bar installed on the plank of Perry Scaffolds?
8.2	Are personnel operating scissor lifts trained (Ask for Certification)?
8.3	Are erected scaffolds being inspected and documented daily by the designated Competent Person?
8.4	Do aluminum rolling scaffolds have the appropriate parts and are they free of damage?

8.5	Do personnel working on a Perry Scaffold at full height ensure the wheels are locked, guardrails installed, and NO surfing?
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## HAND, POWER & POWDER ACTUATED TOOLS

9.1	Are Powder Actuated Shot Strips being properly secured, stored, and/or disposed of?
9.2	Are Powder Actuated Tools left unattended and loaded when NOT in use?
9.3	Have all BCCI tools been properly inspected daily prior to use and if damaged removed from service immediately?
9.4	Are all personnel certified for the tools being used on the job-site and do they have documentation of certification?
9.5	Does all machinery (i.e., grinders, chop saws, concrete polishing equipment, etc.) have the appropriate machine guarding installed and operational during use?
9.6	Trades using Lasers or Powder Actuated Tools; has signage been posted within 50 feet of the work and upon entry into the job-site?

## HOT WORK PERMIT

10.1	Trades conducting HOT WORK; have they procured the appropriate Hot Work Permit from the Building or Superintendent?
10.2	Are all Gaseous Cylinders (Flammable/Non-Flammable) secured properly in the required cart per OSHA Requirements?
10.3	Does the trade ensure the HOT WORK is posted and do they perform fire watch upon completion?
10.4	Do all trades performing HOT WORK have their own serviceable and current fire extinguisher?

## FLOOR & WALL OPENINGS

11.1	Does any exposed protrusion (i.e., rebar, forming stakes, etc.) from the surface have the appropriate/approved covers to prevent impalement?
11.2	Are any open hole(s) protected and labeled correctly? (Hole Do Not Remove.)
11.3	Are guardrails at floor openings anchored and can they resist a minimum of 200 pounds of force in any direction?
11.4	Do open holes have appropriate guardrail system installed and are Superintendents notified when rails are removed?
11.5	Are the floor coring hole openings properly covered and marked appropriately?

## CONCRETE-GRINDING-POLISHING- CUTTING (SILICA)

12.1	Do all of the Concrete Grinding-Polishing-Cutting Machines have serviceable equipment (couplings, filters, bags, etc.)?
12.2	Are all parts (couplings, filters, bags, respirators, etc.) functioning properly and serviceable?
12.3	Has the superintendent reviewed with the safety manager and understand the sub-contractor silica plan for concrete work?
12.4	Has Concrete Polishing personnel been properly trained and fit tested for a respirator?

## FALL PROTECTION

13.1	Are personnel current with Fall Protection Training and understand the use and importance of these systems?
13.2	Are all Fall Protection Tie-Off Points rated for the required 5,000-pound rating required by OSHA?
13.3	Personnel working at elevated heights (above 6 feet); are they using the appropriate Fall Protection system?
13.4	Are Fall Protection Equipment inspected prior to use?

## TRENCHING & EXCAVATION

14.1	Has the soil been tested for contaminants prior to trenching and excavating?
14.2	Are trenches five (5) feet or more have the appropriate shoring within the trench?
14.3	Are the spoils, materials, and equipment been placed a minimum of two (2) feet from the trench and sloped appropriately to prevent cave-in?
14.4	Are delineators with "CAUTION: Tape established to warn personnel of the hazard?
14.5	Are all trenches four (4) feet or greater been provide with a means of egress for lateral travel within 25 feet?

5.6	Are electrical conduits red flagged with "DANGER TAPE" at a minimum of every six (6) feet identifying the circuitry as "LIVE?"
5.7	Are GFCI Connections being utilized on-site when plugged into permanent power?

## LADDERS

6.1	Do all ladders have the OSHA Required Label and Manufacturer markings affixed to the ladder?
6.2	Are workers observed working from ladders correctly (i.e., not using top two steps, straddling, etc.)?
6.3	Are ladders with defects, damage, excessive wear, and cannot be repaired; immediately removed from service?
6.4	Are the safety feet, spreader arms, and steps maintained in good operational condition?
6.5	Are extension ladders secured to prevent them from slipping, sliding, or falling and do they extend three rungs past the landing?

## PERRY, ALUMINUM, ERECTED SCAFFOLDS + SCISSOR LIFTS

7.1	Are clips and/or security bar installed on the plank of Perry Scaffolds?
7.2	Are personnel operating scissor lifts trained (Ask for Certification)?
7.3	Are erected scaffolds being inspected and documented daily by the designated Competent Person?
7.4	Do aluminum rolling scaffolds have the appropriate parts and are they free of damage?
7.5	Do personnel working on a Perry Scaffold at full height ensure the wheels are locked, guardrails installed, and NO surfing?

## HAND, POWER & POWDER ACTUATED TOOLS

8.1	Are Powder Actuated Shot Strips being properly secured, stored, and/or disposed of?
8.2	Are Powder Actuated Tools left unattended and loaded when NOT in use?
8.3	Have all BCCI tools been properly inspected daily prior to use and if damaged removed from service immediately?
8.4	Are all personnel certified for the tools being used on the job-site and do they have documentation of certification?
8.5	Does all machinery (i.e., grinders, chop saws, concrete polishing equipment, etc.) have the appropriate machine guarding installed and operational during use?
8.6	Trades using Lasers or Powder Actuated Tools; has signage been posted within 50 feet of the work and upon entry into the job-site?

## HOT WORK PERMIT

9.1	Trades conducting HOT WORK; have they procured the appropriate Hot Work Permit from the Building or Superintendent?
9.2	Are all Gaseous Cylinders (Flammable/Non-Flammable) secured properly in the required cart per OSHA Requirements?
9.3	Does the trade ensure the HOT WORK is posted and do they perform fire watch upon completion?
9.4	Do all trades performing HOT WORK have a serviceable and current fire extinguisher?

## FLOOR & WALL OPENINGS

10.1	Does any exposed protrusion (i.e., rebar, forming stakes, etc.) from the surface have the appropriate/approved covers to prevent impalement?
10.2	Are any open hole(s) protected and labeled correctly? (Hole Do Not Remove.)
10.3	Are guardrails at floor openings anchored and can they resist a minimum of 200 pounds of force in any direction?
10.4	Do open holes have appropriate guardrail system installed and are Superintendents notified when rails are removed?
10.5	Are the floor coring hole openings properly covered and marked appropriately?

## CONCRETE-GRINDING-POLISHING- CUTTING (SILICA)

11.1	Do all of the Concrete Grinding-Polishing-Cutting Machines have serviceable equipment (couplings, filters, bags, etc.)?
11.2	Are all parts (couplings, filters, bags, respirators, etc.) functioning properly and serviceable?
11.3	Has the superintendent reviewed with the safety manager and understand the sub-contractor silica plan for concrete work?
11.4	Has Concrete Polishing personnel been properly trained and fit tested for a respirator?

## FALL PROTECTION

12.1	Are personnel current with Fall Protection Training and understand the use and importance of these systems?
12.2	Are all Fall Protection Tie-Off Points rated for the required 5,000-pound rating required by OSHA?
12.3	Personnel working at elevated heights (above 6 feet); are they using the appropriate Fall Protection system?

12.4	Are Fall Protection Equipment inspected prior to use?
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## TRENCHING & EXCAVATION

13.1	Has the soil been tested for contaminants prior to trenching and excavating?
13.2	Are trenches five (5) feet or more have the appropriate shoring within the trench?
13.3	Are the spoils, materials, and equipment been placed a minimum of two (2) feet from the trench and sloped appropriately to prevent cave-in?
13.4	Are delineators with "CAUTION: Tape established to warn personnel of the hazard?
13.5	Are all trenches four (4) feet or greater been provide with a means of egress for lateral travel within 25 feet?

## Safety Manager Weekly Safety Inspection

**TYPE:** Weekly Safety Inspection

**TRADE:**

**DESCRIPTION:**

**ATTACHMENTS:**

[Safety Inspection Checklist 06.04.18.pdf](#)

### COVID-19

1.1	Does the Job-Site have the current BCCI COVID-19 Protocols and Appendices in place?
1.2	Do Personnel have the correct COVID-19 PPE (i.e., Safety Glasses, Facial Covering, Gloves etc.)?
1.3	Does the Competent Person perform all assigned duties as required by BCCI COVID-19 Protocols?
1.4	When personnel arrive are, they performing the daily screening via a QR Code or Manually? (Please Indicate)
1.5	Are hand sanitizing stations strategically placed and inspected on a regular basis?
1.6	Is the Job-Site being disinfected by the Competent Person multiple times daily and are the C-19 CP Checklists being completed?
1.7	Are Personnel adhering to the established Social Distancing Protocols?
1.8	Are all required signage (per Local Guidance) posted at the check-in stations as required and directed by company protocols and local officials?

### GENERAL WORK ENVIRONMENT

2.1	Are all mandatory Labor & OSHA Posters posted conspicuously for personnel to observe and read?
2.2	Does the site have all required signage posted for personnel to read and observe (i.e., Laser in Use, Powder Actuated Tools, No Radios, etc.)?
2.3	Are all Safety Data Sheets (SDSs) for all Hazardous Materials on-site readily accessible to personnel upon request?
2.4	Is water available to personnel while working on the job-site?
2.5	Are areas of the facility protected to prevent personnel, patrons, and visitors from injury?
2.6	Are there any hazards which can cause personnel to slip, trip, and fall?
2.7	Are first-aid kits/eye wash solutions stanchions readily available and unobstructed?

## HOUSEKEEPING + VENTILATION

3.1	Are the work area(s) clean, orderly, and free of debris?
3.2	Are personal refuse & lunch sacks properly disposed of so as not attract rodents, pests, or insects?
3.3	Are there adequate restrooms and hand washing stations, and are they maintained to provide sanitary conditions?
3.4	Is there adequate ventilation for the work area based on the type of work being performed?
3.5	Have all BCCI Air-Hogs been inspected and serviced regularly and is this item documented on the appropriate log?

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.1	Are hard hats worn at all times on the job-site where danger of falling objects exists?
4.2	Do personnel have the appropriate eye protection and face shield(s) to protect against debris while cutting, grinding, etc.?
4.3	Are personnel wearing the appropriate Hearing Protection while on-site due to the noise level? (> dBA 85)
4.4	Are personnel wearing the proper footwear (i.e., work boots) while on-site?
4.5	Do managers and visitors wear the appropriate Personal Protective Equipment (PPE) while visiting the job-site?
4.6	Is there additional Personal Protective Equipment (PPE) available for visitors and is this equipment maintained in a serviceable / sanitary condition?

## FIRE PREVENTION & PROTECTION

5.1	Are there adequate number of Fire Extinguishers (FE) on the job-site, which are serviceable, labeled correctly, and inspected monthly?
5.2	Are unserviceable (damaged or expended) Fire Extinguishers (FE) immediately removed from service and exchanged with a serviceable FE?
5.3	Has the Fire Shut-Off Valve directional signage been posted and do personnel have an unobstructed path to access?
5.4	Are all BCCI Emergency Sprinkler Barrels intact and readily available in the event of an emergency?
5.5	Have all of the Fire Suppression Sprinkler heads been protected and do all heads have a cage been affixed?
5.6	Have all of the smoke detectors been evaluated and bagged?
5.7	Are there appropriate means of egress from the roof and do personnel understand the means of egress in the event of an emergency?

5.8	Are Emergency Exits clear and free of obstructions and debris?
5.9	Are Emergency Exits which are "BLOCKED" properly labeled "NOT AN EXIT"?

## ELECTRICAL

6.1	Are there cord or cable systems in use to manage all cords and cables on the job-site?
6.2	Are Temporary Power or Extension Cords affixed to or placed through aluminum studs or across framing aluminum track on the project?
6.3	Are all plugs, cords, electrical panels, and receptacles in good condition (NO exposed conductors or broken insulation)?
6.4	Are GFCI Connections being utilized by workers when plugged into permanent power?
6.5	Are all electrical closets secured and properly labeled "DO NOT ENTER" to prevent unauthorized personnel entering the room?
6.6	Is there clear access (36" clearance) provided for electrical panels in electrical closets?
6.7	Are Lock-Out/Tag-Out (LOTO) procedures being used and implemented correctly?
6.8	Are open junction boxes and other areas of electrical been properly safe-off to protect all personnel from shock/electrocution?
6.9	Are electrical conduits red flagged with "DANGER TAPE" at a minimum of every six (6) feet identifying the circuitry as "LIVE"?

## LADDERS

7.1	Do all ladders have the OSHA Required Label and Manufacturer markings affixed to the ladder?
7.2	Are workers observed working off of ladders correctly (i.e., not using top three (3) steps, straddling, etc.)?
7.3	Are ladders with defects, damage, excessive wear and cannot be repaired immediately removed from service? (i.e., Safety Feet, Spreader Arms, etc.)
7.4	Is the rope on an extension ladder(s) worn, broken, or frayed and if so, is the ladder placed out of service or removed?
7.5	Are extension ladders secured to prevent them from slipping, sliding, or falling?
7.6	Does the erected extension ladder have the ladder three rungs past the landing?

## PERRY, ALUMINUM, ERECTED SCAFFOLDING + SCISSOR LIFT

8.1	Does the Perry Scaffold Planking have the appropriate locking pins affixed to prevent the planking from movement?
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8.2	Do personnel working from Perry Scaffold ensure wheels are locked when working above four (4) feet?
8.3	Are full Guardrail Systems installed atop of the Perry or Aluminum Scaffold when working at a height of six (6) feet or more?
8.4	Are Aluminum and Perry Scaffolds set up on a level and firm surface?
8.5	Are Perry and Aluminum Scaffolds inspected prior to use ensuring all components are serviceable and if damaged is discovered, is the scaffold place out of service?
8.6	Are personnel trained and certified to operate the scissor lift (Request to see Certificate)?
8.7	Are personnel using scissor lifts as they are designed for and in a safe manner?
8.8	Do personnel ensure the chain or security gate is closed or latched after entry?
8.9	Are erected scaffolds on-site inspected daily by a competent person?
8.10	Do erected stair towers (exterior) have the appropriate lighting to provide a lite path of travel?

## FLOOR AND WALL OPENINGS

9.1	Are any coring or major open holes (interior or exterior) protected and labeled correctly? (Hole Do Not Remove)
9.2	Does the erected guardrail system contain a top rail, mid rail, and toe board and is it erected to a height of 42" not to exceed 45"?
9.3	Does the erected guardrail system around the floor opening have the ability to resist a minimum of 200 pounds of force?
9.4	Does any exposed protrusion (i.e., rebar, forming stakes, etc.) from the surface have the appropriate/approved covers to prevent impalement?
9.5	Do the Superintendents complete the Guardrail Disruption Permit when guardrails need to be removed?
9.6	Are windows which can sustain human or material impact have the appropriate window protection?
9.7	Are materials (i.e., gang boxes, perry scaffolding, metal studs, etc.) staged a minimum of six (6) feet from all windows?
9.8	Are all grates or similar type of floor opening covers (i.e., floor drains) designed to allow for unimpeded foot traffic and rolling equipment?

## HAND, POWER, & POWDER ACTUATED TOOLS

10.1	Is there proper signage to warn personnel traversing the floor or area about Powder Actuated Tools in use?
10.2	Are personnel who operate Powder Actuated tools trained in the use of this tool (Request Certificate)?

10.3	Do Powder Actuated Tool Operators have the appropriate PPE (i.e., safety glasses, hearing protection, etc.) while using this tool?
10.4	Are Powder Actuated Shot Strips properly secured, stored, and disposed of properly (i.e., left on carts, on floor, etc.)?
10.5	Are Powder Actuated Guns properly secured after use or are they left unattended and loaded when NOT in use?
10.6	Are all hand and power tools inspected prior to use and in good working condition?
10.7	Are grinders, saws, and similar equipment equipped with the appropriate machine guarding to prevent an incident or injury?
10.8	Are power tools unplugged and properly stored when NOT in use and are they stored as NOT to create a hazard?
10.9	During hand or power tool use; is the right tool being used for the task and is all PPE worn?

## FALL PROTECTION

11.1	Are personnel exposed to falls greater than six (6) feet properly trained and current with fall protection training?
11.2	Are personnel using the appropriate Fall Protection Equipment for the task being performed (i.e., passive, restraint, arrest, etc.)?
11.3	Does the Fall Protection anchorage connection have the required OSHA rating to sustain a 5,000-pound load for each harness connection?
11.4	Do personnel inspect their Personal Fall Protection System prior to each use?
11.5	Is the Fall Protection equipment stored in a clean and sanitary location away from the elements?
11.6	Is the appropriate signage "FALL PROTECTION REQUIRED" been posted and are all personnel aware of the hazard?
11.7	When working on a roof; have delineators with flagging been placed a minimum of six (6) feet from the leading edge?

## TRENCHING & EXCAVATION

12.1	Has the soil been tested for contaminants prior to excavating or digging?
12.2	Are trenches five (5) feet or more have the appropriate permit and shoring within the trench?
12.3	Have the spoils, material, and equipment placed a minimum of two (2) feet from the trench and sloped appropriately to prevent cave-in?
12.4	Are delineators with "CAUTION" Tape established to warn personnel of the hazard?

12.5	Do all open trenches have protection installed to prevent inadvertent entry of non-construction personnel or are delineators with CAUTION tape established at the perimeter of the hole/trench??
12.6	Have all trenches four (4) feet or greater been provided with stairways, ladders, or ramps for lateral travel within 25 feet?
12.7	Are personnel protected from cave-ins with the proper shoring while entering, working in, or exiting the excavation or trenching operation?
12.8	Are personnel prohibited from working on the faces of the sloped excavations and trenching operations?

## CONCRETE GRINDING-POLISHING-CUTTING (SILICA)

13.1	Has the sub-contractor submitted all Safety Data Sheets (SDS) for all chemicals associated with concrete polishing prior to mobilization?
13.2	Has all Concrete Grinding-Polishing Equipment been inspected prior to use (Speak with Operator)?
13.3	Does the Concrete Grinding-Polishing Equipment have damaged or unserviceable equipment which is taped?
13.4	Has all Concrete Grinding-Polishing Personnel been trained to operate all of the equipment?
13.5	Do all personnel have the appropriate Personal Protective Equipment (PPE) (i.e., respirator, hearing protection, safety glasses, gloves, etc.)?
13.6	Are all personnel Fit-Tested and Medically Cleared to perform the operation (ask for Certification Card)?
13.7	Has the sub-contractor removed all residual bags of Silica from the job-site and cleaned all residual dust in the work area?

## HOT WORK PERMITS

14.1	Has all "HOT WORK" been scheduled and coordinated with the job-site Superintendent and/or Building Engineer?
14.2	Are "HOT WORK PERMITS" issued daily, posted properly, and turned back in to Superintendent or Building Engineer?
14.3	Do "HOT WORK" locations have the appropriate current / serviceable Fire Extinguisher and do they require a spotter?
14.4	Are personnel wearing the appropriate Personal Protective Equipment (PPE) to perform "HOT WORK" (i.e., face shield, goggles, etc.)?
14.5	Has the Fire and Life Safety System been placed in test mode during the "HOT WORK" Process?
14.6	Are Fire Watch duties being conducted at the conclusion of the "HOT WORK" and are personnel trained in these duties?

14.7	Are all gaseous cylinders (flammable/non-flammable) properly secured in the required cart per OSHA requirements?
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## **6.0 Accident and Exposure Investigations:**

***California Code of Regulations (CCR); Title 8; Section §3203 (b) (6)***

The “*Prompt*” reporting of a mishap or near miss is crucial to the response, investigation, and prevention of future mishaps, near misses, and work-related illnesses. This immediate reporting affords the Safety Division to properly perform a safety investigation to determine the root cause of the event and develop plausible recommendations to prevent the recurrence. There is NO claim, loss, damage, or incident too small where it does NOT warrant reporting. When an employee during the performance of their duties sustains a mishap or illness requiring medical care, the Responsible Person listed below shall conduct a thorough safety investigation:

**Matty Kernan, Safety Manager**

**BCCI Construction, LLC, 1160 Battery Street, Suite 250, San Francisco, CA 94111  
(415) 264-3840, [mkenren@bcciconst.com](mailto:mkenren@bcciconst.com)**

**Kurt Semmler, Safety Coordinator**

**BCCI Construction, LLC, 1160 Battery Street, Suite 250, San Francisco, CA 94111  
(415) 589-8915, [ksemmler@bcciconst.com](mailto:ksemmler@bcciconst.com)**

### ***Serious Injuries/Illnesses or Fatalities:***

California Occupational Safety & Health Administration (Cal-OSHA) in accordance with California Code of Regulations; Title 8, Section §330 (h) defines an injury or illness as serious if; *“any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.”*

All personnel shall follow the following process when notification of mishaps:

- Notify BCCI Safety Manager at (415) 264-3840 to report Serious Injury/Fatality mishap
- BCCI Safety Manager immediately responds to mishap scene
- BCCI Safety Manager immediately notifies Cal-OSHA within 8 hours of the mishap
- Other incidents may be reported on a case-by-case basis

### ***Notifications Process:***

All mishap/near-miss reporting will comply with the BCCI Safety, Health, and Environmental Policies and Procedure Manual. All reports will include the Supervisors Mishap/Near-Miss report, Sub-Contractor Mishap Report, Doctor’s release back to duty, and any other required Workmen’s Compensation Carrier forms to include Cal-OSHA. Refer to the Job-Site Health and Safety Plan (HASP).

#### Documentation Required for Injury Reports:

- a. BCCI Mishap/Near-Miss Report
- b. Sub-Contractor Mishap/Near-Miss Report (if applicable)
- c. Release Back to Duty Documentation
- d. Any Restricted Duty Documentation
- e. Witness Statements (if applicable)
- f. All documents submitted as one package within 24 hours of occurrence

#### Documentation for Near-Miss Reports:

- a. BCCI Mishap/Near-Miss Report
- b. Sub-Contractor Report
- c. Witness Statements (if applicable)
- d. All documents submitted as one package within 24 hours of occurrence

#### *On-Scene Procedures:*

- **Step 1: Administer First Aid and seek Medical Attention as soon as possible to the injured person. Protect the injured person from any hazard, which could worsen their condition. *NOTE: If the mishap in a non-emergency; contact On-Site Health & Safety to provide treatment.***
- **Step 2: Immediately call “911” when the mishap is of serious nature; then notify Safety Manager, who in turns notifies upper management and Senior Leaders.**
- **Step 3: BCCI Senior Leaders or an authorized representative will be present prior to speaking to anyone if the mishap is of a serious nature. Never speak to the media or non-BCCI Personnel about the mishap and refer all questions to BCCI Senior Leaders.**
- **Step 4: Never sign any documentation about the incident and defer to BCCI Senior Leaders when requested.**

**If you are injured on-duty, you have the responsibility to notify your supervisor immediately prior to seeking medical attention at all possible. It is of utmost importance to report all job-related injuries to you Supervisor and Safety Division. If you are involved or a witness to a mishap cooperate with your supervision and assist with the causal factor in the mishap. The observations translated or relayed are critical in assisting investigators in providing plausible recommendations to prevent recurrence.**



Minor incidents (i.e., slips, trips, falls, near misses, first aid, etc.) occur, even when there is no injury or damage; these incidents must be reported to you supervisor for the proper safety investigation and correction to include trend analysis.

BCCI will conduct a thorough investigation of all mishaps and near misses. Supervisory personnel will be primarily responsible for performing a safety investigation of all mishaps and near misses in their Area of Responsibility (AOR). The Superintendent, Safety Manager, Management, and Insurance Company Representative will investigate any type of mishap involving a fire, fatality, serious injury, or extensive property damage.

The primary goal of a mishap investigation is preservation of personnel and assets, while attempting to prevent the recurrence of the mishap. This is accomplished through findings, causal findings, and recommendations produced from the investigation. After an employee sustains an injury at the workplace / job-site, the Superintendent is responsible for initial action of first aid treatment or obtaining professional medical attention (i.e., clinic or local emergency responders) as soon as possible; while preserving and protecting other personnel and equipment from further injury or damage. The Superintendent or Supervisor shall investigate the circumstances surrounding the incident or mishap.

Our Safety Division, Safety Committee, and Project Management Teams will review all mishap and near miss investigations. The Safety Committee is tasked with this review and develops a “Lessons Learned” document to disseminate throughout the company.

***Return to Duty:***

All personnel seeking to “[Return to Duty](#)” must provide documentation from their Doctor stating they are fully cleared to work or placed on Restricted Duty. Personnel must provide this documentation to their Superintendent or immediate Supervisor; who then provides a copy to the Safety Manager. BCCI Management must approve all personnel returning to work. When personnel want to return to work without the proper documentation from a Doctor, under NO circumstances will BCCI, allow an employee to return to duty without the proper release documentation. There are NO exceptions.



**BCCI CONSTRUCTION**  
bcciconst.com

CA License No. 492944

**SAN FRANCISCO**  
1160 Battery Street, Suite 250  
San Francisco, California 94111  
Main 415.817.5100  
Fax 415.995.6026  
infosf@bcciconst.com

**SILICON VALLEY**  
150 E Dana Street  
Mountain View, California 94041  
Main 650.543.8900  
Fax 650.543.8939  
infosv@bcciconst.com

**LOS ANGELES**  
445 S Figueroa Street  
Los Angeles, California 90071  
Main 213.514.0748  
info@bcciconst.com

## MISHAP/NEAR-MISS REPORT

Location / Date / Time			
<input type="checkbox"/> Job-Site	<input type="checkbox"/> Office	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Other
Job Site Name:		Job Number:	Floor/Area:
Date Occurred:		Time Occurred:	Time Shift Started:
Date Reported to BCCI:		Time Reported to BCCI:	Reported To:

Type of Event
<input type="checkbox"/> Near Miss (Describe):
<input type="checkbox"/> Non-Injury / Property Damage (Describe):
<input type="checkbox"/> Vehicle Accident:
<input type="checkbox"/> Injury (Choose One):
<input type="checkbox"/> Not Work Related; Record Keeping? Who authorized?
<input type="checkbox"/> Refused Medical Treatment? (Signature Required on Page 3 Refusal Letter)
<input type="checkbox"/> First Aid Treatment Only? (Use of First Aid Kit Only)
<input type="checkbox"/> Treatment Greater than First Aid? (On-Site Health & Safety Responded)
<input type="checkbox"/> Emergency Room? Hospital?

Describe Injury/Injuries/Complaints

Person Injured / Involved		
<input type="checkbox"/> BCCI Employee	<input type="checkbox"/> Sub-Contractor	<input type="checkbox"/> General Public/Other
Name:	Duty Title:	
Phone Number:	Supervisor Name:	
Sub Foreman Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Supervisor Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sub-Contractor Name:	Supervisor Phone Number:	

Qualifications & Personal Protective Equipment (PPE)	
Was the person trained/certified in the task/tool? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Was the person wearing all required PPE: <input type="checkbox"/> Yes <input type="checkbox"/> No
What training/certification does individual have:	What PPE?
List Safe Work Practices being utilized at the time of the mishap/near-miss:	

Responsible Party	
Was the mishap/near-miss caused by the action of another person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Name:	Company:
Address:	City, State, Zip:
Phone:	e-Mail:



<b>Witnesses</b>	
Name:	Company:
Address:	City, State, Zip:
Phone:	
Name:	Company:
Address:	City, State, Zip:
Phone:	
Name:	Company:
Address:	City, State, Zip:
Phone:	

**Description of Mishap/Near Miss**

Describe the Mishap (Who, What, How, When & Why the mishap happened)?

<b>Corrective Actions (What to do to Prevention from Recurring)</b>		
Action:	Date:	Who Implemented?

**Supervisor Completing Report**

Name:	Date:
Duty Title:	

## **EMPLOYEE REFUSAL OF MEDICAL TREATMENT FORM** **FORMULARIO de RECHAZO de TRATAMIENTO MEDICO Del EMPLEADO**

Use this form if an employee has a minor injury and they do not feel they need medical treatment. If the injured employee injuries is obvious; seek medical attention and/or call On-Site Health & Safety or 911. Remember to complete the Mishap/Near-Miss form.

*Utilice Este formulario si una empleado sufre una lesion menor y el mismo no considera que necesitan tratamiento medico. Si la lesion Del empleado resulta evidente, obtenga atencion medica y/o llame al On-Site Health & Safety or 911. Recuerde que también debe completare el "Formulario de Investigacion de Mishap/Near-Miss.*

**My signature below confirms I AM NOT experiencing signs or symptoms resulting from this injury.**

*Mi firma a continuación confirma que NO ESTOY experimentando signos o síntomas Como resultado de esta lesión*

**My signature below confirms I AM experiencing signs or symptoms resulting from this injury.**

**The Signs or Symptoms are:** \_\_\_\_\_

*Mi firma a continuación confirma que estoy experimentando signos o síntomas Como resultado de esta lesión.*

**Estos signos o Los síntomas son:** \_\_\_\_\_

I hereby acknowledge my refusal or medical treatment and/or observation offered to me at the expense of BCCI for the injury described above. I understand signing this form does NOT necessarily affect my later eligibility of Worker's Compensation.

I acknowledge my supervisor(s), in good faith, have offered and made available to me an opportunity to seek medical treatment and/or observation for this injury. I am aware my declination of medical treatment at this time; results in no responsibility on my employer's part for any medical expenses or lost wages relating to this injury.

I understand a Worker's Compensation Claim Form (DWC-1) is available to me. However, since I am not seeking medical treatment and/or observation, and I do NOT have a desire to file a claim for Worker's Compensation pertinent to the injury/illness described in this report, I have chosen NOT to accept and/or complete the claim form. I understand my rights regarding Worker's Compensation and DO NOT wish to exercise them at this time.

At a later time, I may request from my employer, via my supervisor, authorization to obtain medical treatment and/or observation for this injury. At that particular time, I understand Worker's Compensation Claim Form (DWC-1) will be given to me. I understand per the Labor Code 5405 (a), where no benefits have been provided, I have a maximum period of one year from the date of injury to initiate a request for medical treatment and benefits.

*Por la presente reconozco mi negativa o tratamiento médico y / u observación que se me ofrecieron a expensas de BCCI por la lesión descrita anteriormente. Entiendo que firmar Este formulario NO necesariamente afecta mi elegibilidad posterior para la Compensación al trabajador.*

*Reconozco que mi (s) supervisor (es), de buena Fe, me han ofrecido y puesto a mi disposición la oportunidad de buscar tratamiento médico y / u observación por esta lesión. Soy consciente de mi rechazo al tratamiento médico en este momento; no genera responsabilidad por parte de mi empleador por los gastos médicos o la pérdida de salarios relacionados con esta lesión.*

*Entiendo que tengo disponible un Formulario de reclamo de Compensación para trabajadores (DWC-1). Sin embargo, dado que no estoy buscando tratamiento médico y / u observación, y NO deseo presentar un reclamo de compensación laboral pertinente a la lesión / enfermedad descrita en este informe, he elegido NO aceptar y / o completar el formulario de reclamación. Entiendo mis derechos con respecto a la Compensación laboral y NO deseo ejercerlos en Este momentod.*

*Más adelante, puedo solicitar a mi empleador, a través de mi supervisor, autorización para obtener tratamiento médico y / o observación por esta lesión. En ESE momento en particular, entiendo que se me entregará el Formulario de reclamo de compensación para trabajadores (DWC-1). Entiendo que según el Código Laboral 5405 (a), donde no se Han proporcionado beneficios, tengo un período máximo de un año a partir de la fecha de la lesión para iniciar una solicitud de tratamiento y beneficios médicos.*

**INJURED WORKER or WITNESS STATEMENT**

I \_\_\_\_\_ am submitting this written statement on \_\_\_\_\_

To \_\_\_\_\_ of BCCI Construction. The submission of this statement is of my own free will and I have NOT been coerced or threatened in any manner of this submission of my statement.

---

**IN YOUR OWN WORDS DESCRIBED WHAT HAPPENED (Who, What, Where, When, How)**

Did you witness the mishap? Yes  No

What were you doing prior to the mishap?

What were you doing after the mishap?

Employee Witness Signature:

Date:

Employer:

Employer Address:

## **7.0 Hazard Abatement:**

***California Code of Regulations (CCR); Title 8; Section §3203 (a) (6)***

Under NO circumstances will any personnel be required, permitted, or work under any conditions, which pose a clear or Imminent Danger Hazard.

Unsafe or Unhealthy work conditions, procedures, or processes at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When discovered or observed.
- When an Imminent Danger Hazard exists, which cannot immediately be abated without endangering personnel and/or property.
  - Remove all exposed personnel from the area except those necessary to correct the existing condition.
  - Personnel necessary to correct the Imminent Danger Hazard shall be provided with the necessary safeguards.

Any identified hazards, which not corrected at the lowest level possible, will be assigned to the **Responsible Person** who will ensure the hazard is corrected and completed. Once corrected, a written response and all documentation related to the correction must be forwarded to the Safety Division for proper Records Management. The Responsible Person or their designated representative will immediately correct any unsafe work practices and procedures observed.

Any person has the right to report a hazard and to report anonymously. BCCI has a Safety Hazard Report Form, which may any one person on the project can complete, and turn into the Superintendent for action. Once received personnel are to use the hierarchy of controls to eliminate the hazard. This hierarchy consist of Engineering Controls, which is the first line to eliminate or mitigate the issue. Administrative Controls are plans, procedures, directions to aid in the elimination and mitigation of the hazard. If Engineering and/or Administrative Controls cannot adequately mitigate the hazard, Personal Protective Equipment (PPE) is the last of the hierarchy to instituted.

### ***Recordkeeping:***

The Responsible Person or Safety Manager will annotate any identified hazards on the Hazard Abatement Log and these items monitored to closure. As abated hazards are corrected, the corrective actions implemented are documented, which must include the methods and dates of abatement. All documentation shall be maintained for 1 year or unless otherwise specified. Any unsafe condition, which cannot be corrected with the current resources available; shall immediately contact the Safety Division for guidance.



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bcciconst.com

CA License No. 492944

**SAN FRANCISCO**  
1160 Battery Street, Suite 250  
San Francisco, California 94111  
Main 415.817.5100  
Fax 415.995.6026  
infosf@bcciconst.com

**SILICON VALLEY**  
150 E Dana Street  
Mountain View, California 94041  
Main 650.543.8900  
Fax 650.543.8939  
infosv@bcciconst.com

**LOS ANGELES**  
445 S Figueroa Street  
Los Angeles, California 90071  
Main 213.514.0748  
info@bcciconst.com

## BCCI HAZARD REPORT

<b>HAZARD</b> (to be completed by individual reporting hazard)		
<b>Hazard Report Number:</b> (Assigned by Safety Manager)		
<b>To: BCCI Safety Manager</b>	<b>From:</b> (OPTIONAL – Name & Job-Site)	
<b>Location:</b> (Job-Site; Where on Job-Site)		
<b>Description of Hazard:</b> (Date, Time, Summary, Who, What, Where, When, How)		
<b>Recommendations:</b> (Not Mandatory-However, Encourage)		
<b>Date Received:</b>	<b>Safety Manager:</b>	<b>Signature of Safety Manager:</b>

Date Discovered	Location	Job Number	Job Name	Hazard	Date Corrected	Date Closed
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## **8.0 Training and Instruction:**

*California Code of Regulations (CCR); Title 8; Section §3203 (a) (7)*

All BCCI personnel shall receive training and instruction on general and job-specific safety and health practices. Additionally, personnel will receive guidance on the company's policies, procedures, and specific safety programs. The programs include:

- Safety 360° Program
- Heat Illness and Prevention Program
- Hazard Communication Program
- Fall Protection Program
- Respiratory Protection Program
- Respirable Crystalline Silica Program
- First Aid – CPR – AED Training
- OSHA 10- & 30-Hour Training in Construction
- Motorized Aerial Work Platforms
- COVID-19 – Social Distancing Protocols
- Code of Safe Work Practices (Safety Manual)
- Injury Illness Prevention Program (IIPP)
- Mishap – Near Miss Reporting Procedures
- Personal Protective Equipment (PPE) use, storage, and sanitization
- Crisis Management Plan
- Hazard Reporting Procedures
- Health and Safety Plan for the Respective Job-Site
- Asbestos and Lead Awareness Training
- Lock-Out / Tag-Out Awareness Training

### ***Tiered Training Program:***

**Tier 1 = General Safety Training:**

- General Company Orientation provided by Human Resources and other departments to include Safety for all newly hired employees.
- Include information on company policies, procedures, and processes, to include their rights and responsibilities to the safety program.



### **Tier 2 = Hazard Specific Safety Training:**

- **The Safety Division provides this training to BCCI Personnel when special hazards may be encountered.**
- **Examples of training topics include ergonomics, hazard communication, emergency and evacuation response, fire watch, forklift safety, mobile elevated working platform safety.**
- **The Safety Division of BCCI conducts and modifies Tier 2 training programs for adequacy, currency, and consistency.**

### **Tier 3 = Job-Specific Training:**

- **Superintendent and Safety Division provide training, which is specifically related to the job-site.**
- **Training consists of the Job-Site Safety Orientation, specific hazards and equipment on the site and used by personnel. Training is also communicated by one or more means of methods; safety meetings (formal or informal), Safety Data Sheets (SDSs), postings, etc.**

### ***Training Schedule:***

**Training provided to all employees is as follows:**

- **When New Hire Employees Arrived on Station**
- **When Current Employees are promoted, placed in new assignments**
- **When processes, procedures, work environment, or equipment changes or are introduced to the workplace or job-site and present new hazards**
- **When the Employer is made aware of a new or previously unrecognized hazard**
- **When personnel are promoted into a supervisory position**
  - **Become familiar with safety and health hazards**
  - **Become familiar with the next level of safety management**
  - **Become familiar with ways to eliminate or mitigate hazards**



## **9.0 Recordkeeping:**

***California Code of Regulations (CCR); Title 8; Section §3202 (b)***

In Accordance with California Code of Regulations; Title 8; Section § 14300-14300.48, we will maintain records of actions taken to implement, maintain, and sustain the company's Injury Illness Prevention Program (IIPP). All records maintained will be on file for a minimum of 1 year.

Additionally, in accordance with California Code of Regulations (CCR), Title 8, Section § 3204, *Access to Employee Exposure and Medical Records*, the records maintained by BCCI Construction, LLC in relation to the IIPP will not adversely affect the retention of the medical and exposure records. These records will also be maintained beyond the employee's service to the company.

The inspection records for any job-site or workplace will include:

- Individual performing the inspection
- Date, Location, Type of Inspection
- Findings and Category of Finding (i.e., Minor, Significant, or Critical)
- Recommendations to Correct Finding
- Photographs of the Findings and Positive Program Management
- Corrective Actions and Photographs of corrected Items
- Unsafe Conditions, Practices, Procedures, and Processes

These maintained records will be electronically in ProCore for the specific job-site or workplace and on the company shared drive for a minimum of 1 year.

The documentation (records) of all safety and health training for each employee will have the following information:

- Date, Time, Location of Training
- Training Topic
- Instructors
- Name, Signature, and Division

These maintained documents will be electronically stored on the company-shared drive and dates of training annotated on the company Microsoft Excel Training Matrix, which the safety manager maintains. Any employee who was employee for less than one year may request a copy of their training records. The terminated employee must sign the Letter of Acknowledgement, which states they have received their training records.

During the course of the year, the safety manager is accountable for the completion of the OSHA 300 Log. Entries for the calendar year are annotated for every occurrence of a recordable injury or illness. If an entry cannot be annotated immediately, the safety manager must record the information within seven business days. Senior Leadership will sign the Summary of the OSHA 300A log at the end of the year. Once the OSHA 300A is completed; this document will be posted in the copier rooms of each area office from February to April as required the OSHA Act and the same information will be reported electronically through virtual means.

## **Appendices and Sources:**

- **Safety Recognition Card**
- **Code of Safe Work Practices (Safety Manual)**
- **Safety 360° Document**
- **California Code of Regulations, Title 8, Section §3203, paragraph (c) (1) – (7), *Safety Committee Requirements***
- **California Code of Regulations, Title 8, Section §9881, *Posting of Notice to Employees***
- **California Code of Regulations, Title 8, Section §3205, *COVID-19 Prevention***

BCCI is committed to a safe work environment. We believe safety is the responsibility of each and every individual -from the office to the job site. This award is to recognize how you have exercised this principle skillfully, and say to you

**nice  
work!**

NAME:

DATE:

RECOGNIZED FOR:

SIGNED BY:

This award is redeemable for a \$25 Visa Gift Card or \$25 to the online company store.

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CA License No. 492944

**SAN FRANCISCO**  
1160 Battery Street, Suite 250  
San Francisco, California 94111  
Main 415.817.5100  
Fax 415.995.6026  
infosf@bcciconst.com

**SILICON VALLEY**  
150 E Dana Street  
Mountain View, California 94041  
Main 650.543.8900  
Fax 650.543.8939  
infosv@bcciconst.com

**LOS ANGELES**  
445 S Figueroa Street  
Los Angeles, California 90071  
Main 213.514.0748  
infoa@bcciconst.com

## **BCCI Construction Code of Safe Work Practices (Safety Manual)**

### **Table of Contents**

<b>General Safety Rules</b>	<b>Compressed Air Cylinders</b>
<b>Respirable Crystalline Silica</b>	<b>Demolition</b>
<b>Electrical and Electrical Cords</b>	<b>Emergency Response Plan</b>
<b>Equipment and Machinery</b>	<b>Excavations and Trenching</b>
<b>Fire Prevention and Fire Watch</b>	<b>Fitness at Work (Stretch &amp; Flex)</b>
<b>Flammable &amp; Combustible Materials</b>	<b>Floor and Wall Openings</b>
<b>Foreign Object Debris (FOD)</b>	<b>Forklift Safety</b>
<b>Crane &amp; Hoisting Safety</b>	<b>Hand and Power Tool Safety</b>
<b>Hazardous Communication (Safety Data Sheets)</b>	<b>Personal Protective Equipment for Hazardous Materials &amp; Soils</b>
<b>General Housekeeping</b>	<b>Job-Site Security</b>
<b>Material Handling Equipment</b>	<b>Manual Lifting Procedures</b>
<b>Scaffold, Perry, &amp; Aluminum Scaffolding</b>	<b>Personal Protective Equipment</b>
<b>Sanitation, Restrooms, &amp; Hand Washing</b>	<b>Respiratory Protection Program</b>
<b>Fall Protection Program</b>	<b>Material Electronic Working Platform</b>
<b>Plumbing Safe-Off</b>	<b>Asbestos and Lead</b>
<b>COVID-19 Protection Program</b>	<b>Safety 360° Initiative</b>

**\*\* This Manual is Available Upon Request**



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SAN FRANCISCO  
1160 Battery Street, Suite 250  
San Francisco, California 94111  
Main 415.817.5100  
Fax 415.995.6026  
infosf@bcciconst.com

SILICON VALLEY  
150 E Dana Street  
Mountain View, California 94041  
Main 650.543.8900  
Fax 650.543.8939  
infosv@bcciconst.com

LOS ANGELES  
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infoa@bcciconst.com

## SAFETY 360° INITIATIVE

Our Safety 360° initiative is a pillar of our identity as a company. We believe our employees and workforce should never worry about returning home safely and our clients should not worry about the safety of their staff and visitors.

Our approach to safety is different; as safety is a passion and not an obligation. Every employee received real-time coaching from our dedicated safety division, which includes scenarios tailored to specific work environments; lessons-learned discussions, and new best practices, while providing leadership training so everyone is engaged and becomes the voice of safety. We expect continuous growth and innovation from our personnel, which can range from adopting new technology to testing cutting-edge emergency and safety measures.

Our investment in safety, health, and environmental practices benefits our clients who avoid safety-related impacts to their projects; ultimately providing the safety of their staff and visitors.

### Our Safety 360° Program has Four Key Components:

- **Awareness**

We foster a 360° view of safety, both physically and philosophically. We expect active engagement from every employee in their immediate environment, as well as awareness of activities above, below, and adjacent to daily operations and personal space. This also means we look out for one another's physical and mental safety of each employee and worker, while they are empowered to speak up.

- **Shared Responsibility**

Every employee receives real-time coaching from the safety team. We believe the best way to increase accountability is to increase responsibility; therefore, Superintendents and Project Managers are engaged in safety as our dedicated Safety Division team members.

- **Behavior**

A major and key component in our approach is avoiding risky behaviors all together, as behavior is the primary contributing factor for over 80% of mishaps. We are changing behaviors to support a strong safety culture, which solicits feedback, engages our workforce, and empowers personnel to make a difference.

- **Positivity**

Our coaching takes a preventative approach vs dictating and defined by positivity rather than enforcement and punishment.

# builders



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## California Code of Regulations, Title 8, Section § 3203 (c) (1) – (7)

### *Safety Committee Requirements*

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

- (1) Meets regularly, but not less than quarterly;
- (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;
- (3) Reviews results of the periodic, scheduled worksite inspections;
- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- (5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
- (7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division



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info@bcciconst.com

## California Code of Regulations, Title 8, Section § 9881

### Posting of Notice to Employees

- (a) Every employer shall post and keep posted in a conspicuous location frequented by employees during the hours of the workday a Notice to Employees.
- (b) The Notice to Employees poster shall be easily understandable. It shall be posted in both English and Spanish where there are Spanish-speaking employees.
- (c) The Notice to Employees poster shall include the following information:
- (1) The name of the current compensation insurance carrier of the employer, or when such is the fact, that the employer is self-insured, and who is responsible for claims adjustment.
  - (2) How to get emergency medical treatment, if needed.
  - (3) Emergency telephone number(s), for hospital, ambulance, police and firefighting services.
  - (4) The kinds of events, injuries and illnesses covered by workers' compensation.
  - (5) Advice that the employer may not be responsible for compensation because of an injury due to the employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of the employee's work-related duties.
  - (6) The injured employee's right to receive medical care.
  - (7) The rights of the employee to select and change the treating physician pursuant to the provisions of Labor Code Section 4600, including the right to predesignate a personal physician or medical group.
  - (8) The rights of the employee to receive temporary disability indemnity, permanent disability indemnity, supplemental job displacement benefits, and death benefits, as appropriate.
  - (9) To whom the injuries should be reported.
  - (10) The existence of time limits for the employer to be notified of an occupational injury.
  - (11) The protections against discrimination provided pursuant to Labor Code Section 132a.
  - (12) The location and telephone number of the nearest information and assistance officer.
  - (13) A description about Medical Provider Networks ("MPN") which includes what a MPN is, the pre-designation exemption from the MPN, when an employee must begin to use a physician from the MPN, and how to request information about using an MPN. The MPN Contact telephone number, address and, if available, the MPN website address/URL shall be included. The effective date of MPN coverage for the MPN being used by the employer to cover current injuries shall also be stated if the employer is using an MPN.
- (d) The employer may post the Administrative Director's approved Notice to Employee Poster provided in Section 9881.1. If the employer chooses not to use the Notice to Employee Poster provided in Section 9881.1, the employer may use a poster which meets the posting requirements of Labor Code Section 3550, includes the information required by this regulation, and has been approved by the Administrative Director.



**BCCI CONSTRUCTION**  
bcciconst.com

CA License No. 492944

**SAN FRANCISCO**  
1160 Battery Street, Suite 250  
San Francisco, California 94111  
Main 415.817.5100  
Fax 415.995.6026  
infosf@bcciconst.com

**SILICON VALLEY**  
150 E Dana Street  
Mountain View, California 94041  
Main 650.543.8900  
Fax 650.543.8939  
infosv@bcciconst.com

**LOS ANGELES**  
445 S Figueroa Street  
Los Angeles, California 90071  
Main 213.514.0748  
infoia@bcciconst.com

## California Code of Regulations, Title 8, Section § 3205 COVID-19 Prevention

(c) Written COVID-19 Prevention Program. Employers shall establish, implement, and maintain an effective, written COVID-19 Prevention Program, which may be integrated into the employer's Injury and Illness Program required by section 3203, or be maintained in a separate document. The written elements of a COVID-19 Prevention Program shall include:

(1) System for communicating. The employer shall do all of the following in a form readily understandable by employees:

- (A) Ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace
- (B) Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- (C) Provide information about access to COVID-19 testing. If testing is required under this section, section 3205.1, or section 3205.2, the employer shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test
- (D) In accordance with subsection (c)(3)(B)3., communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.

(2) Identification and evaluation of COVID-19 hazards.

- (A) The employer shall allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.
- (B) The employer shall develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms. The employer may ask employees to evaluate their own symptoms before reporting to work. If the employer conducts screening at the workplace, the employer shall ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.
- (C) The employer shall develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.
- (D) The employer shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Employers shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

2. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other

entities, members of the public, customers or clients, and independent contractors. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

- (E) For indoor locations, the employer shall evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
  - (F) The employer shall review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the employer's industry, location, and operations.
  - (G) The employer shall evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls. This includes evaluation of controls in subsections (c)(4), and (c)(6) through (c)(8).
  - (H) The employer shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.
- (3) Investigating and responding to COVID-19 cases in the workplace.
- (A) Employers shall have an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
  - (B) The employer shall take the following actions when there has been a COVID-19 case at the place of employment:
    1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
    2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
    3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
      - a. All employees who may have had COVID-19 exposure and their authorized representatives.
      - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
    4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
    5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
  - (C) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer

under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

- (D) The employer shall ensure that all employee medical records required by this section and sections 3205.1 through 3205.4 are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.
- (4) Correction of COVID-19 hazards. Employers shall implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted under subsections (c)(2) and (c)(3) and implementing the controls required by subsection (c)(6) through (c)(8).
- (5) Training and instruction. The employer shall provide effective training and instruction to employees that includes the following:
  - (A) The employer's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
  - (B) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
  - (C) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
  - (D) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
  - (E) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
  - (F) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
  - (G) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
  - (H) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- (6) Physical distancing.
  - (A) All employees shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees

and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

(B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

(7) Face coverings.

(A) Employers shall provide face coverings and ensure they are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. Employers shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.

- (B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- (C) Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Employers may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.
- (D) No employer shall prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- (E) Employers shall implement measures to communicate to non-employees the face coverings requirements on their premises.
- (F) The employer shall develop COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

- (8) Other engineering controls, administrative controls, and personal protective equipment.
- (A) At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
  - (B) For buildings with mechanical or natural ventilation, or both, employers shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - (C) Employers shall implement cleaning and disinfecting procedures, which require:
    1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The employer shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
    2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
    3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees. See Group 2 and Group 16 of the General Industry Safety Orders for further information.

- (D) To protect employees from COVID-19 hazards, the employer shall evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- (E) Personal protective equipment.
  1. Employers shall evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
  2. Employers shall evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.
  3. Employers shall provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.

4. Employers shall provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

NOTE: Examples of work covered by subsection (c)(8)(E)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.

(9) Reporting, recordkeeping, and access.

- (A) The employer shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.
- (B) The employer shall report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.
- (C) The employer shall maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).
- (D) The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.
- (E) The employer shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

NOTE: Subsection (c)(9)(E) does not alter the right of employees or their representatives to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.

(10) Exclusion of COVID-19 cases. The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

- (A) Employers shall ensure that COVID-19 cases are excluded from the workplace until the return-to-work requirements of subsection (c)(11) are met.
- (B) Employers shall exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- (C) For employees excluded from work under subsection (c)(10) and otherwise able and available to work, employers shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

EXCEPTION: 1: Subsection (c)(10)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.

EXCEPTION: 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the COVID-19 exposure is not work related.

- (D) Subsection (c)(10) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.
- (E) At the time of exclusion, the employer shall provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).

EXCEPTION: to subsection (c)(10): Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the return-to-work requirements of subsection (c)(11) are met.

(11)Return to work criteria.

- (A) COVID-19 cases with COVID-19 symptoms shall not return to work until:
  1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
  2. COVID-19 symptoms have improved; and
  3. At least 10 days have passed since COVID-19 symptoms first appeared.
- (B) COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- (C) A negative COVID-19 test shall not be required for an employee to return to work.
- (D) If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
- (E) If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.