Safety Program

FONSON COMPANY, INC.

Site Development / Road Builders / Sewer and Water

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INTRODUCTION

It is the intent of this company to provide a safe workplace for its employees. To this end, the company, in concert with employees, will seek to comply with all applicable standards promulgated pursuant to the Michigan Occupational Safety and Health Act.

Since the most important component of any safety policy or program is implementation, it is our intent to communicate the contents of this program to our employees. In turn all employees are expected to comply with this document and will be disciplined if found to be in non-compliance.

Any questions regarding this document should be addressed to the safety officer.

SAFETY STANDARDS

It is the intent of this company to keep its employees informed of all safety rules contained in the Construction Safety Standards and the Occupational Health Standards.

Any employee may obtain a copy of any of the above referenced standards by contacting the safety officer.

ACCIDENT PREVENTION PROGRAM
GENERAL SAFETY RULES

1. It is the intent of this company to furnish each employee employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to such employee.

2. Crew foremen serve as the project safety representatives of Fonson Company, Inc. on all projects. Every safety representative has fulfilled the following requirements:

   A. Must have completed an authorized 30-hour OSHA Construction Safety Course.

   B. Must have certified CPR and 1st Aid training.

   C. Must be very familiar with the company's safety rules and policies and the enforcement of this safety plan.

   D. Must be able to properly identify and respond to hazards on the jobsite.

   E. Must be able to orient and adapt the safety rules to any particular project.

   F. Must document accident reports and any necessary safety inspections. These must be made available upon request.

   G. Must be able to coordinate the crew in a safe manner according to this safety plan.

   Note: Every subcontractor to work on the jobsite must designate a project safety representative to their crews. This representative must fulfill the requirements listed above as well as adhere to the safety policies of Fonson Company, Inc.

3. When practical, employees of this company will participate in seminars sponsored by MITA and/or other organizations.

4. The company shall designate a qualified employee on each crew or project who will have the following responsibilities: (most generally foreman)

   A. Instruct each employee regarding operating procedures, hazards and safeguards of tools and equipment when necessary to perform the job.

   B. Inspect the construction site, tools and equipment to assure unsafe conditions that may create a hazard are eliminated.

   C. Instruct each employee in the recognition and avoidance of hazards.

D. Instruct each employee, where known harmful plants reptiles, animals or insects are present, as to the potential hazards, how to avoid injury and applicable first aid procedures to be used in the event of an injury.

E. Instruct each employee required to handle or use known poisons, toxic materials, caustics and other harmful substances regarding the potential hazards, safe handling, use, personal hygiene, protective measures required and applicable first aid procedures to be used in the event of injury.

F. Instruct each employee required to enter a confined space regarding the hazards involved, the necessary precautions to be taken, the use of personal protective equipment, and the procedures to be followed if an emergency occurs.

G. Instruct all employees in the steps to be taken in case of an injury or accident.

5. Fonson shall not knowingly permit an employee to work while under the influence of intoxicating beverages or substances which would impair the employee's ability to perform a task in a safe manner. Additionally, no employee shall posses/use intoxicating beverages or controlled substances at any Fonson Inc. site or facility. Fonson reserves the right to require applicants to undergo drug testing. Fonson also requires employees to undergo testing for substance abuse for reasonable cause. Any employee violating this policy is subject to immediate dismissal. The following regulations regarding substance abuse are effect:

   A. All drug and alcohol screenings for employees on the work site are tested by an independent agency.

   B. The drug screenings are 5-panel and have pass/fail criteria.

   C. The medial reviewer of the drug screening results must be designated.

   D. Breathalyzer or BAC tests shall be given under reasonable suspicion.

   E. Screenings are given in the pre-employment, for cause, and post-accident stages.

   F. All workers who undergo drug screenings shall fully comply with the testing company's program and procedures.

   G. Drug screen results must be verified and documented.

6. To keep the jobsite and working conditions safe, inspections shall be conducted in the following manner:

   A. The job foreman will inspect all machines, tools and equipment on a regular basis to make certain that no defects are present that will affect the safety of employees.

   B. The working areas of the site shall be visually inspected to ensure safe conditions for the workers.

   C. Inspections shall be conducted daily by the foreman in a verbal manner before the work begins.

D. Weekly toolbox talks, with forms provided by MITA (Michigan Infrastructure & Transportation Association), shall be conducted amongst all the workers and the foreman. These will be documented and made available by the foreman, and completion is tracked on the company's Toolbox Talk Master Log (see Attachments).

E. All inspections conducted daily include the subcontractors, their work and working conditions.

F. Anything onsite that is indentified as dangerous or hazardous through any inspections, shall be documented by the foreman. These working conditions, equipment, etc. shall be made safe before work can start.

G. Safety inspections by a MITA safety representative may take place periodically on a project of significant length, identifying and communitcating safety concerns that must be addressed.

7. All employee complaints or concerns regarding safety shall be immediately brought to the attention of their supervisor.

8. Periodic meetings will be held to inform all employees of the company safety program and any changes/additions made to it.

9. This safety program shall be made available to all employees.

10. A copy of the MITA Trench Safety Handbook shall be made available to all employees.

11. Employees will adhere to the following safety rules:

    A. Miscellaneous Rules

        a. Tools or equipment are to not be used by any employee who has not been trained or authorized to do so. This rule also applies to power-actuated tools.

        b. Gasoline must be stored and transported in approved cans only. Engines must be shut off when refueling and no smoking anywhere near flammable liquids.

        c. Immediately report all injuries, whether to yourself or a co-worker, to your foreman.

        d. All employees must obey all state and city laws and regulations regarding smoking. They must also honor the regulations set by the owner or local authorities. Smoking is permitted on the jobsite if approved by the owner's safety representative.

        e. The use of cell phones while working around operating equipment is strictly prohibited. Cell phone and two-way communication can take place on the jobsite only if it is absolutely necessary as part of the work task. General cell phone usage is permitted only in areas designated as safe

by the project safety representative. Employees and personnel on the work site shall not use their cell phones while walking. The job safety board for any project contains this cell phone policy.

f. The use of any type of musical device is not permitted on the jobsite. This includes, but is not limited to personal phones, MP3s, audio players and iPods. Due to safety concerns, the use of earbuds and headphones are also not permitted on the jobsite. Any violation of this policy will result in discipline, up to and including discharge.

B. Trenching Rules

a. Spoils must be at least 2-feet back from the lip of the trench.

b. All employees working in excavations or trenches must always stay within the protective system (trench shield, shoring, sloping).

c. Never climb on shoring, trench shields or sloped walls or ride on any lift, hook, chain, cable, sling or other equipment parts.

d. Ladders in a trench must extend at least 3-feet above the top of the trench. All employees working in a trench must be within 25-feet of a ladder or ramp.

e. For further excavation information, refer to the MITA Trench Safety Handbook.

f. All trenches over 5-feet deep must be cut to the proper angle of repose, sheeted or shored.

C. Confined Space Rules

a. Workers must not enter an area classified as a confined space unless they are properly trained and authorized by the company's qualified person. If an employee does not understand the definition of a confined space, he/she must ask the foreman.

b. Atmospheric tests shall be made before any employee enters a confined space or goes underground and the results recorded. If a dangerous atmosphere is encountered, the space shall be ventilated, and air quality must be acceptable before entry is allowed. Any positive reading of toxic or explosive gas and any excessive or low levels of oxygen shall be reported to your foreman. No employee shall enter the confined space under these conditions until such time that the readings are at an acceptable level.

D. Personal Protective Equipment Rules

a. All employees must wear hard hats on the work site.

b. All employees must wear safety goggles or glasses when needed, to ensure proper eye protection.

c. Hearing protection shall be used where loud noise is present.

d. Safety vests must be worn at all times.

e. Proper clothing must be worn, including hard toe work boots, shirts with sleeves and long pants. Shorts and tennis shoes are strictly prohibited.

f. All necessary personal protective equipment shall be made available to all the employees and the subcontractor's employees.

g. Any visiting personnel must wear suitable personal protective equipment when on the work site.

E. Heavy Equipment Rules

a. Every employee, not just the equipment operator, must be fully aware of all safety aspects of heavy construction equipment.

b. Be constantly alert when working around heavy equipment. The operator cannot always see other personnel around his or her equipment. Stay out from under suspended loads, away from moving equipment and counterweights.

c. Only designated individuals shall be permitted to operate or service heavy equipment.

d. Perform frequent and periodic inspection as required.

e. Equipment operators must always wear seat belts.

f. No employee is permitted to ride on any part of the equipment.

g. It is the responsibility of all employees to make certain that back-up alarms on obstructed rear view heavy equipment be in operable condition. Use a flagger to move equipment when backup alarms are inoperable. Report malfunction immediately to shop personnel.

h. Maintain a 10' minimum clearance from energized lines; use a spotter in difficult areas.

F. Fall Protection

a. All manholes which present a fall hazard should be covered and identified as a hole.

b. Guardrails around open shafts and bore pits deeper than 6’ should be 42” plus or minus 3” high.

c. The intermediate rail should be positioned halfway between the floor and top rail.

d. The threshold for fall protection use is 6’. Fall protection may be accomplished by guarding, personal fall arrest systems or safety nets. The safety officer or representative must be consulted.

G. Traffic

a. While flagging or directing vehicular traffic, a reflectorized, fluorescent orange warning vest shall be worn at all times.

b. A hand-held two-sided paddle with a 6’ staff, “stop” on one side and “slow” on the other shall be used to control traffic.

c. Barricades may be used to direct vehicular traffic whenever work is being done on a public right-of-way.

d. Consult Part 6 of the Michigan Manual of Uniform Traffic Control Devices when implementing traffic control.

e. When working in or adjacent to vehicular traffic always face the flow of traffic or use a spotter.

CONFINED SPACE PROGRAM

1. Confined Space Definition

   A. Confined space or enclosed space means any space having a limited means of entry and exit, which may be subject to the accumulation of toxic or flammable contaminants or may have an oxygen-deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, manholes, gate wells, catch basins and open top spaces more than 4-feet in depth such as pits, tubs, vaults and vessels.

2. Training employees

   A. All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken and in the use of protective and emergency equipment required. The company shall comply with any specific regulations that apply to work in confined spaces.

3. Testing Air Quality

   A. The atmosphere of the confined or enclosed space to be entered will be tested for oxygen deficiency and gaseous conditions which are possible in the confined or enclosed space. The results of the testing will be recorded and meet the guidelines set up by MIOSHA. In testing the air quality in a confined space, the minimally acceptable respirable atmosphere will be as follows: oxygen, 19.5%; combustible gas, 5% of the lower explosive limit (L.E.L.) for each gas; chemicals, the airborne concentration of each chemical present must be compared with the Michigan Occupational health limits-Maximum Allowable Concentration.

   B. The testing of a confined space will be done by a positive type reading instrument to give the levels at the time before entry, and this will be recorded before entry into the space. The testing will be done by a qualified person who has been trained how to operate and calibrate instrument as well as know the testing procedures and acceptable air quality limits.

4. Ventilation

   A. When necessary to assure air quality, proper ventilation will be put into the confined space or enclosure to allow for safe entry. If natural ventilation is not adequate, ventilation equipment will be used to maintain respirable atmosphere in the confined space during the time employees are inside.

5. Safety and Emergency Equipment

   A. Air monitoring devices, shall be in excellent working condition, will be on site and will be calibrated by trained personnel. These devices will be able to monitor oxygen-deficient atmosphere and toxic or combustible gases.

B. In the event of an emergency, 911 shall be called. When the scene is secured, the safety officer should be notified immediately.

C. In the event that local emergency units are not readily available, safety and emergency equipment will be on site and ready to use at the confined space or enclosure which is occupied by personnel and will be ready and easily accessible to personnel for rescue. Examples of rescue equipment are rescue rope or lifelines, safety harnesses, first aid kits and any other equipment that would be needed to provide for safe rescue.

6. General Safety Concerns

A. If ventilating a confined or enclosed space opening interferes with vehicular traffic, appropriate warning signs and protective barriers shall be promptly set up before the covers of manholes, hand holes, or vaults are removed. The wording of a warning sign would depend upon the nature and the location of the hazards involved. Before an employee enters a street opening such as a manhole, it shall be protected with a barrier, temporary cover or other suitable guard.

B. If circumstances dictate that the company employees perform rescue procedures, means shall be provided for quick removal of employees in case of emergency. When a safety harness and lifeline are used, they should be properly attached to the employee so his or her body cannot be jammed in the exit opening.

C. A standby employee with a pre-plan rescue procedure shall be stationed outside the entrance to the confined or enclosed space to observe or communicate with the employee(s) at all times. The standby employee shall be trained and equipped to initiate rescue operation. It should be realized that a single person can seldom raise an unconscious body without a mechanical device. This rule is interpreted to mean that without such a device, additional personnel must be within easy summoning distance. It is also interpreted to require approved self-contained breathing apparatus or escape type air-line respirators for the additional personnel who may have to enter the confined or enclosed space to perform a rescue.

D. The above written procedures are the guidelines to be used by this company and its employees in a confined or enclosed space, and all other rules that are not covered in this above procedure shall be governed by the requirements of MIOSHA and 29 CFR 1926 Subpart AA (Confined Spaces in Construction).
Before any employee enters a confined or enclosed space, a competent person shall determine whether the space is a permit-required confined space under MIOSHA and 29 CFR 1926 Subpart AA. If the space is permit-required, a written entry permit shall be completed and kept available at the job site before entry begins (see Attachments). On multi-employer job sites, the general contractor or controlling contractor shall share known information about permit spaces and their hazards with any subcontractor whose employees will work in or near them.

REDUCTION OF AIRBORNE SILICA (OH Silica Part 690)

Airborne silica is produced in many ways, saw cutting, sand blasting, jack hammer, concrete crushing, etc. It is FONSON's policy to comply with the OH silica part 690 to reduce to the lowest amount possible the amount of silica introduced to an employee and require controls to help accomplish this task. In addition, employee training is paramount to allow the employee the understand the dangers associated with airborne silica.

Exposure Control Plan

To meet the guidelines of Silica part 690 the following is required by FONSON:

Equipment/Task	Work Method	Required Protection <4 Hours	Required Protection >4 Hours
Handheld power saw Outside	Use saw with water distributed to blade	None	APF 10
Handheld power saw Inside or enclosed area(manhole)	Use saw with water distributed to blade	APF 10	APF 10
Handheld power saw Outside	No water available	APF 10, keep all other personal out of work area	n/a – must use water
Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: Demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab	None	None

The above define the tasks involved in our workplace. If the task performed is not in the above table contact the safety director for required protection.

Work Area Restrictions

During the task of the above-mentioned items no other persons are allowed in the general vicinity of the operation unless needed for the task. Additional employees needed for the task shall also comply with the required protection. The foreman or operator shall define the restricted area and keep all un-needed personnel out of the area while performing the task.

Required Protection

APF 10 – Half mask/dust mask (needs to be fit tested) – FONSON will supply APF 10 to the employee when performing the tasks.

EMERGENCY RESPONSE PROGRAM

1. As part of its safety program, it is the policy of this company to make certain that all employees have been instructed as to proper procedures in case of an injury or accident.

2. This company designates the 911 system as its first response in the event of a medical emergency and/or rescue operation.

3. A list of emergency phone numbers will be posted at the job site, when practical. If no suitable or convenient location exists, the list will be kept and made available by the project foreman.

4. All injuries and/or accidents shall be reported to the job foreman immediately.

5. All accidents and/or injuries shall be reported to the safety officer as soon as is practical.

6. This company will provide a person at each job site who is trained in CPR and first aid procedures as required by any applicable Safety & Health Standards.

HEAT ILLNESS PREVENTION PLAN

Fonson Company, Inc.'s written Heat Illness Prevention Plan is designed to prevent health effects from work environments where there is a higher risk for heat illness. This plan follows the recommendations of the National Institute for Occupational Safety and Health (NIOSH) Criteria for a Recommended Standard: Occupational Exposure to Heat and Hot Environments. Fonson Company, Inc.'s employees may be involved in activities that involve exposure to occupational heat.

Fonson Company, Inc. will evaluate and consider the specific conditions present at our site, such as:

1. The size of the crew
2. The length of the work-shift
3. The ambient temperature and heat index
4. Additional sources of heat or the use of personal protective equipment that may increase the body's heat burden

Procedures for Monitoring Heat Index:

The National Weather Service (NWS) uses a heat index (HI) to classify environmental heat into four categories: Caution (80°F-90°F HI), Extreme Caution (91°F-103°F HI), Danger (103°F-124°F HI), and Extreme Danger (126°F or higher HI), issued by the U.S. Department of Commerce's National Oceanic and Atmospheric Administration (NOAA), National Weather Service (NWS). See the NWS heat index webpage: https://www.weather.gov/safety/heat-index. When the Heat Index is 80°F or higher, serious occupational heat-related illnesses and injuries become more frequent, especially in workplaces where unacclimatized workers are performing strenuous work (e.g., intense arm and back/lifting work, carrying, shoveling, manual sawing, pushing and pulling heavy loads, and walking at a fast pace), without easy access to cool/shaded areas, when working in direct sunlight or areas where other radiant heat sources are present.

Procedures for the Provision of Water:

☐ Drinking water will be available on site so that at least two quarts per employee are available at the start of the shift. All employees will have access to drinking water.

☐ Water will be fresh, pure, suitably cool, and provided to employees free of charge.

☐ Water containers will be located as close as practicable to the areas where employees are working (depending on the working conditions and layout of the worksite) to encourage the frequent drinking of water. If worksite factors prevent the water from being placed within a reasonable distance from the employees, bottled water or personal water containers will be made available so that employees can have drinking water readily accessible near their workstation.

☐ All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

☐ If working outdoors, employees will be informed of the location of the water and of the importance of drinking water frequently.

☐ When the heat index exceeds, or is expected to exceed, 80 degrees Fahrenheit, brief "tailgate" meetings will be held with employees each morning to review the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

Procedures for Access to Cooling Areas or Shade:

☐ Cooling areas will be located as close as practicable to the employees when the heat index equals or exceeds 80 degrees Fahrenheit. When the heat index is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. *Note: The interior of a vehicle may not be used to provide cooling areas or shade unless the vehicle is air-conditioned, and the air conditioner is on.*

☐ Enough cooling areas or shade structures will be available at the site to accommodate all of the employees who are on a break or rest period at any point in time. During meal periods, there will be enough cooling areas or shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.

☐ Employees will be informed of the location of the cooling areas or shade structures and will be encouraged to take a five-minute cool-down rest as needed. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information).

☐ As outdoor crews move, shade structures will be relocated to be placed as close as practicable to the employees so that access to shade is always provided. All employees on a recovery or rest break or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

High Heat Procedures:

High Heat Procedures are additional preventive measures that this company will use when the heat index equals or exceeds 90 degrees Fahrenheit.

☐ Effective communication by voice, direct observation, mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary.

☐ Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on their own.

☐ Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

☐ Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.

☐ Pre-shift meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

In addition to the procedures above, the employer will ensure high heat is addressed with the following options:

1. Electrolyte replacement fluids
2. Personal cooling (air, liquid, ice), for example additional man coolers (fans)
3. Reduce process heat and water vapor release (for example, local exhaust ventilation)
4. Administrative controls that set acceptable exposure times and allow for sufficient recovery (work/rest schedule changes). During a heat wave or heat spike, the workday will be cut short (e.g., 12:00 p.m.), rescheduled (e.g., conducted at night or during cooler hours), or, if at all possible, cease for the day.
5. Physiological monitoring (observing heat illness symptoms)

Procedures for Emergency Response:

☐ All foremen and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.

☐ When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.

☐ At remote locations, the supervisor will designate a competent person to implement this plan and summon emergency services.

☐ During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

☐ Employees and supervisors will be trained on every detail of these written Procedures for Emergency Response.

Procedures for Handling a Sick Employee:

☐ When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade, as they could take a turn for the worse.

☐ When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.

☐ Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fanning the victim). **Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital.**

Procedures for Employee and Supervisor Training:

To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered.

☐ Supervisors will be trained prior to being assigned to supervise other employees. Training will include this company's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.

☐ Supervisors will be trained on their responsibility to provide water, cool areas or shade, cool-down rests, and access to first aid, as well as the employees' right to exercise their rights under this standard without retaliation.

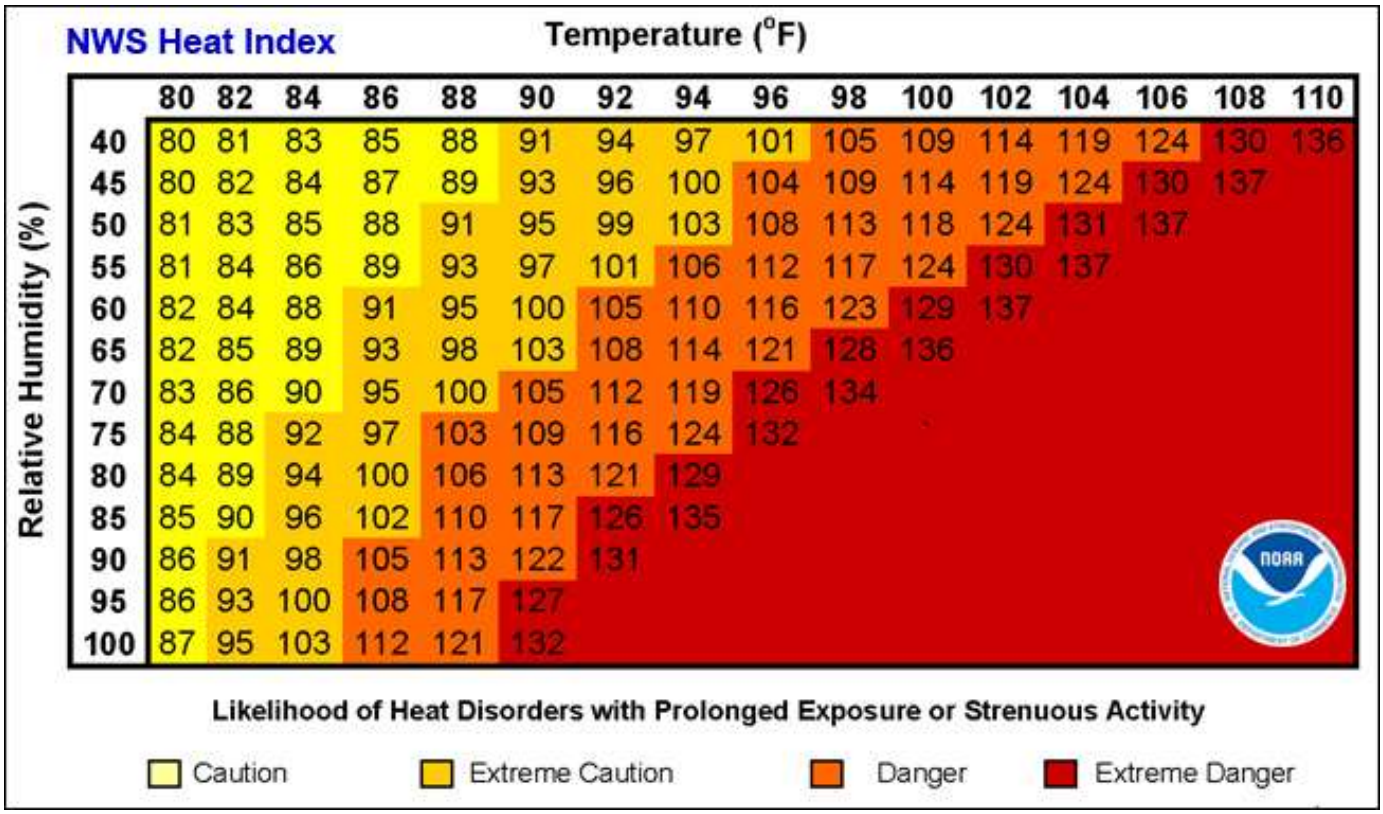
☐ Supervisors will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.

☐ Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.

☐ All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, high-heat procedures, and emergency response procedures contained in the company's written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.

☐ Employees will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking employees, how clear and precise directions to the site will be provided, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

Appendix A: Heat Index Chart



Appendix B: Description of Serious Heat-Related Illnesses and Common Symptoms
The table below describes serious heat-related illnesses and common signs and symptoms. Please note that this list is not exhaustive.

Illness Type	Symptoms and Signs
Heat stroke	Confusion Slurred speech Unconsciousness Seizures Heavy sweating or hot, dry skin Very high body temperature Rapid heart rate
Heat exhaustion	Fatigue Irritability Thirst Nausea or vomiting Dizziness or lightheadedness Heavy sweating Elevated body temperature or fast heart rate
Heat cramps	Muscle spasms or pain Usually in legs, arms, or trunk

Heat syncope	Fainting Dizziness
Heat rash	Clusters of red bumps on skin Often appears on neck, upper chest, and skin folds
Rhabdomyolysis (muscle breakdown)	Muscle pain Dark urine or reduced urine output Weakness
Acute kidney injury (AKI)	Kidneys become damaged due to inadequate blood flow, or a second mechanism is rhabdomyolysis of kidney muscle tissue Diagnosed by elevated blood creatinine levels; urine output is also reduced May lead to kidney failure

Appendix C: References and Heat Resources

California Department of Industrial Relations, Cal/OSHA. Heat Illness Prevention, Employer Sample Procedures for Heat Illness Prevention, May 2019. https://www.dir.ca.gov/dosh/dosh_publications/HIP-Sample-Procedures.pdf

U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC), National Institute for Occupational Safety and Health (NIOSH). Heat Safety Tool. https://www.osha.gov/heat/heat-app

U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA). Heat. https://www.osha.gov/heat-exposure

U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA). National Emphasis Program, Outdoor and Indoor Heat-Related Hazards, April 8, 2022. https://www.osha.gov/sites/default/files/enforcement/directives/CPL_03-00-024.pdf

The National Institute for Occupational Safety and Health (NIOSH). Criteria for a Recommended Standard: Occupational Exposure to Heat and Hot Environments. https://www.cdc.gov/niosh/docs/2016-106/pdfs/2016-106.pdf

American Conference of Governmental Industrial Hygienists. Heat Stress and Strain. https://www.acgih.org/heat-stress-and-strain-2/

National Weather Service. Heat Forecast Tools. https://www.weather.gov/safety/heat-index

National Weather Service. Heat Index Calculator. http://www.wpc.ncep.noaa.gov/html/heatindex.shtml

The Center for Construction Research and Training. Working in Hot Weather. https://www.cpwr.com/wp-content/uploads/2020/06/Hot-Weather-Hazard-Alert.pdf

ENVIRONMENTAL PROTECTION PLAN

An environmental protection plan must be implemented and enforced by the project safety representative in accordance with regulations set by MIOSHA. The following regulations are in effect:

1. A soil erosion and sedimentation control plan shall be implemented on every project in accordance with that project's plan sheets and contract documents. The plan is implemented to avoid soil erosion and sedimentation through storm drains, in state waterways, and properties around the jobsite. Soil erosion and sediment control measures shall comply with specifications and procedures outlined by the organization or department, in affiliation with the owner, in charge of occupational safety and protection of the environment.

2. All chemicals or hazardous materials must be identified, handled, and disposed of properly by the trained foreman on site. If any suspicious material is discovered onsite by any employee, then the work activities must stop immediately. The foreman or safety officer must then contact the owner and its safety and environmental health agency immediately to have them come and test the material. Based on the test results, further action will be conducted to handle and dispose of the material properly.

3. All spills, accidents, and releases into the environmental must be avoided throughout the duration of the work. If any harmful chemical products, wastes or contaminants are accidently spilled or released into the environment, then the owner's safety representative will be contacted immediately. After a proper hazard assessment by the representative, the spill must be properly cleaned up and chemicals disposed of correctly.

4. A spill kit shall be provided on sites where hazardous chemicals may be handled or encountered. If chemical spillage occurs, the kit will be made available on site in the foreman's truck. The foreman or trained employee shall clean up the spill according to the procedure outlined by the kit and the owner's safety representative. Further testing of the ground or air conditions by the representative may be necessary in order to ensure proper clean up.

5. All solid, liquid and gaseous wastes that are generated through work activities must be disposed of properly according to the owner's safety representative and/or the standards of the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Testing by these organizations may be necessary to access the hazard the wastes.

DEMOLITION SAFETY

Demolition work involves many of the same hazards that arise during other construction activities. However, demolition also involves additional hazards due to a variety of other factors. Some of these include: lead-based paint, sharp or protruding objects and asbestos-containing material.

1. Brace or shore up the walls and floors of structures which have been damaged and which employees must enter.

2. Inspect personal protective equipment (PPE) before use.

3. Select, wear and use appropriate PPE for the task.

4. Inspect all stairs, passageways, and ladders; illuminate all stairways

5. Shut off or cap all electric, gas, water, steam, sewer, and other service lines; notify appropriate utility companies.

6. Guard wall openings to a height of 42 inches; cover and secure floor openings with material able to withstand the loads likely to be imposed.

7. Floor openings used for material disposal must not be more than 25% of the total floor area and must be carefully located to avoid damage to the structural integrity of the remaining floor.

8. Used enclosed chutes with gates on the discharge end to drop demolition material to the ground or into debris containers.

9. Demolition of exterior walls and floors must begin at the top of the structure and proceed downward.

10. Structural or load-supporting members on any floor must not be cut or removed until all stories above that floor have been removed.

11. All roof cornices or other ornamental stonework must be removed prior to pulling walls down.

12. Employees must not be permitted to work where structural collapse hazards exist until they are corrected by shoring, bracing, or other effective means.

HAZARD COMMUNICATION PROGRAM
"RIGHT-TO-KNOW PROGRAM"

The following hazard communication program has been established for this company. This program will be available for review by all employees.

1. Hazard Determination

   A. The company will rely on material safety data sheets from suppliers to meet determination requirements.

2. Labeling

   A. The foreman will be responsible for seeing that all containers coming in are properly labeled.

   B. All labels shall be checked for:

      a. Identity
      b. Hazard
      c. Name and address of responsible party.

   C. Each foreman shall be responsible for seeing that all portable containers used in their work are labeled with identity and hazard warnings.

3. Safety Data Sheets (SDS)

   A. The office will be responsible for compiling the master SDS file. It will be kept in the office.

   This program is administered in accordance with MIOSHA's Hazard Communication standards (Parts 42, 92 and 430), which incorporate OSHA's 2024 revision to the Hazard Communication Standard aligning with GHS Revision 7. When a supplier provides an updated SDS reflecting a new or revised hazard classification, the office shall update this written program, the affected container labels, and employee training to match, with all required updates completed by November 20, 2026.

   B. Copies of SDS for all hazardous chemicals to which employees may be exposed will be made available to all employees upon request.

   C. Each foreman will be provided with the required MIOSHA Right-To-Know posters and postings notifying employees of new or revised SDS within five days of receipt of a new or revised SDS.

4. Employee Information and Training

   A. The office shall coordinate and maintain records of training conducted for this company.

   B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety briefing. In that class, each employee will be given information on:

a. Chemicals and their hazards in the workplace
b. How to lessen or prevent exposure to these chemicals
c. What the company has done to lessen or prevent workers exposure to these chemicals

d. Procedures to follow if they are exposed
e. How to read and interpret labels and SDS
f. Where to locate SDS and from whom they may obtain copies

C. The employee will be informed that:

a. The employer is prohibited from discharging, or discriminating against, any employee who exercises the rights regarding information about hazardous chemicals in the workplace.

D. Attendance will be taken at training sessions. The records will be kept by the safety officer.

E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety briefing.

5. Hazardous Non-Routine Tasks

A. On occasion, employees may be asked to do work in potentially hazardous areas (e.g., confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas. This information will include:

a. Specific chemical hazards
b. Protection/safety measures the employee can take to lessen risks
c. Measures the company has taken to lessen the hazards including ventilation, respirators, the presence of another employee and emergency procedures.

B. It is the intent of this company that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

6. Informing Contractors

A. It is the responsibility of the superintendent to provide any subcontractors with employees on the job site exposed to our chemicals with the following information.

a. Hazardous chemicals with which they may come in contact.
b. Measures the employees may take to lessen the risks.
c. Where to get Safety Data Sheets (SDS) for all hazardous chemicals.

B. It is the responsibility of the superintendents and project managers to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

7. List of Hazardous Chemicals

A. The list of the chemicals used by this company can be obtained by reviewing SDS.

COMMUNICATION PROGRAM

Communication is a critical factor in the successful and safe completion of any construction project. Communication of safety policies and concerns shall take place among the crews and all personnel on the jobsite. The following safety communication policies must be followed:

1. Safety Representative

    A. All communication of safety policies shall be coordinated and directed by the project safety representative(s). Workers must be informed of safety policies that are specific to the project that they are working on.

2. Safety Meetings

    A. A preconstruction safety meeting shall take place for every project before work can commence. This meeting shall be led by the project safety representative and will include the project manager, owner's safety representative/personnel, and the supervisory/safety representative of the subcontractor. This meeting is necessary for the project conditions requirements of the project safety plan to be understood by all parties. Safety can also be discussed at the general preconstruction meeting.

    B. Daily safety huddles shall take place with the project safety representative verbally leading the discussion. Any specific hazards or safety concerns for the work on that day must be addressed. These huddles must take place before work begins for that day.

    C. Safety meetings shall take place weekly via the toolbox talks. These are intended to keep the workers informed of any new safety issues, as well as checking that measures are regularly taken to ensure safety on the work site. New topics may be introduced to educate and update the workers.

    D. Progress meetings shall take place periodically throughout the duration of the project. Job safety should be addressed and discussed at every meeting.

    E. The preconstruction and weekly safety meetings along with progress meetings must be documented by the project safety representative. This documentation must be made available whenever requested.

3. Worker Orientation

    A. The project manager and safety representative(s) must orient all workers, including subcontractors, to the safety plan that is specific to the project. Once the workers have oriented themselves and reviewed the safety plan elements, they can begin their work on the site. This orientation must take place in a preconstruction meeting

including the crew, foremen, project manager(s), and project safety representative(s). The project manager or project safety representative(s) must verify that every employee who is to perform work on the jobsite has oriented to the safety policies. This verification shall be documented, if necessary.

4. Job Safety Board

    B. At the owner's request, a job safety board shall be provided and made available at an appropriate location on the jobsite. The board must be accessible for any personnel on site. Depending on the layout of the site, the job safety board may be a gang box available in the foreman's truck. The safety board is used to physically represent basic project information as well as providing important safety information related to the job. This information includes emergency contacts/numbers and locations of safety documentation (ie: material safety data sheets).

5. Visitor Policy

    A. The general public must be denied access to the project site at all times to protect them from onsite hazards. A visitor may come and enter the site only with preapproval and he/she must be wearing adequate personal protection equipment. Visitors may come to the site, when there is little or no work activities occurring, but they must still abide by the project specific safety plan.

6. Subcontractors

    A. Subcontractors, who are to perform work on the jobsite, must follow the policies and communication procedures outlined in this section. The subcontractors' safety representatives must communicate to their workers important safety policies that are associated with the work activities of the subcontractor.

EQUIPMENT GROUNDING CONDUCTOR PROGRAM

This program is designed to inform employees of the inspection and testing of all electrical cords, plugs and tools to prevent injuries from occurring. The foreman, in conjunction with the shop, is responsible for implementing this program. The following regulations apply:

1. All extension cords, plugs, electrical tools and equipment shall not be modified and be visually inspected before each day's use for external defects or damage and for possible internal damage. Damaged or defective cords, plugs, electrical tools or equipment shall not be used and sent to the shop for repair.

2. For the generators equipped with ground fault interrupters, please adhere to the following:

    A. Check all ground fault interrupters every time the generator is started.

    B. If the reset button pops out, the ground fault interrupter is good.

    C. If the reset button does not pop out, the ground fault interrupter is bad.

    D. A bad ground fault interrupter will cause shocking to occur.

    E. Call the shop to repair or replace a bad ground fault interrupter.

    F. Do not wire the throttle. It will cause the ground fault interrupter to go bad.

    G. The frame of all welders must be grounded.

3. The following tests shall be performed:

    A. All equipment ground conductors shall be tested for electrical continuity.

    B. Each receptacle or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal.

        a. Before first use
        b. Before equipment is returned to service following any repairs
        c. Before equipment is used after any incident which can be reasonably suspected to have caused damage
        d. And at intervals not exceeding three months, except extension cords and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding six months

Tests performed as required by MIOSHA shall be recorded. The records shall identify each extension cord or electrical equipment that passed the test and shall indicate the last date it was tested or the interval it was tested. This record shall be maintained until replaced by a more current record. The record shall be made available at the job site for inspection by the MIOSHA director or representative and any effected employee.

EQUIPMENT SAFETY

All equipment must be run properly and safely by the workers. Measures must be taken to ensure that the equipment is free of hazards that could endanger the personnel on the jobsite. The following rules must be followed:

1. Every employee who operates a piece of construction equipment must be qualified to do so. That employee must have equipment operator training. Documentation which validates the certification of the employee to operate the equipment will be made available to the owner upon request.

2. If necessary, a list of operators and equipment to be used on the jobsite will be provided to the owner. This list shall include operators who have been certified to operate certain pieces of equipment.

3. Equipment will be inspected daily, before use, by the operator and foreman to identify any flaws or hazards. Equipment not approved for use due to any flaws identified during inspection shall be tagged and made apparent to the employees on site. The equipment must then be repaired before use on the site. Periodic inspections of company equipment shall be documented by the foreman or a mechanic.

PROTECTION OF THE PUBLIC

Protective measures must be taken to ensure the safety of pedestrians and the general public. In accordance, the following regulations are in effect:

1. Unauthorized personnel are strictly prohibited from entering the jobsite without permission. Visitors must have supervision and have proper protective equipment when traversing the site.

2. Proper signage must be installed at various locations on the worksite to warn the public of hazards that could potentially be harmful. These signs must be apparent and placed correctly to ensure recognition by pedestrians.

3. Barriers and/or safety fencing shall be used, when necessary, to prevent vehicles and pedestrians from entering areas on the job site where construction activities take place. Public walkway areas shall be maintained and adjusted to direct the flow of pedestrian traffic around the jobsite.

4. Warning lights and reflectors shall be used, when necessary, on traffic barrels and warning signs.

5. The project safety representatives must provide overhead protection, if necessary, to pedestrians as well as workers to prevent injury from falling objects. The protection devices and layout must be in place before work can begin.

6. Watering and dust control must be implemented, when necessary, to ensure proper air quality and visibility to persons on and around the work site.

7. Personal vehicles must not be parked within work zone. Fonson Company will not be responsible for, nor make compensation, for any damage or personal property left within the project limits.

PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the policy of this company that all employees comply with the Michigan Occupational Safety and Health Act standards in regard to the use of personal protective equipment. Violation of this policy will be subject to discipline as outlined in this section.

1. This company shall provide all personal protective equipment as required in Part 6 of the MIOSHA standards.
2. All personal protective equipment shall be selected to ensure proper fit for each employee, consistent with 29 CFR 1926.95(c). Equipment that is too large or too small is not adequate protection. Any employee experiencing a fit problem should raise it with their foreman so a properly sized replacement can be provided. New or trial PPE items are logged on the company's PPE Tracker, including crew feedback, before being adopted fleet-wide.

3. All employees must wear hard hats on the work site.

4. All employees must wear required hand protection, gloves, etc., when an employee is exposed to hazards such as radiation, alkalies, acids, adhesives and temperature extremes other than those caused by weather conditions. Appropriate hand protection other than ordinary work gloves will be supplied by the company.

5. Employees are to wear vests at all times.

6. All employees must wear proper foot protection. This requires steel-toed, strong work boots. Tennis shoes or similar footwear is strictly forbidden.

7. All employees must wear approved safety goggles or glasses when a job activity requires it.

8. Any personal protective equipment that is found to be defective shall be immediately reported to the foreman, superintendent or qualified person and replaced.

9. Acknowledgement of receipt of personal protective equipment will be kept on file at the company office.

10. A company disciplinary policy is in effect regarding personal protective equipment and is available to all employees upon request.

11. Proper clothing will be worn, including hard toe work boots, shirts with sleeves and long pants.

12. Anyone caught altering the back-up alarm of any machinery will be terminated immediately.

13. Anyone caught littering will be charged with a safety infraction on the grounds of poor house keeping. Litter and debris are not conducive to a safe worksite.

14. Any visitor to the work site must be wearing appropriate personal protective equipment.

SAFETY ENFORCEMENT POLICY

Safety and the practice of, is the responsibility of every Fonson Company, Inc. employee no matter what position they may hold. These safety rules are in place to protect you and your fellow employees. The enforcement of company safety policies will be the responsibility of site foreman, superintendents and those charged to do so. Any employee found to be in conflict with said policies will be disciplined using the progressive scale outlined below:

- 1st infraction — Written warning.
- 2nd infraction — Docked 1 hour of pay.
- 3rd infraction — Docked 8 hours of pay.
- Subsequent infractions — Subject to suspension without pay or termination. Length of suspension to be determined at the time of infraction.

Job sites and the adherence to the safety policies will be continuously monitored. The progressive scale will be applied to all violations in aggregate. For example, an employee warned in May about not wearing a safety vest would be docked 1 hour of pay if observed not wearing a hard hat in July. Fonson Company, Inc. will reserve the right to terminate any employee if the severity of the infraction calls for it. All infractions will be recorded in the employee's personnel file. The employee's infraction count will reset after 12 continuous months without incident.

Disputed infractions can be appealed to the general manager in writing no later than one week after the event.

It should also be noted that an employee's adherence to the safety policies will be considered heavily during performance evaluations / salary adjustments. Continued violation of Fonson Company, Inc. safety policies will be grounds for dismissal.

FONSON COMPANY, INC.
Site Development / Road Builders / Sewer and Water
7644 Whitmore Lake Road • Brighton, MI 48116 • Phone: 810-231-5188 • Fax: 810-231-5404

Safety Policy Infraction Notification

Date: _____

Employee: _____

Supervisor: _____

Nature of Policy Infraction: _____

_____

Corrective Action Taken: _____

_____

Incident/Infraction: 01 02 03 Other

I received notice of my infraction and understand said penalty. (Please sign below)

Employee: _____

Supervisor: _____

RESPONSIBILITIES OF FOREMAN/QUALIFIED EMPLOYEE

1. Assure that the safety program is implemented.
2. Inspect the job site to ensure that no unsafe conditions exist.
3. Make sure that necessary protective equipment is on hand and used when required.
4. Instruct all employees in safety procedures and job safety requirements. Follow up and insist on compliance.
5. Discuss safety with employees on every operation. Conduct periodic safety meetings.
6. See that all injuries are cared for properly and reported promptly.
7. Investigate all accidents. File a complete accident report with the safety officer and correct the causes immediately. USE MIOSHA FORM 200.
8. Be familiar with the rules pertaining to safety.
9. Report any hazardous conditions to the superintendent even if the condition has been corrected.
10. Document new-hire orientation and other job-specific training (e.g., equipment or driving instruction) on the company's Employee Training Report and forward it to the safety officer.

Attachments

I. Foreman/Qualified Employee Random Periodic Safety Checklist
II. MITA Toolbox Talks Equipment Inspections Report
III. MITA Excavator/Backhoe Annual Inspections Report
IV. Example MITA Toolbox Talks Foremen Log Sheet
V. Example MITA Toolbox Talks Safety Meeting Form
VI. Fonson Employee Training Report (example, completed)
VII. Fonson PPE Tracker (issuance and crew feedback log, by item)
VIII. Fonson Toolbox Talk Master Log (annual topic schedule and completion tracking, by foreman/crew)

SAFETY CHECKLIST

Job : _____

Foreman: _____

Date: _____

Inspected By: _____

	Yes	No	N/A
1. Emergency contacts posted on-site	☐	☐	☐
2. First Aid / CPR certified employee on-site	☐	☐	☐
3. First Aid Kit and AED	☐	☐	☐
4. Safety Program Manual on-site	☐	☐	☐
5. SDS Folder on-site	☐	☐	☐
6. Potable Drinking Water available	☐	☐	☐
7. Toilet facilities provided	☐	☐	☐
8. Personal safety equipment in use:	Yes	No	N/A
Hard Hat	☐	☐	☐
Eye / Face Protection	☐	☐	☐
Ear Protection	☐	☐	☐
Hand Protection	☐	☐	☐
Foot Protection	☐	☐	☐
Safety Vest	☐	☐	☐

9. Fuel Storage:	Yes	No	N/A
Fuel storage area marked NO SMOKING	☐	☐	☐
Not stored under energized lines	☐	☐	☐
Fuel cans safety type- transport only	☐	☐	☐
Fire extinguisher within 75 feet	☐	☐	☐

10. Traffic and Pedestrian control devices:	Yes	No	N/A
Signs placed in accordance with plans/specs	☐	☐	☐
Proper Barricades	☐	☐	☐
Traffic Cones	☐	☐	☐
Flag persons used to assist trucks & vehicles in & out of traffic	☐	☐	☐

Flag persons properly instructed & equipped with:	Yes	No	N/A
Stop / Slow Paddle on 6' Staff	☐	☐	☐
Class II Reflective Vest	☐	☐	☐
Hard Hat	☐	☐	☐
Safety Glasses / Eye Protection	☐	☐	☐
Radio synced with Crew signal	☐	☐	☐

11. Tools:	Yes	No	N/A
Ladder in good condition *no frayed fiberglass, missing rivets or rungs*	☐	☐	☐
All hand tools in good condition *no cracked or splintered handles*	☐	☐	☐

Tools (cont.):	Yes	No	N/A
Air tool connections secured with safety clip	☐	☐	☐
Portable electric tools provided with GFCI	☐	☐	☐
Extension cords are in good condition and are the 3 wire type	☐	☐	☐
Portable lights equipped with bulb guards	☐	☐	☐
Protective guards on portable saws with proper dust suppression available - ie. Water	☐	☐	☐

12. Trucks and Equipment:	Yes	No	N/A
Annual Inspection for all Cranes, Excavators, and rubber tire backhoes	☐	☐	☐
Parking Brakes set when not in use	☐	☐	☐
Fire Extinguishers in ALL trucks and cabbed equip.	☐	☐	☐
Horns & Lights in good working order	☐	☐	☐
Roll over protection & seat belts in good working order	☐	☐	☐
Equipment safety chains in good working order	☐	☐	☐
Equipment and vehicle properly lubricated and maintained	☐	☐	☐
Back-up alarms in good working order	☐	☐	☐
Windshield clean and void of cracks, wipers and defoggers in operable condition	☐	☐	☐
Registration cards in all trucks, equip. and vehicles	☐	☐	☐

13. Excavation, Trenching, Shoring, Pipe Laying- Underground	Yes	No	N/A
Qualified person makes periodic visual inspections of soil conditions and shoring systems in place	☐	☐	☐
Effort made to locate underground installations - MISS DIG	☐	☐	☐
Spoils, equipment and material stored 2' from edge of excavation	☐	☐	☐
Materials used for shoring in good working condition - trench box inspected for broken welds	☐	☐	☐
Walls on ,manhole & ditch excavations more than 5' deep are shored or sloped	☐	☐	☐
Means of ingress/egress (ladder or ramp) provided every 25' in trenches over 4' deep. Ladders must extend 3' above top	☐	☐	☐

14. Confined Spaces	Yes	No	N/A
Confined space tested and results recorded before entry	☐	☐	☐
Smoking or open flames not permitted within 25'	☐	☐	☐
Testing equipment calibrated to manufacturer's specs *i.e - if inoperable- it is not calibrated*	☐	☐	☐
Rescue plan in place	☐	☐	☐
Proper respiratory protection available	☐	☐	☐
Worker's trained in proper use of respirator(s)	☐	☐	☐

15. Materials-Handling and Storage	Yes	No	N/A
Chains- alloy steel with permanent tags showing size, grade, and rated capacity	☐	☐	☐
Rigging equipment visually inspected each shift	☐	☐	☐

Materials- Handling and Storage (cont.):	Yes	No	N/A
Material staked, raked, blocked, interlocked or otherwise secured to prevent sliding, falling, or collapse- stored or in transit	☐	☐	☐
Inspect hooks for stretching or twisting	☐	☐	☐
Slings in good working condition and built properly and tagged for length and capacity	☐	☐	☐
16. Conduct one 10 minute safety meeting (Tool Box Talks) with crew each week. Records of topics and attendance turned in	☐	☐	☐

17. Other Hazards or Comments:

_____

_____

_____

_____

_____ _____

Inspector Date Foreman Date

TOOL BOX TALKS

Equipment Inspections

Before you get started:
There are five basic safety tips that apply to the entire heavy construction industry. If you practice these five tips, you could make a difference.

- KNOW YOUR JOB.
- BE ALERT.
- EXPECT THE UNEXPECTED.
- USE GOOD JUDGEMENT.
- ALWAYS THINK SAFETY.

These Tool Box Talks have been designed to include all of the information your company should be able to include in a five minute session. MITA suggests that you document this activity with the sign-in sheet that has been provided and keep it on file for future reference.

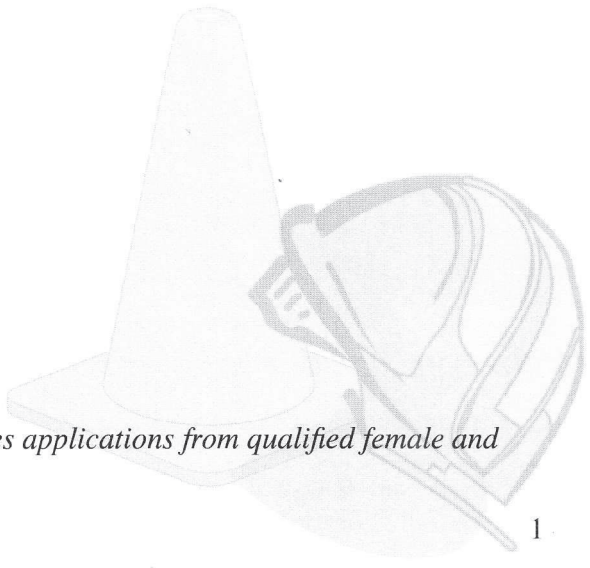
Equipment life expectancy increases and the possibility of potential injury to fellow workers decreases when construction equipment is properly maintained.

Part 10 of the MIOSHA Construction Safety Standards requires daily, periodic and annual inspections of excavators, backhoes and cranes.

A copy of the annual inspection must be kept at the jobsite.

The attached checklist is a good reference for fulfilling all of these requirements.

(Please see next page)



Your employer is an equal opportunity employer and as such welcomes applications from qualified female and minority applicants.

Excavator-Backhoe Annual Inspection Report

Date:	Unit or serial #:
Hour Meter Reading:	
Company:	

Check every box if applicable, write "N/A" if not applicable

OK	Need Attn		OK	Need Attn	
		General:			**Boom and stick:**
		Fire extinguisher 10BC			Visual check
		Glass- No visual Distortion			Bent
		Backup alarm			Wear
		Horn			Cracks
		Access- Skid resistant			Pins tight
		Mirrors			Bushings
		Wipers			Paint
		Lights			**Bucket hook:**
		Defrost			Closed hook
		Brakes			Screw pin shackle
		Steering			Less than 15% spread
		Engine			Less than 10 degrees twist
		Shifting- Transmission			Any cracks?
		Mainframe Damage			Teeth, sidecutters
		Final drive planetary leaks			**Tires and Wheels:**
		Swing Mechanism			Wheel Lugs
		Gauges:			Tire Pressure
		Temperature			Tire Wear/Damage
		Oil Pressure			Bearings
		Amp meter			**Undercarriage:**
		Hydraulic Oil Temp			Track pads
		Other			Rollers (wear & leaks)
		Hydraulic:			Idlers
		Pump			Sprockets
		Cylinder			Track Adjusters
		Hoses			**Documentation:**
		Leaks			Load charts in place
		Controls:			Manual in machine
		Operation			Hazard warning signs
		Adjustment			Swing radius danger signs
		Check for wear			Hand Signal Chart

Comments: _____

Inspector:
Title:
Signature:

Tool Box Talks 2024

Date Returned

Topic	Date Due	Adrian	Andy	Dan	Gus	Jim	Randy		Office	Shop	Drivers
Flu Safety Talk	1/6								1/4	1/6	1/6
Alcohol Use Safety Talk	1/13								1/11	1/13	1/13
Cold Weather Safety	1/20								No Meeting	1/20	1/20
Workplace Suicide Safety	1/27				1/26				1/25	1/27	1/27
Two Types of Stress at W	2/3				2/1				2/1	2/3	2/3
Attitude and Safety	2/10				2/6				2/8	2/10	2/10
Be Alert of Moving Equip	2/17				2/16				No Meeting	2/17	2/17
Front End Loader Safety	2/24				2/23				2/22	2/29	2/24
Driver Killed When Run-o	3/2				3/1				2/29	3/2	3/2/24
Trench Safety	3/9	3/9	3/5	3/4	3/4	3/4	3/4		No Meeting	3/9	3/9
Buried Utilities	3/16	3/16	3/15	3/11	3/11	3/11	3/11		3/14	3/16	3/16
Heavy Equipment (Two Si	3/23	3/23	3/20	3/18	3/21	3/18	3/18		3/21	3/23	3/23
Near Miss	3/30	3/30	3/28	3/25	3/28	3/25	3/25		3/28	3/30	3/30
Safety on A New Job Site	4/6	4/6	4/4	4/1	4/4	4/1	4/1		4/4	4/6	4/6
Preventing Equipment Da	4/13	4/13	4/12	4/8	4/8	4/8	4/10		4/11	4/13	4/13
Leave Yourself an Out	4/20	4/20	4/19	4/15	4/17	4/15	4/16		4/18	4/20	4/20
Spotter Safety Talk	4/27	4/27	4/26	4/22	4/26	4/22	4/23		4/24	4/27	4/27
Suicide Prevention in Con	5/4	5/4	5/3	4/29	5/2	4/29	5/4		5/2	5/4	5/4
The Importance of Sleep	5/11	5/11	5/10	5/6	5/10	5/6	5/11		5/9	5/11	5/11
Stress	5/18	5/18	5/17	5/13	5/13	5/13	5/17		5/16	5/18	5/18
Paving Pitfalls	5/25	5/25	5/21	5/20	5/23	5/20	5/23		5/23	5/25	5/25
Avoid Distracted Driving	6/1	6/1	5/31	5/28	5/28	5/28	5/30		5/30	6/1	6/1
Heat Stress	6/8	6/8	6/4	6/3	6/7	6/3	6/8		6/6	6/8	6/8
Trench Safety: Before You	6/15	6/15		6/10	6/10	6/14	6/14		6/13	6/15	
Noise? What Noise?	6/22	6/22	6/18	6/17	6/19	6/17	6/20		6/20	6/22	
Heavy Equipment (Four C	6/29	6/29	6/25	6/24	6/27	6/24	6/24		6/27	6/29	

Date Returned

Topic	Date Due	Adrian	Andy	Dan	Gus	Jim	Randy		Office	Shop	Drivers
Skid Steer Loaders	7/6	7/3	7/2	7/3	7/3	7/3	7/3		No Meeting	7/6	
Heavy Equipment Backing	7/13	7/13	7/15	7/8	7/8	7/8	7/12		7/11	7/13	
Flag Persons	7/20	7/20	7/22	7/15	7/18	7/18	7/20		7/18	7/20	
Lane Closures	7/27	7/27	7/29	7/22	7/22	7/22	7/26		7/25	7/27	
Hard Hat Safety	8/3	8/3	8/3	7/29	7/31	7/29	8/1		8/1	8/3	
Heat Exhaustion and Suns	8/10	8/10	8/10	8/5	8/9	8/5	8/10		8/8	8/10	
Equipment Operator	8/17	8/17	8/17	8/10	8/14	8/12	8/17		8/15	8/17	
Recordable Injuries - Why	8/24	8/20	8/24	8/19	8/22	8/19	8/24		8/22	8/24	
Dangers of Silica Dust	8/31	8/30	8/31	8/26	8/26	8/26	8/30		8/29	8/31	
Struck -By Incidents	9/7	9/7	9/7	9/3	9/3	9/4	9/3		9/5	9/7	
Digging Around Utilities	9/14	9/14	9/14	9/9	9/11	9/9	9/13		9/12	9/14	
The Risk of Suicide in Con	9/21	9/21	9/21	9/21	9/19	9/17	9/20		9/19	9/21	
Heavy Equipment Safety	9/28	9/28	10/1	9/26	9/25	9/24	9/28		9/26	9/28	
Ramps and Runways	10/5	10/5	10/5	9/30	10/4	10/1	10/5		10/3	10/5	
Undergroud Utility Strikes	10/12	10/12	10/12	10/7	10/10	10/7	10/12		No Meeting	10/12	
Protecting the Public	10/19	10/19	10/19	10/14	10/17	10/14	10/19		10/17	10/19	
Refueling Equipment - "Fi	10/26	10/25	10/25	10/21	10/24	10/25	10/26		10/24	10/26	
Trenches/Excavations	11/2	11/2	11/2	10/28	10/30	10/31	11/2		10/31	11/2	
The Material Safety Data	11/9	11/9	11/9	11/5	11/5	11/11	11/9		No Meeting	11/9	
Traffic Control	11/16	11/16	11/16	11/11	11/12	11/18	11/16		11/14	11/16	
General Safety - The Basi	11/23	11/23	11/23	11/18	11/20	11/23	11/22		11/21	11/23	
Skid Steer Safety Toolbox	11/30	11/30	11/30	11/25	11/27	11/30			No Meeting	11/30	
Truck Driving: Hazards On	12/7				12/6				12/5	12/7	
Fall Causes	12/14				12/13				12/12	12/14	
Fatigue on the Job	12/21								No Meeting	12/21	
Excavations Are Serious B	12/28								No Meeting	12/28	

FONSON COMPANY, INC. 7644 Whitmore Lake Road, Brighton MI 48116

Site Development / Road Builders / Sewer and Water (810) 231-5188 • FAX (810) 231-5404

Employee Training Report

Employee Name: [redacted] **DATE:** 8-12-26

Task performed:
New hire training.

Hours performing or learning task: 20 hrs Driving Evaluation and Orientation

Skill level observed: Satisfactory

	GOOD	FAIR	POOR
Attendance	X		
Attitude	X		
Ability to learn and apply job tasks	X		
Motivation/Initiative	X		

Comments: Matt Morland rode with [redacted] for his first 2 days driving at Fonson – 8-12-26 & 8-13-26.
This training is to ensure the new driver understands how to safely operate the truck as well as how to get around the jobsites and the pits.
[redacted] operates the truck safely and effectively and will drive on his own starting on 8-14-26.

Foreman: RLaw

Company Name: Radwear - Silver Series All Purpose Synthetic Hi-Vis Utility Glove

Date Ordered: 7/30/2026 , 8/7/2026

Product # : RWG100

Crews Received: 8/1/2026-8/13/2 * All Crews Have them as of 8/13/2026*

Reviews

Name:	Date:	Thoughts:
James T Crew-	8/13/2026	They reported that that they liked them a lot. The crew did report that they are cool and comfortable
Office	8/14/2026	The office reported that the gloves were very comfortable and protected from scrapes and cuts!
Crew wide	8/25/2026	All of the crew members were asked about the gloves that were passed out, they all reported that the gloves

Tool Box Talks 2026

		Date Returned								
Topic	**Date Due**	Adrian	Dan	Gus	Jim	Randy		Office	Shop	Drivers
Flu	1/3									
Wind Chill Index Safety Talk	1/10									
Strokes-Signs and Emergency Response	1/17									
Back Safety	1/24									
Accident Prevention	1/31									
Cell Phones	2/7									
Backing Up in a Motor Vehicle	2/14									
General Safety-Carelessness	2/21									
Defending Utility Damage Claims Through Effective Site Docur	2/28									
Workplace Suicide Safety Talk	3/7									
Leading Causes of Injuries in Construction	3/14									
Hand Safety and Injury Prevention Safety Talk	3/21									
The Basics of Safety	3/28									
With Silica Dust, Safety is a Must	4/4									
Importance of Proper Radio Communication	4/11									
New Work Sites	4/18									
Automated External Defibrillator	4/25									
Digging Around Utility Lines	5/2									
Hazardous Atmospheres Inside Excavations	5/9									
Common Sense and Accident Prevention	5/16									
Noise and Your Hearing	5/23									
Machine Safety-Powerline Contact	5/30									
Summer-Hot Weather	6/6									
It's Just a Little Cut	6/13									
Hand Safety and Injury Prevention Safety Talk	6/20									
Slope & Benched Excavations	6/27									

		Date Returned								
Topic	**Date Due**	Adrian	Dan	Gus	Jim	Randy		Office	Shop	Drivers
Whole Body Vibration	7/4									
Staying Safe in Hot Weather	7/11									
Pinch Points	7/18									
PPE OSHA Hand Protection / General Hazards	7/25									
Preventing Silicosis When Working Around Rock Dust	8/1									
Heat Stroke Safety Talk	8/8									
The Spotter	8/15									
Equipment Mounting & Dismounting	8/22									
Safety Tips When Using Trench Boxes	8/29									
Construction Work Zones	9/5									
First Aid for Eye Injuries	9/12									
Workplace Suicide Safety Talk	9/19									
Hand Safety	9/26									
Importance of Sleep	10/3									
Ground Level Hazards	10/10									
Skid Steer Safety	10/17									
Eye Protection	10/24									
Excavation & Pits	10/31									
Fatigue on the Job	11/7									
Vehicle Operations	11/14									
Bringing the Culture of Safety Home	11/21									
Cold Weather Safety	11/28									
Don't Make These Mistakes	12/5									
Tricks of the Trade	12/12									
Avoid Moving Parts	12/19									
Developing a Safety Culture	12/26									