BRADBURY STAMM SAFETY DIRECTIVES

Directive Number	Title	Original Issue Date	Current Revision Date
#001-01	Crane Matting Boards	10/20/2000	11/01/2022
#002-02	Underground Utilities Protection Program	10/20/2000	08/10/2023
#003-01	OSHA Inspections	03/05/2000	11/01/2022
#004-00	Forklift Operators	10/20/2000	07/01/2008
#005-01	Subcontractor Safety Agreement (Exhibit A)	10/20/2000	08/31/2023
#006-01	Safety Passport™ Policy	07/26/2000	11/01/2022
#007-00	NOT IN USE	N/A	N/A
#008-01	Steel Erection Safety Practices	12/05/2000	11/01/2022
#009-02	Backhoe Operator Certification Program	03/15/2001	11/01/2022
#010-01	NOT IN USE	N/A	N/A
#011-02	Subcontractor Training Certification and Curriculum	10/17/2001	11/01/2022
#012-01	NOT IN USE	N/A	N/A
#013-03	Insurance Claims	04/04/2002	08/31/2023
#014-03	Use of Forklifts by Non-Employees	07/31/2002	11/01/2022
#015-02	NOT IN USE	N/A	N/A
#016-03	Chemical Hazard Communication	12/10/2002	11/01/2022
#017-04	Critical Lifts	02/11/2003	08/31/2023
#018-08	Scaffold Platform Access	01/15/2007	11/01/2022
#019-04	Dust Control (Control of Visible Fugitive Particles) ***Work Performed in Bernalillo County, NM***	09/15/2003	08/31/2023
#020-04	Authorized Drivers	09/15/2003	09/05/2023
#021-04	Pre-Installation Meeting & Checklist	07/01/2008	09/05/2023
#022-03	NOT IN USE	N/A	N/A
#023-00	Superintendent's Duties	04/01/2009	N/A
#024-01	Microbial Control	04/28/2012	11/01/2022
#025-00	NOT IN USE	N/A	N/A
#026-00	Respirable Crystalline Silica Protection Program	08/01/2017	N/A
#027-04	Infectious Disease Preparedness Program	03/16/2020	11/23/2021
#028-00	Heat Illness Prevention Program	08/11/2022	N/A
#029-00	Trailer and Towing	08/10/2023	N/A

Bradbury Stamm Construction – Safety Directive
Safety Directive # 001-01
Original Issue Date: 10/20/2000 **Revision Date: 11/01/2022**

CRANE MATTING BOARDS

Purpose
To prevent crane accidents resulting in damage to cranes, operators, employees and property.

Hazard
Hazards are twofold:

1. Collapse or deformation of soil beneath the outrigger pad (float).
2. Structural stress to metal pads potentially failing during a critical pick (lift).

It has been widely documented that many crane turnovers and near turnovers were attributed to failure to use matting boards underneath the metal outrigger pad.

The construction industry has many documented instances of cranes that turned over because matting was not used underneath the outrigger pad. It requires as little as 4 inches of compressed soil under the pad to cause a crane to lean out, which makes the suspended load swing out even further. The non-load side outriggers will then leave the ground before the load swings back, often striking structures in the process. This type of incident can easily result in loss of life.

Policy
All cranes used on Bradbury Stamm sites will be set-up with matting underneath the outriggers at all times, including when on concrete and asphalt.

Equipment
Matting boards can be made of:

- 4x4 set tightly together and bolted or held together by a top and bottom layer of ¾ plywood or
- Two layers of Douglas Fir 2x8's with a top and bottom of ¾ plywood
- The ends of reels for electrical wire are suitable if they are of 1x4 and two reel ends are used per outrigger

Matting Boards are to be 3 times the area of the metal pad.
When practical, construct round mats that can be picked up and rolled into place.
18" pad requires a mat of at least 30" in diameter.
24" pad requires a mat of at least 42" in diameter.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 002-02
Original Issue Date: 10/20/2000 **Revision Date: 08/10/2023**

UNDERGROUND UTILITIES PROTECTION PROGRAM

Purpose

Excavations are difficult and of high risk with underground utilities. Protection of underground utilities or facility (UF) is of vital importance to Bradbury Stamm Construction and its clients. Underground utilities are gas lines, electric lines, water, storm and sanitary sewer pipelines and communication lines for telephone, fiber optic and cable television. These lines are the property of the utilities owners or the property owner –Underground Facility Owner (UFO). They are obstacles to be worked around or removed and replaced.

The Pipeline Safety Bureau can assess administrative fines for failing to call 811* for UFO spots, failing to report damage to UF(s) within 5 days, for damage to the underground facility if mechanical equipment was used within 24 inches of the line and for failure to take “reasonable care”. The second offense of either can be a $25,000 fine and the cost of repair and losses incurred by entities affected by the utility interruption.

Procedure

The statute governing underground utilities is clear. In order to comply with the laws and regulations concerning excavations Bradbury Stamm has developed the BSC DIG Process Flow Chart and BSC DIG Permit.

DIG Process Flow Chart

This chart gives guidance for the excavation process and provides decision making assistance as well as being a road map to compliance. Post this in job-site offices for everyone to see. Laminated copies are available from the BSC yard. Can be accessed by QR Code from the DIG Permit.

BSC DIG Permit

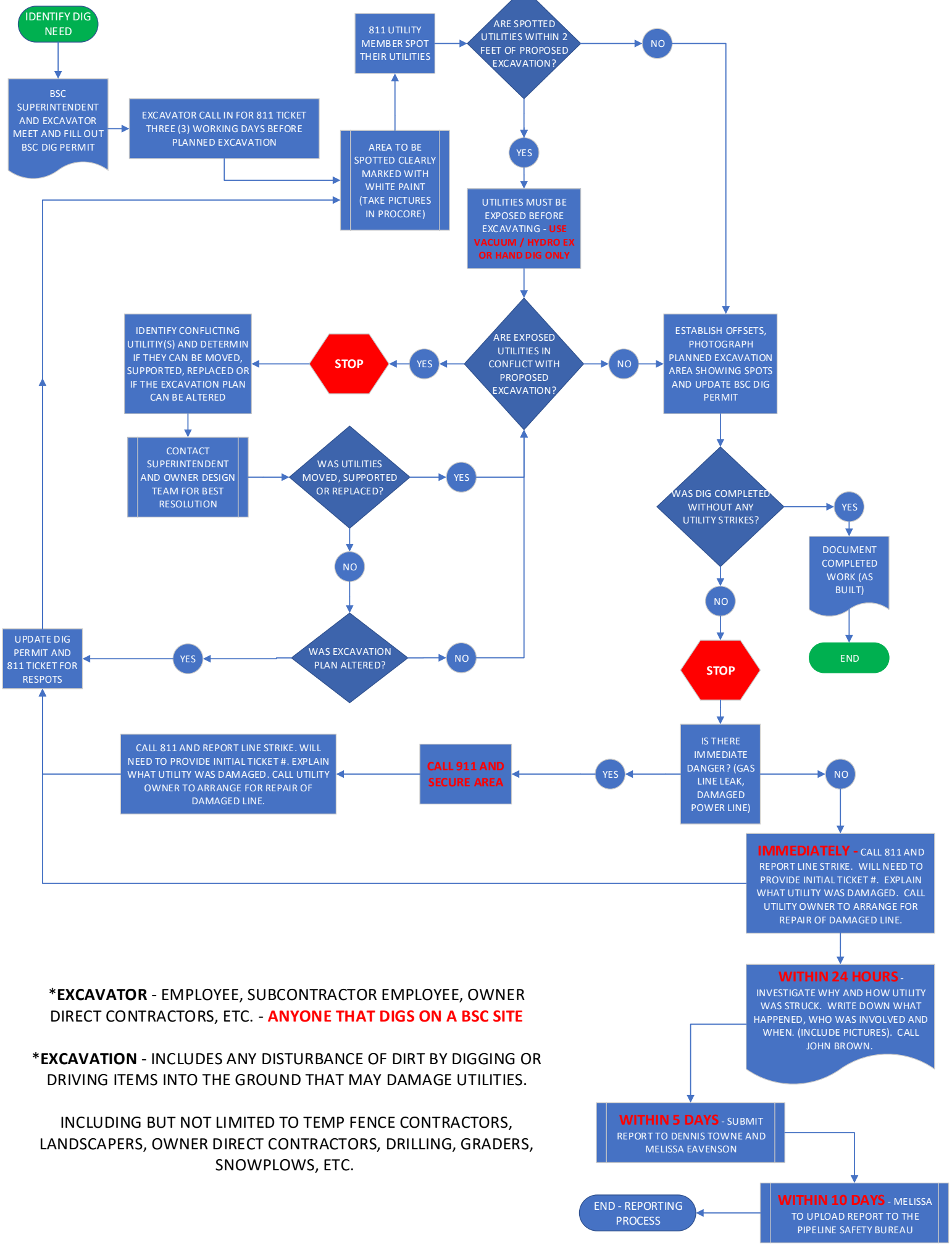
This permit is designed to cover all the details that cause problems when excavating. Superintendents must fill out the DIG Permit with anyone digging on a Bradbury Stamm site including:
- the owners of utilities, subcontractors hired by the owner, BSC foremen and subcontractors.
- anyone grading, installing fencing and signs, drilling holes.

Also available on Procore under Forms.

The DIG Permit is evidence Bradbury Stamm was “exercising reasonable” as required by NM statute when things go wrong. The Pipeline Safety Bureau will hold a hearing. We need evidence that our procedures were followed. If a line is miss-spotted and broken be sure the BSC DIG Flow Chart is followed and the BSC DIG Permit has been filled out, all documentation including photographs are secure and made available to **Melissa Eavenson and Dennis Towne.**

**For work outside of New Mexico, contract the applicable State resource for UFO spots.*

BSC DIG PROCESS FLOW CHART



***EXCAVATOR** - EMPLOYEE, SUBCONTRACTOR EMPLOYEE, OWNER DIRECT CONTRACTORS, ETC. - **ANYONE THAT DIGS ON A BSC SITE**

***EXCAVATION** - INCLUDES ANY DISTURBANCE OF DIRT BY DIGGING OR DRIVING ITEMS INTO THE GROUND THAT MAY DAMAGE UTILITIES.

INCLUDING BUT NOT LIMITED TO TEMP FENCE CONTRACTORS, LANDSCAPERS, OWNER DIRECT CONTRACTORS, DRILLING, GRADERS, SNOWPLOWS, ETC.

BRADBURY STAMM DIG (DISTURBANCE IN GROUND) PERMIT

Project #		Type of DIG Activity	WIDE	DEEP	LONG
Superintendent		Pothole for Utility			
Excavator Company		Clear & Grub jobsite			
Excavator Supervisor		Demo Concrete / Asphalt			
Supervisor Phone #		Overex Building Area			
Activity Start Date	Describe location / Area of work	Install Stakes / Posts			
		Excavate . Trench			
Activity End Date		Vertical Drill / Auger			
		Directional Bore			

CALL 811 TWO DAYS BEFORE YOU DIG (NOT COUNTING THE DAY OF THE CALL)	Locate Type	Date/Time Locate Request was Submitted	811 Ticket #	Date/Time Positive Response Check	Expiration Date
	Standard				
	Wide Area				

WRITE O FOR OVERHEAD AND U FOR UNDERGROUND NEXT TO EACH UTILITY LOCATED OR OBSERVED IN DIG AREA

ELECTRICAL		STORM DRAIN		GAS LINE		STEAM LINE	
FIBER OPTIC		SEWER LINE		MED GAS LINE		AIR LINE	
PHONE / CABLE		WATER LINE		CHILLER LINE		WELL SERVICE	
OTHER / EXPLAIN							

OPERATOR must be able to answer yes to all questions and initial each box before proceeding with DIG		Initial
Has the Excavator reviewed their scope of work with other on-site utility contractors and reiewed current as-built drawings?	YES	
Has the Excavator identified all spotted utility conflicts that are within their white lined DIG area and "offset" those marks?	YES	
Has the Excavator verified that all utility owners on their One Call ticket provided a positive response and attached a copy?	YES	
Has the Excavator confirmed that One Call contacted all possible utility owners (Roadway signals, etc.)	YES	
Has the Excavator identified emergency phone numbers and/or shutdown locations for all utilies located in the area?	YES	
Has the Excavator identified all excavation hazards and corrective actions needed to complete a safe DIG?	YES	
Has the Bradbury Supervisor walked the proposed DIG area with the excavator prior to any DIG activity?	YES	
Has the Excavator photographed the DIG area with the white lines, offset marks and utility spots located?	YES	

IF ANSWERS ABOVE ARE ALL YES, EXCAVATOR MAY PROCEED WITH DIG ACTIVITIES

BSC Superintendent MUST review, photograph & upload this permit to Procore

STANDARD 811 UTILITY LOCATE TICKET

CLICK OR SCAN QR CODE FOR DIG PROCESS FLOWCHART

811 COLOR MARKINGS

- WHITE - PROPOSED DIG AREA
- RED - ELECTRIC
- YELLOW - GAS/OIL/STEAM
- ORANGE - COMMUNICATION
- BLUE - POTABLE WATER
- PURPLE - IRRIGATION
- GREEN - SEWER/DRAINAGE
- PINK - SURVEY MARKS

Before removing or covering any 811 utility locate marks, excavators must provide offset marks. **IT'S THE LAW!**

24 INCH NO DIG TOLLERENCE ZONE

Where conflicts within the planned DIG area and an underground utility exists, the excavator is required to maintain a clearance of 24" from the cutting edge of their mechanical equipment to either side of a utility locate mark and is only allowed to use vaccum excavation and/or hand dig potholing methods within that 24" NO DIG area until the utility has been exposed and is clearly seen. **NOTE**: if a utility service is being installed the excavator must place warning tape and tracer tape/wire along the legnth of the utility in accordance with current building code requirements and must use above ground 811 color coded paint/flags/whiskers every 10 feet to mark that utility. As-built drawings must be kept current. All damage utility lines must be reported to 811 and Bradbury Stamm immediately.

NOTICE

This DIG PERMIT is designed as an aid to help prevent a Serious Injury / Fatality or damage to an underground utility. It is the EXCAVATORS responsibility to know, stay current and comply with State/Feder rules and regulations in their entirety. This DIG PERMIT does not relieve the excavator of any liability arising out of a line strike incident.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 003-01
Original Issue Date: 03/05/2000 **Revision Date: 11/01/2022**

OSHA INSPECTIONS

Purpose

OSHA will be inspecting our jobsites sooner or later. It is our obligation to have a safe workplace. It is OSHA's role to ensure we have a safe workplace.

Procedure

If OSHA staff show up, welcome them to our jobsite. Extend every courtesy (do not smoke indoors in their presence). You can call BSC Safety Director or President to make them aware of the inspection.

Normally they will ask the general contractor to get a representative from each subcontractor for an opening conference. It is important for a subcontractor's representative to be accommodating during the conference or inspection. Please instruct about this and keep these representatives calm and courteous. If the subcontractor's representative boycotts the opening conference, let the BSC President know about it immediately.

Inspectors are looking for:

- Harzard recognition
- Decisive and immediate corrective action
- Violations of the OSHA regulations
- Evidence of work preplanning to control hazards
- Training of employees

Relates to Safety Elements:

- Physical Inspections
- Mgmt. Commitment
- Passport Rules
- Job Hazard Analysis Training

Once the walk-through inspection starts, have a foreman or assistant superintendent with a radio tag along. Anything the inspector photographs, writes down or comments on, have the foreman photograph and direct corrective action. Have the foreman monitor and ask the inspector to look at the corrected conditions.

Inspectors have the right to apply the focused inspection protocol, which means they can limit citation issuance to serious hazards if there is evidence of an effective safety program. If the inspector perceives a cavalier or lackadaisical attitude toward safety he may conduct a "wall to wall" inspection.

Superintendents and Project Managers of jobsites who receive OSHA citations are subject to disciplinary action, including, but not limited to Safety Passport™ write-ups.

If citations are issued and the Safety Director decides to contest the citations, at the discretion of the Safety Director, the Project Manager and Superintendent(s) may be required to attend any informal conference.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 004-00
Original Issue Date: 10/20/2000 **Revision Date: 07/01/2008**

BSC FORKLIFT OPERATORS

Forklifts are to be operated only by persons certified under the **Bradbury Stamm Construction Forklift Operators Certification Program** or other equivalent means. OSHA 1910.178 applies by reference to construction and requires all operators to be certified as of December 1, 2000. BSC forklift operators will be required to attend initial as well as annual forklift safety training.

At a minimum all certifications for BSC employed forklift operators must document successful passage of a written and field driving (skills) test rough terrain extended reach forklifts.

Superintendents are authorized to **certify Forklift Operators for their jobsite only.** When operators transfer to another jobsite the Superintendent at that jobsite must re-certify the operator for the make and model the operator will be using. Only a designated trainer from the BSC Safety Office can certify forklift operators to work company wide.

If superintendents want to operate forklifts they need to have a designated trainer from the BSC Safety Office certify their ability to operate forklifts. Superintendents cannot certify themselves.

Subcontractor employees will attend forklift training class and be issued a BSC Safety Passport at the jobsite provided by BSC. BSC does not conduct driving tests for subcontractor employees.

Procedure

1. A designated trainer from the BSC Safety Office will perform the training.

2. The Safety Office trainer will administer test to class participants.

3. The superintendent where the employee works will observe driving behaviors and certify that the operator is qualified for the specific machine to be used.

4. The Safety Office will issue a Forklift Operators Passport that is good anywhere in the company.

5. In lieu of items 1-4 (above), a Supervising Superintendent can conduct forklift operator training, administer written tests and test each driver to qualify them for a Forklift Operators Passport good for the Superintendent's jobsite only.

6. Superintendents and Foremen shall take annual classroom forklift training and pass the written test if BSC employees or subcontractor employees are to operate forklifts on their jobsites.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 005-01
Original Issue Date: 10/20/2000 **Revision Date: 08/31/2023**

SUBCONTRACTOR SAFETY AGREEMENT (EXHIBIT A)

Bradbury Stamm Construction Company, Inc., and its subcontractors are obligated to provide a safe workplace. Subcontractors will be responsible for the safety of **their own** employees.

1. Compliance of the rules and regulations contained in **29 CFR 1926** by all subcontractors is required. Personnel will wear **proper work clothing and proper footwear**. **No shorts, no sleeveless shirts, and no radios** will be allowed on any Bradbury Stamm construction site.

2. **COMPETENT PERSON:** Each Subcontractor who will be doing any excavation/trenching, erecting, working from or disassembling scaffolds will be required to have a competent person on-site at all times.

3. **FALL PROTECTION:** Bradbury Stamm has a detailed fall protection policy for its employees and the employees of subcontractors exposed to fall hazards greater than 6 feet. For subcontractor employees engaged in steel erection, refer to Safety Directive #008 – 01 for full details. All employees must be protected from fall hazards by guardrails, personal protective equipment, nets, or acceptable alternative protection procedures as specified in the subcontractor's site-specific fall protection plan. If any assistance is needed to meet the above requirements, please contact the BSC Safety Director.

4. **FIRE PREVENTION:** adbury Stamm will provide the necessary fire-fighting equipment. Maintaining equipment to ensure that it is operational at all times is a joint responsibility. If fire-fighting equipment is used, the job superintendent must be notified so it can be replaced.

5. **HARD HATS AND EYE PROTECTION:** Subcontractor shall comply with the requirements of the Subcontractor Passport.

6. **HEALTH AND SANITATION:** Bradbury Stamm will provide toilets. Each subcontractor shall provide potable water for workmen. Bradbury Stamm may provide potable water by mutual agreement only.

7. **INSPECTIONS:** Subcontractor may be subject to unannounced inspections by Bradbury Stamm Safety Team members, other Bradbury Stamm staff members, Bradbury Stamm insurance carrier loss control representatives, OSHA or other entities associated with safety. Subcontractor shall cooperate with all such inspections and shall also immediately correct any hazards identified during such inspections.

8. **RESPONSIBILITY:** Each subcontractor **is completely responsible for their own employees,** including assuring that they are not exposed to hazards even if the hazards are the result of the operations of another subcontractor. Bradbury Stamm reserves the right to take whatever action they deem necessary to remove employees from hazards or eliminate hazards. The subcontractor agrees to take prompt corrective action at their own expense.

SUBCONTRACTOR SAFETY AGREEMENT (EXHIBIT A)

9. **MEETINGS:** Subcontractor shall attend all Bradbury Stamm safety meetings in accordance with the Subcontractor Passport.

10. **FIRST AID:** Each subcontractor must ensure adequate first aid supplies are available.

11. **COMMUNICATION. OSHA STANDARD 1926.59:** Subcontractors will comply with the provisions of this standard. Material Safety Data Sheets (MSDS's) for each hazardous chemical/substance the subcontractor will bring to the job and to which any employee on the job may be exposed will be in the Subcontractor foreman's or leadsman's possession. **Subcontractors are required to have a Hazard Communication Program in place and have all of their personnel trained.** If assistance is needed in establishing a program, please contact the BSC Safety Director.

12. **SUBCONTRACTOR SAFETY PASSPORT™ AND PROGRESSIVE DISCIPLINARY PROCESS CONTAINED THEREIN:** Subcontractor agrees that each of its employees will carry a Subcontractor Safety Passport™ on his or her person at all times on the jobsite and that Bradbury Stamm personnel will have the authority to enforce all provisions of the Subcontractor Safety Passport and the Progressive Disciplinary Process contained therein. Subcontractor shall at all times support and take all action necessary to enable Bradbury Stamm to enforce these provisions.

13. **SAFETY DIRECTIVES:** Subcontractor shall comply with all applicable Bradbury Stamm Safety Directives.

14. **ASBESTOS:** BSC makes every effort to have all remediation completed by a qualified asbestos abatement entity before occupying a jobsite. Subcontractor agrees to stop work and notify BSC if asbestos or asbestos containing materials are encountered. Subcontractor further agrees not bring any asbestos or asbestos containing materials to BSC jobsites.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 006-01
Original Issue Date: 07/26/2000 **Revision Date: 11/01/2022**

SAFETY PASSPORT™ POLICY

Introduction

The Bradbury Stamm Construction Safety Passport™ Program is the company safety program. New **Safety Passports** will be issued to all BSC field staff as well as anyone performing work on BSC jobsites as needed.

Policy

1. The **Safety Passport™** will be issued to all Bradbury Stamm Construction field employees including foremen, superintendents, project managers, yard and warehouse employees.

2. Superintendents will issue the **Subcontractor Safety Passport™** to every subcontractor employee working on BSC jobsites at the time these employees first arrive on the job, in accordance with Safety Directive #005-01 Subcontractor Safety Agreement (Exhibit A)..

3. Project Managers will ensure that the Safety Passport Program and its subparts are executed on all BSC jobsites.

4. The **Safety Passport** is the basic training manual. All safety training will come from the Safety Passport. Keep records of your meetings and which topics/page(s) training was conducted from. Be prepared to present training records to the BSC Safety Director, insurance company representatives, Worker's Compensation and OSHA officials. Document training in the margins of each passport with an initial and date.

5. Special safety training (confined space, excavations, scaffolds) not covered in the **Safety Passport** will be covered as needed by the superintendent or the BSC Safety Director.

6. Employees are to have the **Safety Passport** with them in order to work. Employees without their **Safety Passport** are not allowed to work until they can present their **Safety Passport.**

7. BSC Superintendents, Assistant Superintendents, Project Managers, Foremen, BSC Human Resources Manager, BSC Safety Director and BSC Safety Administrator are expected and obligated to enter violations in an employee's **Safety Passport**.

8. 8. Foremen who allow employees to work without their **Safety Passport** may be suspended for three (3) days without pay.

9. If an employee loses or destroys or is unable to produce his/her **Safety Passport** the Superintendent will issue a new **Safety Passport** after a three (3) day suspension without pay. If the same employee loses or destroys or is unable to produce his/her **Safety Passport** twice in one year the Safety Director or

Human Resources Director will interview the employee and decide whether to:

a. To issue a new Safety Passport;

b. To issue a new Safety passport after the employee serves a three (3) day suspension without pay; or

c. To terminate the employee.

10. The superintendent will replace damaged, worn tattered and mutilated **Safety Passports** as necessary if the old **Safety Passport** is turned in. The superintendent will transcribe violations in the old Safety Passport to the new **Safety Passport**.

11. Violations shall be handled in the following manner:
    - First Violation: employee will be written up and no penalty assessed;
    - Second Violation: employee will be written up and sent home for the rest of the working day without pay;
    - Third: employee will be written up and sent home for the rest of the working day and the following day without pay;
    - Fourth: employee will be written up and sent home for the rest of the working day and three (3) days without pay; and
    - Fifth: employee will be automatically terminated unless the superintendent requests an interview for the employee with the BSC Human Resources Manager or the BSC Safety Director.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 008-01
Original Issue Date: 12/5/2000 **Revision Date: 11/01/2022**

STEEL ERECTION SAFETY PRACTICES

Purpose

1. To prevent injury to employees, damage to property, equipment and structures during steel erection activities, structural steel work and steel decking installation.

2. To comply with the Subpart R Steel Erection Standard.

Hazards

This policy is designed to:

- prevent collapse of steel structures on concrete of insufficient strength;
- protect all jobsite employees from falling objects; and
- provide fall protection for all employees engaged in steel erection activities

Policy

1. During steel erection activities, employees must be provided with and wear fall protection equipment and be provided with a means of fall protection when working at or anticipating working at elevations greater than 6 feet above the next lower surface.

2. Employees using personal fall arrest equipment engaged in the initial connection of beams and girders to columns shall be tied-off when the fall hazard is greater than 12 feet.

3. During miscellaneous steel erection operations an appropriate means of fall protection shall be provided at all roof, floor, and wall openings 6 feet above the next lower surface. Fall protection may consist of guardrails, nets, scaffolds, control lines or harnesses and lanyards connected to suitable anchorage points.

4. When using personal fall protection equipment employees shall always be protected from falling. (Employees are not allowed to disconnect from an anchor point before connecting to another anchor point.)

5. Employees connecting beams and girders to columns shall install a minimum of two (2) bolts at each connection and spud wrench tighten before moving to the next connection.

6. During leading edge deck operations, an appropriate means of fall protection shall be provided at elevations exceeding 6 feet above the next lower surface. Decking will be installed in a manner such that all holes and gaps are covered by continuous decking or temporary covers marked “hole” as the leading edge proceeds or stanchions and guardrails will be erected before the decking continues. Control lines shall be installed a minimum of 6 feet from the leading edge.

7. In combination, lifeline, harness and lanyard shall provide for a maximum fall distance of no more than 6 feet.
8. Lifelines, static lines and other means of tying off rigged to arrest a fall shall be capable of supporting a minimum dead load of 5000 pounds.
9. Taglines will be connected on all hoisted loads where employees are required to guide, direct or receive a hoisted load and when employees are exposed to the swing of the load. If the steel erector supervisor can demonstrate the use taglines cause a greater hazard or the employee(s) can safely receive and control the load without taglines, then taglines are not required.
10. Employees will tie off to the basket of aerial lifts having the employee platform outside the wheels.
11. As of January 18, 2002, all Bradbury Stamm Construction field managers, subcontractors and employees engaged in steel erection activities shall comply with OSHA Subpart R Steel Erection Standard.

Enforcement

It is the role of Bradbury Stamm superintendents and foremen to ensure the subcontractor and his/her employees follow this policy. If a subcontractor refuses to comply, document in your Daily Log and notify your project manager and the BSC Safety Director or President. Failure of BSC superintendents and foremen to enforce this policy may result in disciplinary action as stipulated in the violations section of the BSC Safety Passport™.

Violations will be logged in each employees Bradbury Stamm Subcontractor Safety Passport™ and appropriate penalties enforced.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 009-02
Original Issue Date: 03/15/2001 **Revision Date: 11/01/2022**

BACKHOE OPERATOR CERTIFICATION PROGRAM

Purpose

Backhoe operators, loader operators, skid-steer loader (Bobcat) operators and excavator operators run dangerous machinery every day on Bradbury Stamm Jobsite. The hazards are threefold:

Hazards

1. These employees frequently drive around employees on foot digging, moving dirt, grading and generally reducing the amount of hand labor performed. Although Bradbury Stamm Construction has not had any accidents in the recent past involving these machines, several near misses have been observed on job sites

2. Operators also are the employees who construct excavations. Excavations are difficult to construct safely. Frequently employees working in excavations have little input into their design and shape. Operators have a tremendous amount of control over the excavations. Although the ultimate responsibility of safe excavations lies with the superintendent, the superintendents don't observe each foot of an excavation as it is constructed. OSHA inspections have a strong focus on excavation regulations.

3. 3. Underground Utilities are a big safety issue for Bradbury Stamm Construction. See Safety Directive #002. Operators of excavating equipment are typically held responsible for all damage to underground lines that have been correctly spotted unless laborers have cut a utility with a digging bar, pick or by driving a grade stake.

Solution

To control these hazards, the Safety Department and the supervising superintendent will issue the Equipment Operator Safety Passport to every employee who successfully completes training.

Policy

- All operators of excavation equipment will be trained through the Safety Department on safe excavator equipment operation.
- No operator may use excavation equipment until he/she has received an Equipment Operator Safety Passport.
- All superintendents and foremen supervising excavation equipment operators on their job sites are required to take the equipment operator training class.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 011-02
Original Issue Date: 10/17/2001 **Revision Date: 11/01/2022**

SUBCONTRACTOR TRAINING CERTIFICATION AND CURRICULUM

Purpose

To ensure subcontractor employees are trained to an established curriculum pertinent to the hazards on-site. As the general contractor having work stoppage authority and responsibility, Bradbury Stamm Construction can be cited for not ensuring the subcontractor employees have been properly trained in the following areas:

- Fall Protection
- Confined Spaces
- Scaffolds
- Forklifts
- Excavations

Hazard

Hazards are twofold:

1. Employees have not been trained before sent to the job;

2. Training was not appropriate to the hazards and conditions of the job.

Policy

All Subcontractor employees must be trained with the BSC Safety Passport before working on the above activities.

Definitions

- Curriculum: Training objectives and materials used to train employees.
- Certification: Process whereby subcontractor's qualified person verifies the Employee has been instructed and understands the employer's safety curriculum.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 013-03
Original Issue Date: 04/04/2002 **Revision Date: 08/31/2023**

INSURANCE CLAIMS

Purpose

- To create a process to handle company insurance claims
- To establish a central filing system for all company insurance claims and correspondence

Rationale

Construction companies have many types of insurance coverage and thus, many potential types of claims may be filed. A central repository for copies of all communication will be established so that copies of any claim-related activity or communication can be maintained, simplifying access to this information as well as information related to the status of all insurance claims.

Policy

All Workers Compensation claims and related communication will be sent to the BSC Safety Administrator. All other insurance claims will be handled in the following manner:

1. Superintendents or Managers shall initiate claims.

2. Notification of a claim shall be made by the following:
   - Contact BSC President Dennis Towne at (505) 250-2174, BSC Safety Director John Brown at (505) 577-7930, and Safety Administrator at (505) 350-6443.
3. Bradbury Stamm's Insurance Broker will send claim acknowledgment to the Safety Administrator as well as to the person initiating the claim.

4. Copies of any and all claim documents and correspondence sent to Bradbury Stamm's Insurance Broker or the insurance carrier for Bradbury Stamm Construction will be sent to the Safety Administrator.

5. Information related to the status of any and all claims will be sent to the Safety Administrator. The Safety Administrator shall share information related to new claims and the status of ongoing claims with the President through weekly status reports or in person when necessary.

6. Requests for information related to insurance claims from BSC personnel, our carrier or outside counsel hired by our carrier can be made through the Safety Administrator.

7. Copies of all routine communication, including notes of telephone conversations, related to claims will be sent to the Safety Administrator

Bradbury Stamm Construction – Safety Directive
Safety Directive # 014-03
Original Issue Date: 07/31/2002 **Revision Date: 11/02/2022**

USE OF FORKLIFTS BY NON-EMPLOYEES

Introduction

Bradbury Stamm Construction recognizes no other agreements that may provide for use of company-owned forklifts by non-employees. This safety directive spells out conditions under which employees of subcontractors performing work on BSC jobsites may use forklifts.

Policy

A Bradbury Stamm Construction Superintendent may, at his or her discretion, allow employees of subcontractors to borrow and operate forklifts owned by BSC for specified uses and for specified periods of time, if such use is deemed to be in the interest of Bradbury Stamm Construction. The following requirements must be strictly in adherence:

1. 1. The company requesting use of a forklift shall identify the person or persons who will be designated operators of the borrowed equipment. Only those persons will be allowed to operate the equipment.

2. 2. The designated operators shall attend the Bradbury Stamm Construction Safe Forklift Operation class, taught by the BSC Safety Director, and shall pass the written as well as driving (skills) test prior to using the forklift.

3. The designated operators, once certified, shall carry the BSC Equipment Operators Passport on their person when operating company-owned forklifts. These persons shall be subject to all rules in the Safety Passport™. The operator's passport must have the certification page completed for that operator and signed by the BSC Safety Director in order to operate the equipment.

Bradbury Stamm Construction Superintendents may decide not to allow others to use company forklifts on their jobs, may set strict time limits of allowed use, and may revoke use of forklifts at any time and for any reason. In addition, the BSC Safety Director may suspend the use of company forklifts by employees of subcontractors.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 016-03
Original Issue Date: 12/10/2002 **Revision Date: 11/01/2022**

CHEMICAL HAZARD COMMUNICATION

Purpose

To inform employees of the hazards associated with chemicals they use and handle, health risks attributed to those chemicals, proper protective measures to be taken, and to arrange contact with health professionals with medical information in case of exposure.

Policy

Bradbury Stamm Construction **superintendents** will:

1. 1. Have an up-to-date inventory list of chemicals requiring Safety Data Sheets on their jobsites.
2. Maintain an up-to-date file of Safety Data Sheets on the job, readily accessible to Bradbury Stamm and subcontractor employees, medical professionals and regulators.[1]
3. Ensure chemicals or their containers are clearly labeled.[2]
4. 4. Train employees from the health and personal protective equipment sections of the Safety Data Sheet before allowing employees to handle or use these chemicals.

Subcontractors are required to have a similar program meeting the minimum above for their employees for the chemicals they physically have on BSC jobsites. Subcontractors need to keep their Chemical Hazard Communication Program readily available for their employees.[3]

Superintendents will ensure that subcontractors have their program intact and on-site.

Note 1. BSC will only maintain SDS's and an inventory list for BSC employees. BSC does not need to assume this risk for the subcontractors.

Note 2: Most chemicals coming to BSC jobsites are labeled. However, when a chemical is transferred from a labeled container or package to unlabeled container or is "loose" it must remain under the immediate control of the employee with knowledge of the chemical. This is rarely a problem except when painters use a bucket for a solvent such as acetone, lacquer thinner or mineral spirits.

Note 3. Subcontractors need to keep their own program, especially their own SDS sheets where their employees meet i.e., toolbox, foreman's pick-up, subcontractor's office trailer. If subs send BSC SDS's the need to be turned over to the subcontractor's field management.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 017-04
Original Issue Date: 02/11/2003 **Revision Date: 08/31/2023**

CRITICAL LIFTS

Purpose

To prevent structural failure of and the tipping-over of cranes and hoisting equipment on Bradbury Stamm Construction jobsites.

Hazard

Modern cranes, boom trucks, and telescoping forklifts are high performance hoisting machines engineered with ever decreasing safety margins. These machines will lift the rated weights only within a specific configuration, dead level, on a solid surface with no wind and precise load centering. Obviously, this is not the practice on construction sites.

Several states, provinces, local governments, and the construction industry in general consider any lift exceeding 75% of the load charts capacity for a particular configuration to be a CRITICAL LIFT.

A Critical Lift is a lift that is close to the structural limitations of the crane or may cause the crane to turn over.

Policy

Whenever a crane, boom truck or other hoisting equipment is used on a Bradbury Stamm Construction jobsite the BSC Superintendents and Foremen are required to check that the equipment will not be used for a critical lift.

If the hoisting equipment is to be used in a critical lift the BSC Superintendent is directed to require a written lift plan from the subcontractor, crane operator and riggers. The superintendent is to review the lift plan with the actual crane set-up and rigging before the lift proceeds to ensure the plan has not been compromised. These plans are to be saved with the project log.

During the required Pre-Installation meetings inform the subcontractors of these requirements.

If assistance is needed in developing or reviewing a lift plan call BSC Safety Director.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 018-08
Original Issue Date: 01/15/2007 **Revision Date: 11/01/2022**

SCAFFOLD PLATFORM ACCESS

Purpose

1. This directive is intended to prevent exposure to falls from elevation when employees move between scaffold platforms (walking/working surfaces) and fixed scaffold ladders.

2. Maintain compliance with OSHA regulations.

Hazard

Employees accessing scaffolds platforms from ladders are exposed to falls when crossing over, under or through cross braces and guardrails. Employees may have tools, tool belts or clothing catch causing them to lose their balance and/or grip and fall. Employees must be able to step from the ladder to the scaffold or from the scaffold to the ladder without trip hazards or obstructions.

Ladders fixed to scaffolds should be located where employees can make this unimpeded transition. Typically, ladders are located at the end of walkthrough frames. To avoid exposure to falls at the end of the frames, the ladder access will close by swing gates, chains or other device in compliance with OSHA's Subpart L - Scaffolds and Subpart M-Fall Protection guardrail system specifications. *See note below.*

Policy

1. **All ladder-to-scaffold access points will be free of fixed cross braces and fixed guardrails.**

2. **All openings in the scaffold's guardrail system will be equipped with a swing gate or other movable device to allow unobstructed movement from the ladder to the scaffold platform and from the scaffold platform to the ladder.**

Note: Although NM OHSB and the Scaffold Training Institute allow passing through cross braces and guardrails, by doing so employees are exposed to falls. OSHA has two interpretations in response to employers' letters concerning first, climbing through cross braces and guardrails and second, openings in the guardrail system.

In the first interpretation dated 2000, OSHA acknowledges climbing through, over, or under cross braces and/or guardrails is not specifically prohibited by Subpart L – Scaffolds. OSHA does state that if employees are exposed to hazard not covered by Subpart L it may issue General Duty Clause citations.

In the second interpretation, OSHA upholds the continuity of the guardrail system thus mandating "swing gates or similar devices." In this interpretation OSHA also warns that the toe board is part of the guardrail system and if objects on the platform can become falling objects then a movable toe board must be installed with guardrail system.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 019-04
Original Issue Date: 09/15/2003 **Revision Date: 08/31/2023**

DUST CONTROL (CONTROL OF VISIBLE FUGITIVE PARTICLES)

This safety directive applies to all construction performed within Bernalillo County NM.

Introduction

Bernalillo County has adopted a strict ordinance to aid in the control of visible fugitive particles, known as dust, emanating from construction sites within the county. The ordinance is part of the New Mexico Administrative Codes (NMAC) and can be found under NMAC 20.11.20. The Bernalillo Air Quality Bureau responds to complaint calls when dust is observed blowing off construction sites and their investigation of complaints can lead to expensive fines against contractors. Since General Contractors are responsible for the operations on their jobsites, they are the entities that will receive citations and fines. In addition to the expense of paying fines, citations affect the General Contractor's reputation in the community. It takes years to repair a poor reputation.

*Be Certain ALL required permits are in place prior to beginning earth moving.

Policy

All Bradbury Stamm Construction Superintendents, Foremen, and Equipment Operators are directed to take the following measures if wind conditions are such that blowing dust may ensue:

1. Begin dust control immediately by watering down all disturbed soil on the jobsite.
2. Other operations may have to be delayed until watering operations have been completed.
3. Operators and/or Foremen will begin watering operations without being told by the Superintendent under these conditions.
4. Failure to water down disturbed soil under windy conditions is subject to a write-up per the Bradbury Stamm Construction Safety Passport™ program.

For more information about NMAC 20.11.20 contact the BSC Government Liaison at (505) 577-7930.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 020-04
Original Issue Date: 09/15/2003 **Revision Date: 09/05/2023**

AUTHORIZED DRIVERS

Introduction

Jobsite superintendents and project managers who drive company vehicles may wish to select specific BSC employees to use their assigned vehicle to run job-related errands. Any such employee asked to drive a field manager's vehicle must be identified as an approved driver for BSC and must also receive a minimal safety orientation for the vehicle to be used.

Policy

1. No BSC employees are allowed to drive company vehicles until the Safety/Risk Management Office has approved them as authorized drivers.

2. Superintendents and Project Managers wishing to select certain employees to drive their assigned vehicles shall notify the Safety/Risk Management office and identify the employee(s) to be considered as approved drivers.

3. Employees to be considered shall agree to submit to a motor vehicle department background check. Employees' drivers' records must meet the criterion spelled out in the BSC Associate Handbook before being approved as authorized drivers.

4. The BSC field manager whose vehicle will be used must orient each authorized driver on basic safety issues related to the vehicle. This orientation will include, as minimum, the following information:

    - Seat belts shall be worn at all times while the vehicle is in use.
    - Allow adequate room between your vehicle and the vehicle in front. This is a major cause of accidents. At no times should the driver attempt to get in a hurry or otherwise "make up time" by taking any kind of safety short cut.
    - All loads shall be correctly secured. Loose materials that can blow away or fall from vehicle must be covered. Keep bumpers and other surfaces free of gravel or other particulate matter that can fall onto roadway.
    - A vehicle carrying a load requires more stopping and following distance and the driver must make allowances for the load.
    - Driver shall observe all posted laws at all times.
    - In the event of an accident, driver shall stay on the scene of the accident until all information is exchanged between drivers involved. Use the booklets provided for each vehicle to record all information related to the accident. The driver shall contact his/her supervisor as soon as safely

possible to explain the situation. Even if uninjured, the driver of a BSC vehicle involved in an incident shall report for drug and alcohol testing on the same day as the accident, unless the BSC Human Resources director, the Safety Administrator or Safety Director allow otherwise.

5. Superintendent shall make a brief note in the employee's Safety Passport under Section 28 (Safe Driving) indicating "Reviewed Safety Directive #018 with employee." Superintendent and employee shall both initial this statement and include the date.

6. The BSC Safety Administrator shall notify the field supervisor when the selected driver(s) have been authorized to drive.

7. The BSC Safety Administrator shall periodically run motor vehicle background checks on all company designated and authorized drivers. If a driver's background includes information that makes him or her ineligible to drive company vehicles, that driver shall be removed from the list of drivers and the employee's supervisor shall be apprised that the employee can no longer drive BSC vehicles.

Definitions

- Designated Driver: BSC employee who has been assigned a specific vehicle for company use.
- Authorized Driver: BSC employee who has been approved to use a specific vehicle that is assigned to a designated driver.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 021-04
Original Issue Date: 07/01/2008 **Revision Date: 09/05/2023**

PRE-INSTALLATION MEETING AND CHECKLIST

Purpose

To ensure installing subcontractor field supervision understands the work, the safety and quality control programs, schedule, plans and specifications.

Risks

Subcontractor field supervision needs to know how BSC operates and what is expected by BSC and what BSC needs to provide the sub to perform a timely, safe and quality job. By assisting the subcontractor via this checklist, BSC avoids problems and misunderstandings that slow the project and may create costly problems. The Pre-install Checklist is simple, yet thorough document designed to remind, bring up for discussion and document the meeting before the subcontractor's field supervision starts work.

Policy

All superintendents are required to have a pre-installation meeting with the installing subcontractor superintendent or foremen. The meeting shall be guided by the Pre-installation Checklist and filled out during the meeting.

Contact BSC Safety Director to attend the Pre-installation meeting if the subcontractor will be using cranes or forklifts, scaffolding over three sections high, entering confined spaces or excavating.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 023-00
Original Issue Date: 04/01/2009 **Revision Date: N/A**

SUPERINTENDENT'S DUTIES

Purpose

In order to create and maintain a *safe workplace* as required by law and protect employees*, each Bradbury Stamm superintendent is the key person to promote jobsite safety and implement the Safety Passport™ System. The following are the minimum duties to be performed by BSC's superintendents on all Bradbury Stamm jobsites. Bradbury Stamm superintendents will:

- Ensure a Safety Passport is issued to each employee on the job;
- Ensure each employee and subcontractor employee will have their Safety Passport booklet on his/her physical person while on the jobsite;
- Ensure every foreman and subcontractor foreman carries a Foremen's Safety Passport;
- Ensure operators of excavating equipment and forklifts carry an Equipment Operator's Passport with current training;
- Arrange for daily checks to verify employees are carrying their Safety Passport;
- Preside over daily pre-task meetings before the start of work each day with BSC employees, and conduct stretching exercises;
- Arrange to have daily inspections performed by a competent person before employees use scaffolds, fall protection lifelines, safety harnesses and lanyards, guardrails, stairways and ladders, and enter excavations;
- Preside over post task planning at the end of each day to re-cap safety issues and the day's activities with BSC employees.
- Preside over weekly safety meetings where pertinent parts of the Safety Passport will be read aloud to all employees on the jobsite. Ensure arrangements are made to have the Safety Passport read aloud in Spanish if needed;
- Arrange to have or self perform forklift and excavating equipment training before operators begin operating equipment.
- Read and have a working knowledge of the Safety Passport and Safety Directives;
- Conduct Pre-installation meetings in accordance with the Pre-install Safety Directive;
- Ensure subcontractor employees do not work at a BSC site without supervision**;
- Ensure subcontractors follow the Utility Protection Program;
- Enforce the Safety Passport.
- Walk the job daily looking for safety hazards and observe employees working.
- If it is not in the Safety Passport or Safety Directives call BSC President

*the term employee includes Bradbury Stamm and Bradbury Stamm subcontractor employees.

**It is the policy of BSC to have BSC supervisors on site when employees are working. This does not mean the superintendent cannot attend a meeting or get materials, but means a BSC employee able to contact the superintendent or project manager is on-site. In rare cases a subcontractor may work on their own, but they must inform the BSC superintendent of the work to be performed, hazards to be controlled and safety practices to be implemented and agree to consult the Safety Passport before starting work.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 024-01
Original Issue Date: 04/28/2012 **Revision Date: 11/01/2022**

MICROBIAL CONTROL: REPAIR, CONTROL AND ABATEMENT OF MOLDS, FUNGI AND MICROBES FOLLOWING A WATER INTRUSION EVENT

Safety Procedures for repairing/eliminating the water intrusion source, containment of suspect microbial colonies, remove or decontaminate surfaces, substrates and building components that may be host media, selection and use of PPE, and remediation.

Purpose

Water intrusion events such as a leaking pipe behind a wall or under a floor, leaks and collection of moisture from roofing failures, over time create conditions to host colonies of bacteria, molds, mildew, fungi and other microbes feeding on these colonies to grow and spread. Many of these microbial are common and generally non-toxic produce staining and odors. Others, many imported world-wide, can cause health problems for humans and make a building unsafe to occupy.

Hazards

- Exposure to microbes that may cause disease or illness to employees.
- Spread of microbes to other environments such as employees' cars, home and family members.
- Spread of microbial contamination to areas not affected by water intrusion such as ductwork, adjacent rooms and food preparation areas.
- Reduce building damage and contamination from persons engaged in repair.

Action Levels

1. **Notification –** BSC employee will be notified and assigned to coordinated repair and clean-up.

2. **Physical inspection and Hazard Identification –** Assigned BSC employee will get to the location ASAP and determine the extent of the water intrusion event and:
   - Inspect without disturbing surfaces for wet areas, discoloration, odors and musty smells. Look for mold colonies and fungi growth and note color.
   - Note affected building materials- wet and expanded sheetrock, wood cabinets, concrete, tile counter tops, metal studs or wood studs.
   - Schedule appropriate subcontractor repair. DO NOT TURN ON FANS TO DRY OUT AREAS THUS SENDING SPORES AIRBORNE UNTIL DETERMINED OTHERWISE.
   - Notify BSC Safety Director to describe conditions and observations

3. **Hazard Assessment Control Plan –**This can be verbal or written or managed on–site by Safety Director. It may entail at a minimum

a. restricting the area to employees protected by PPE
b. shoe covers, plastic sheeting on floors, gloves and trash bag for disposal
c. use of fungicides and removal of porous surfaces that may serve as host media
d. clean-up and wipe down of other surfaces
e. replacement of sheetrock, paint etc.

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4. **Sampling and Laboratory Analysis –** After consultation with Safety Director, the assigned BSC employee may need to collect microbial colonies and deliver them to an analytical laboratory to determine the toxicity, PPE protocols and decontamination procedures.

Bradbury Stamm Construction – Safety Directive
Safety Directive # 026-00
Original Issue Date: 08/01/2017 **Revision Date: N/A**

RESPIRABLE CRYSTALLINE SILICA PROTECTION PROGRAM

Purpose

Modern carbide and diamond tipped cutting, grinding, drilling breaking equipment has led to an increase of silicosis in construction workers. Unlike asbestos, silicosis can cause serious physical harm or death fairly quickly. Construction workers are exposed to crystalline silica whenever tools are used to alter materials such as concrete, asphalt, and masonry units containing sand. Controls measures in most cases are simply the use of water and or vacuum systems.

The purpose of this Safety Directive is to:

1. Protect employees from the hazards of airborne crystalline silica and to set-up acceptable controls.

2. Comply with OSHA 1926.1153 Respirable Crystalline Silica Standard.

Procedure

Employees and Subcontractor employees on Bradbury Stamm Construction sites will use Table 1 (attached on the following pages) from OSHA's Respirable Crystalline Silica Standard to determine what control method is required.

Foremen will be considered to be the employer's competent person by default. Foreman having or intending to have employees exposed to respirable silica will be responsible to have a written exposure control plan. If you are not your employer's competent person it is your obligation to arrange for your competent person to submit to Bradbury Stamm Construction Superintendent the written exposure control plan, means of compliance with Table 1 and Respiratory Protection in compliance with 1910.134.

Foremen will ensure the employees to be exposed to Respirable Silica will be provided with protective measures per Table 1, be trained, carry a Safety Passport with training documented, fill in log documenting dates of exposure, daily duration by hour, tools used, control measures used and location of work in Safety Passport Silica Exposure Log.

Table 1.

For each employee engaged in a task identified on Table 1, the employer shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task on Table 1, unless the employer assesses and limits the exposure of the employee to respirable crystalline silica in accordance with paragraph (d) of this section.
1926.1153(c)(2)

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10	None APF 10
(v) Drivable saws	For tasks performed outdoors only: Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR Operate from within an enclosed cab and use water for dust suppression on drill bit.	None None	None None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. – When used outdoors. – When used indoors or in an enclosed area. OR Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. – When used outdoors. – When used indoors or in an enclosed area.	None APF 10 None APF 10	APF 10 APF 10 APF 10 APF 10

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xi) Handheld grinders for mortar removal (i.e., tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	APF 10	APF 25
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.		
	– When used outdoors.	None	None
	– When used indoors or in an enclosed area.	None	APF 10

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR	None	None
	Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xiv) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xv) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions.	None	None
	For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. OR Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None None	None None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None None	None None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xviii) 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	None None

Bradbury Stamm Construction – Safety Directive

Safety Directive # 027-04

Original Issue Date: 03/16/2020 **Revision Date: 11/23/2021**

INFECTIOUS DISEASE PREPAREDNESS PROGRAM - (INITIATIVE RELATED TO SEASONAL FLU AND COVID-19)

Purpose

To provide guidance and direction on the best practices during times of heightened virus risk at construction jobsites and to comply with NMDOH Public Heath orders mandating “Social Distancing”. NMOHSB may consider issuing General Duty Citations for violations of COVID-19 DOH-4-6 Public Health Order and this Safety Directive.

It is critical to following guidelines issued by the CDC or local authorities in order to protect our Employees, Owners, Subcontractors and the Public during times of heightened risk from Infectious Diseases including but not limited to the COVID-19 Virus and seasonal flu. The CDC website should always be viewed as a primary source of information (www.cdc.gov).

A significant deterrent to the spread of COVID-19 and Flu:

Vaccinations (see definitions) and boosters.

No Sick Employees at Work.

Site Management and Employee Behaviors.

Requirements

Masks as required by NMDOH and the CDC Guidelines

- In accordance with the CDC and as of November 21, 2021 update of the NMDOH, *all individuals shall wear a mask or multi-layered cloth covering in all indoor public settings except when drinking and eating. (Please review the NMDOH for the most up to date public health order* Public Health Orders and Executive Orders | NMDOH - Coronavirus Updates (nmhealth.org) https://cv.nmhealth.org/public-health-orders-and-executive-orders/

Requirements

Site Management

- Encourage activities to be outside when possible.
- Limit meetings held in the jobsite trailer and conduct safety meetings with small groups that can sit/stand apart from each other.
- Before and after meeting disinfect surfaces with cleaner or wipes.
- Discourage access to jobsite trailer as reasonable.
- Review hygiene and CDC recommendations at all safety meetings.
- Limit outside visits through technology.
- Minimize interaction with offsite vendors.

- Educate and post recommended CDC posters at entrance and at locations of water stations regarding washing hands, not touching face, covering cough/sneeze using elbow (even if wearing gloves), maintain distance from each other (ideally minimum of 6 Feet), other recommendations that may be relevant with current pandemic.
- Provide readily available hand wash stations
- Utilize Alcohol-based hand sanitizers, containing at least 60-95% alcohol, if soap and water is not immediately available.
- Active Campus Sites must maintain a site-specific plan that addresses clear separation of worker-controlled areas from public, client or other areas.

Employee Behaviors:

- Use of gloves is recommended while on-site.
- Avoid using other employees' equipment (phones, pens, gloves, safety glasses, other tools/equipment)
- Clearly define work areas and separation from public, client or others.
- Develop work plan for access to owner-controlled areas:
    - Example: Before entering occupied area, any worker will inform Bradbury Stamm Supervisory personnel, wash hands and be escorted. Areas touched to be cleaned before returning to the worker-controlled area.
- If in high traffic areas try and create as much separation as possible and consider double fencing or other options – goal six feet.
- Have workers mark gloves as theirs. Do not touch face with gloves and do not use teeth to remove gloves, etc.
- Include discussion of infection control in pre-activity and task planning and scheduling of activities.
- Vehicles, offices, shipping containers and hotel / motel rooms are easy areas to exchange germs.
    - Maintain hand sanitizing wipes in vehicles and limit drivers and access.
    - Do *not* sit in vehicles with others during breaks / lunch.
    - Carpooling and or ridesharing to and from the jobsite is not allowed in the Metro Areas.
    - For jobs outside the area, *carpooling is strongly discouraged*. If necessary, it is recommended to use a "Buddy System" using the same (2) employees to travel together and share lodging.
    - Do not sit in vehicles with others during breaks / lunch.

Sick Workers

Any workers that appear to have symptoms of acute respiratory illness should be sent home immediately. Employees should notify their supervisor and stay home if they are sick and contact a healthcare professional for guidance Employees who have symptoms of acute respiratory illness should stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

For persons with confirmed COVID-19 who had symptoms

Maintain isolation at home until all 3 of the following are met:

- At least 10 days have passed since symptoms first appeared; AND,
- At least 1 day (24 hours) has passed with no fever without the use of fever reducing medication; AND,
- Symptoms have improved

For persons with confirmed COVID-19 who did not have any symptoms

Maintain isolation at home until:

- At least 10 days since the positive test

Exposed Workers: (PLEASE NOTE, follow current guidelines from the CDC/NMDOH as these recommendations may be subject to change.)

Quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been fully vaccinated. Fully vaccinated people should get tested 5-7 days after their exposure and can return to work after having a negative test result and don't have symptoms.

Definitions:

Face Covering

Face covering (OSHA) means a covering that:

(i) (A) completely covers the nose and mouth;

(B) Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);

(C) Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;

(D) Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and

(E) Is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

(ii) This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Facemask means a surgical, medical procedure, dental, or isolation mask that is FDA-cleared, authorized by an FDA EUA, or offered or distributed as described in an FDA enforcement policy. Facemasks may also be referred to as "medical procedure masks."

Fully Vaccinated

Fully vaccinated means:

(i) A person's status 2 weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing

that is:

(A) Approved or authorized for emergency use by the FDA;

(B) Listed for emergency use by the World Health Organization (WHO); or

(C) Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or

(ii) A person's status 2 weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first

Bradbury Stamm Construction – Safety Directive

Safety Directive # 028-00

Original Issue Date: 08/11/2022 **Revision Date: N/A**

HEAT ILLNESS PREVENTION PROGRAM

Purpose

To provide guidance and direction on the best practices during times of heightened risk for heat illness at construction jobsites.

Procedure

- Observe heat index forecast for the day. Utilize OSHA Heat app https://www.osha.gov/heat/heat-app
- If heat indexes are projected above 80 degrees. Plan for precautionary measures to mitigate exposure and duress in direct sunlight.
- Precautionary measures to include:
    - Adjusted schedules to avoid peak heat times when possible
    - Access to cool drinking water
    - Access to shaded area
    - Scheduled hydration and rest breaks
    - Increased communication about hazard and what symptoms to look for in someone experiencing heat illness.
- Symptoms to look for in someone experiencing heat illness
    - Confusion
    - Irritability
    - Nausea or vomiting
    - Heavy sweating
    - Unconsciousness
    - Heavy sweating or hot, dry skin
    - Rapid heart rate
    - Slurred Speech
    - Fatigue
    - Thirst
    - Dizziness or lightheadedness
    - Elevated body temperature or fast heart rate
    - Seizures
    - Very high body temperature
- If you encounter yourself or notice someone on the jobsite experiencing these symptoms, get them to a cool or shaded area, be sure to drink water and notify your foreman and job superintendent

Bradbury Stamm Construction – Safety Directive

Safety Directive # 029-00

Original Issue Date: 08/10/2023 **Revision Date: N/A**

TRAILER AND TOWING

Selecting a Trailer

- What are you going to haul?
    - Lots of small items are best hauled in a trailer with open or closed sides.
    - Long items and palletized loads are typically loaded/unloaded with a forklift; therefore, flat bed trailers should be used.
    - When hauling equipment, it is best to use a trailer with ramps to drive equipment on the trailer.

Hooking Up

- Wear Gloves
- Check the size of the hitch and select the correct size ball to match hitch - 1 7/8”, 2” or 2 5/16”.
- Close hitch around tow vehicle ball, install hitch latch safety pin.
- Connect two Safety chains or cables. Cross them to avoid binding when turning.
- Light check: connect trailer wiring harness; start engine; turn on driver’s side turn signal and walk back and check that they are operational, repeat for passenger side; turn on headlights, walk back and check. If you have someone to help, check to see if the brake lights are also functioning properly.

Loading/Unloading Equipment and Load Balance

- Block trailer tires: loading can raise up tow vehicles and the rear wheels will not touch the ground and roll away.
- Sweep off snow, frost or water before driving up ramps.
- Put on your seat belt whenever operating any moving equipment.
- Drive on equipment until truck starts to settle. Stop and check that trailer frame is level or parallel with truck frame; too far forward will cause the front tires to be light and could impact steering and front braking; too far back the rear tires cause loss of traction and fishtailing or jack knifing.
- Keep a broom on the trailer or in the truck; sweep off rocks and debris before starting the haul to avoid damage to other vehicles on the road.

Securing the Load - Tying Down

- Use straps or chains and chain binder. For equipment use Grade 70 5/16” chain or larger. Rig tie downs to apply clamping force to the load. Always use two methods to tie down the load. DOT says every 5 feet.
- Place binders and ratchets on the passenger side to stay out of traffic lane when checking tightening on side of road. Pad straps at sharp edges. Vibration can cut straps.
- Sweep off the trailer.

Towing

- Reduce speed. Add double the stopping distance (it will take longer to stop the heavier the load is), stay in the right lane.
- Avoid rapid starts.

Training

BSC has developed a 20-minute training video available online or from John Romero in the yard. Watch before you take a company trailer on the road.