

A0006806

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CELMN-CD-NO-Q

12 Sep 94

MEMORANDUM THRU C/Const Div

FOR C/Contr Div ATTN: Const Svc Sec (Contract File)

SUBJECT: Contract No. DACW29-94-C-0079, Lake Pontchartrain and Vicinity, High Level Plan, London Avenue Outfall Canal, Parallel Protection, Mirabeau Avenue to Leon C. Simon Boulevard Floodwall, Orleans Parish, Louisiana

1. Enclosed for inclusion into the official contract file are LMV Forms 358-R and 385-6-R in conjunction with the contractor's Accident Prevention Plan.
2. Point of Contact is Chris Wagner, X1222.



CHESTER ASHLEY
Area Engineer
New Orleans Area Office

Encl

CF:
Proj Engr (Wagner)
Proj Insp (Bryant)

SEP 14 1994

MR. WAGNER/1a/1222

September 12, 1994

New Orleans Area Office

SUBJECT: Contract No. DACW29-94-C-0079, Lake Pontchartrain and Vicinity, High Level Plan, London Avenue Outfall Canal, Parallel Protection, Mirabeau Avenue to Leon C. Simon Boulevard Floodwall, Orleans Parish, Louisiana

B & K Construction Company, Incorporated
1905 Highway 59
Mandeville, Louisiana 70448

Your revised Accident Prevention Program submitted to this office on August 22 and September 6, 1994, is accepted for use on the subject contract provided satisfactory performance is maintained.

If you have any questions, please contact Mr. Chris Wagner of my staff at 862-1222.

Sincerely,

Chester Ashley
Administrative Contracting
Officer

CF:
Proj Engr (Wagner)
Proj Insp (Bryant)

DIHON
CEL MN-CD-NO-Q

HABBAZ
CEL MN-CD-NO

BERNARD
CEL MN-CD-NO

ASHLEY
CEL MN-CD-NO

MR. WAGNER/1a/1222

August 16, 1994

~~DUBIN~~
CEL MN-CD-NO-Q

New Orleans Area Office

HABBAZ
CEL MN-CD-NO

SUBJECT: Contract No. DACW29-94-C-0079, Lake Pontchartrain and Vicinity, High Level Plan, London Avenue Outfall Canal, Parallel Protection, Mirabeau Avenue to Leon C. Simon Boulevard Floodwall, Orleans Parish, Louisiana

~~BERNARD~~
CEL MN-CD-NO

~~ASHLEY~~
CEL MN-CD-NO

B & K Construction Company, Incorporated
1905 Highway 59
Mandeville, Louisiana 70448

Your Accident Prevention Program has been reviewed and is accepted for use subject to the incorporation of the following:

a. LMV Form 358-R, Administrative Plan

- Items 6 and 15: Fill out these items since they were not completed.

b. LMV Form 359-R, Job Hazard Analysis

(1) This form has been replaced with LMN 385-6-R. Revise your Job Hazard Analysis to comply with the updated form.

(2) A Hazardous Energy Control (Lockout/Tagout) Plan must be included as part of your Accident Prevention Program. Reference EM 385-1-1, paragraph 12.A. General.

(3) Cranes used for lifting shall be equipped with anti-two block device, reference 16.D.01.

(4) Also, provide verification that the crane operator is qualified for operation of a crane or derrick, reference 16.C.04. The previous two subjects shall be addressed in the job hazard analysis.

(5) Address your emergency response capabilities to minimize the consequences of accidents or natural disaster.

c. Hurricane Plan

- Submit your plan as specified in H-10, SAFETY PROVISIONS, subparagraph i.

You are reminded that all equipment brought to the worksite must be inspected and tested by a competent person and certified to be in safe operating condition prior to use (EM 385-1-1, paragraph 16.A). In order to accomplish this, your cooperation with the Corps inspector who will be on site is appreciated.

Prior to commencing on-site work and scheduling the Preconstruction Safety Conference, a revised plan must be submitted to and accepted by this office. Please make the necessary revisions to the plan and resubmit as soon as possible.

If you have any questions or comments, please contact Mr. Dennis Duhon (862-1212) or Mr. Chris Wagner (862-1222) of this office.

Sincerely,

Chester Ashley
Administrative Contracting
Officer

CF:
Proj Engr (Wagner)
Proj Insp (Bryant)

I acknowledge that the Accident Prevention Plan was discussed at the Preconstruction Conference.

NAME

Y. P. S.

TITLE

8/14/94

DATE

ACCIDENT PREVENTION PROGRAM ADMINISTRATIVE PLAN

Willingness to correct safety hazards detected by the Corps is commendable, but a poor substitute for a positive program that prevents or detects and corrects hazards.

Contractor B & K CONSTRUCTION CO., INC. 1	Contract Name & No. LONDON AVENUE OUTFALL CANAL 2 DACW29-94-C-0079	Date 7/29/94 3
Project Superintendent 4 MICHAEL TASSIN	Shifts/day 5 1	Hours/shift 5a 8
Maximum employees/shift 5b 10		
Superintendent's training in Corps' safety requirements Michael Tassin has previously completed USACOE DACW29-92-C-0047 Project for the Corps of Engineers in 1993. He is familiar with the USACOE Safety and Health Requirements Manual (EM 385-1-1). Mr. Tassin is the Quality Control Manager for this Project and has been trained in CPR and First Aid. 6		
Major Units of Equipment BACKHOE, FRONT END LOADER, CRANE, PILE DRIVING EQUIPMENT 7		
Who will inspect equipment? 8 MICHAEL TASSIN	Inspector's qualifications 18 YEARS EXPERIENCE AS A PROJECT 8a SUPERINTENDENT & PROJECT MANAGER	Inspection frequency? 8b DAILY
Who is responsible for operators' physicals? 9 MICHAEL TASSIN	Location of all records 1905 HWY. 59 10 MANDEVILLE, LA 70448	Day and hour weekly safety meeting 1 Mondays / 7:00am
Who is responsible for employee training? 12 MICHAEL TASSIN	Who will orient new employees? 13 MICHAEL TASSIN	
Who is responsible for clean-up? 4 MICHAEL TASSIN	Where will drinking water be obtained? 15 KENTWOOD SPRING BOTTLED WATER	
Who will investigate accidents? 16 MICHAEL TASSIN	Who is responsible for providing personal protective equipment? 17 MICHAEL TASSIN	
Name Doctors, Hospitals & Ambulance services with whom arrangements have been made for this contract.		
Doctor DR. PAUL VILLIAN MERCY BAPTIST HOSPITAL 301 NORTH JEFFERSON DAVIS PARKWAY NEW ORLEANS, LA (504) 483-5000 483-5777 18	Hospital MERCY BAPTIST HOSPITAL 301 NORTH JEFFERSON DAVIS PARKWAY NEW ORLEANS, LA (504) 483-5000 (504) 483-5777 Emergency Rm. Karen Petranick, Mgr. (504) 483-5803 Admit Karen Robinson, Clerk 18a	Ambulance MID SOUTH AMBULANCE SERVICE (504) 835-8548 18b
What form of communication will be used to summon ambulance? JOBSITE TELEPHONE (office) or CELLULAR (jobsite) 18c		

Names of first aid attendants having certificates	Type of certificate and expiration date	Names of U.S.C.G. licensed boat operators, type license & expiration date
* MICHAEL TASSIN * MIKE COMEAUX * ALBERT STETCHMANN * JERRY JUSTICE * STEVE THOME *SEE CERTIFICATES ATTACHED	ALL EMPLOYEES LISTED ARE CERTIFIED IN ADULT CPR & FIRST AID CPR EXPIRES 8/95 1ST AID EXPIRES 8/97 19a	N/A

21 Fire Fighting Equipment				22 First Aid Kits		23 Wash Facilities	
No.	Rating	Type	Location	No.	Type	No.	Type
1	20-B:C	Dry Chem.	FUEL STORAGE	1	1b. unit	1	Eye Wash Facility
1	20-B:C	Dry Chem.	PAINT STORAGE				
1	2-A	Dry Chem.	ON EACH UNIT OF EQUIPMENT AND VEHICLES	24 Toilets			
				No.	Type		
				1	Portable Chemical Toilet		

What flammable or combustible liquids or gases will be on job site?

DIESEL FUEL
PAINT

25

Where and how will flammables and combustibles be stored?

DIESEL FUEL WILL BE STORED IN AN ABOVE GROUND STORAGE TANK IN CONTRACTOR'S YARD
PAINT WILL BE STORED IN VAN TRAILER IN CONTRACTOR'S YARD

26

Who will be responsible for inspection and maintenance of fire fighting equipment?

27 MICHAEL TASSIN

If the Company has a published statement of safety policy, please transmit a copy with the return of your Accident Prevention Program.

On a separate sheet submit your proposed layout of temporary buildings and facilities (including subcontractors) and traffic patterns including access roads, haul roads, R.R.s, utilities, etc.

The B & K CONSTRUCTION CO., INC. will pursue a positive program of training, inspections and hazard control throughout the term of this contract. Mr./Ms. MICHAEL TASSIN has the responsibility and authority for enforcing them.

Deborah W. Smith 7/29/94
Contractor's signature date
Deborah W. Smith, Corp. Secretary
28 PROJECT COORDINATOR

Chester J. Smith
C.O. or C.O.R. signature date
CHESTER J. SMITH, ADMIN. CONT. ORCL



This certifies that
Michael Tassin
has completed the requirements for
ADULT CPR
sponsored by

SELA-OSC
Date completed
7-26-94



This certifies that
Michael Tassin
has completed the
STANDARD FIRST AID
course of instruction sponsored by

SELA-OSC
Date course completed
7-28-94

Thomas R. Agator
Chairman, American Red Cross

Instructor's Signature

Francelle M. Churro

Holder's Signature

Thomas R. Agator
 Chairman, American Red Cross

Instructor's Signature

Robert [unclear]
 Holder's Signature

The American Red Cross recognizes this training as valid
 for three years from completion date.

Form 6320 (Jan. 1993)

This certifies that
Mike Comeaux
 has completed the requirements for
ADULT CPR
 sponsored by
SELA-OSC

Date completed
8-11-94



This certifies that
Mike Comeaux
 has completed the requirements for
STANDARD FIRST AID
 sponsored by
SELA - OSC

Date completed
8-11-94





This certifies that
Albert Stechmann
has completed the
STANDARD FIRST AID
course of instruction sponsored by

SELA-OSC

Date course completed

7-28-94



This certifies that
Albert Stechmann
has completed the requirements for

ADULT CPR
sponsored by

SELA-OSC

Date completed

7-26-94

A handwritten signature in black ink, appearing to read "Norman R. Agator".

Chairman, American Red Cross

Instructor's Signature

A handwritten signature in black ink, appearing to read "Francelle M. Johnson".

Holder's Signature



This certifies that
Jerry Justice
 has completed the
STANDARD FIRST AID
 course of instruction sponsored by

SELA-OSC
 Date course completed

7-28-94



This certifies that
Jerry Justice
 has completed the requirements for
ADULT CPR
 sponsored by

SELA-OSC

Date completed

7-26-94

Norman R. Agator

Chairman, American Red Cross

Instructor's Signature

Francelle M. Hunter

Holder's Signature

The American Red Cross recognizes this training as valid
 for one year from completion date.



Cert. 653212 (Jan. 1993)

* NAME MISPELLED
SHOULD BE "THOME"



This certifies that

Steve Thorne
has completed the requirements for

ADULT CPR
sponsored by

SELA-OSC

Date completed

8-11-94



This certifies that

Steve Thorne
has completed the requirements for

STANDARD FIRST AID
sponsored by

SELA-OSC

Date completed

8-11-94

A handwritten signature in black ink, appearing to read "Norman R. Agator".

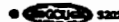
Chairman, American Red Cross

Instructor's Signature

A handwritten signature in black ink, appearing to read "Steve Thorne".

Holder's Signature

The American Red Cross recognizes this training as valid
for three years from completion date.

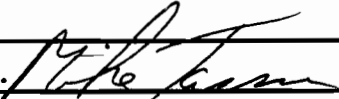
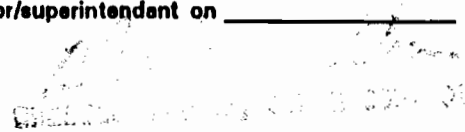


Cert. 653207 (Jan. 1993)

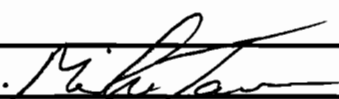
**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #001 MOBILIZATION AND DEMOBILIZATION	<ul style="list-style-type: none"> a. Vehicle Accidents b. Crushing c. Falling Objects 	<ul style="list-style-type: none"> 1. Only qualified operators and drivers will be allowed to operate equipment. 1. All equipment requiring backup alarms will be so equipped. 2. All slings, cables, ropes, etc. will be inspected daily. 1. All personnel will be required to wear hard hats. 2. No loads will be swung over the heads of personnel.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Backhoe Front End Loader Bulldozer Pickup Truck Jobsite Trailer Storage Container Crane Piledriver	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin 9/2/94</i>		
14. Report discussed with contractor/superintendent on _____ <i>[Signature]</i> AREA/RESIDENT ENGINEER, ALLEN GALT STOK		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
Area/Resident Engineer (Signature)		Proponent: CELMN-SO

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #002 CLEARING AND GRUBBING	<p>a. Cuts, Falls, Strains</p> <p>b. Foreign Objects in Eyes</p> <p>c. Crushing</p>	<p>1. Only experienced operators will be allowed to use chain saws.</p> <p>2. All downed timber and brush will be disposed of as clearing progresses.</p> <p>3. All personnel will be instructed in proper lifting techniques.</p> <p>1. Personnel will be required to wear safety glasses as needed.</p> <p>1. Bulldozers will be required with guards and canopies to protect operators from falling trees and branches.</p> <p>2. Dozers will be equipped with roll over protection.</p>
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Backhoe Chain Saw Man Lift	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____ _____  Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #003 SELECTIVE DEMOLITION	<ul style="list-style-type: none"> a. Foreign Objects in Eye b. Crushing c. Cuts, Piercing Objects 	<ul style="list-style-type: none"> 1. Safety goggles will be worn to protect eyes. 1. Steel-toe safety boots will be worn. 1. Gloves will be worn as protection against wire, steel, nails, etc.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
La Bounty Concrete Pulverizer Hydraulic Backhoe 25 Ton Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____ _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
Area/Resident Engineer (Signature)		

LMN 385-6-R
Sep 93

Proponent: CELMN-SO

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #004 PEDESTRIAN BRIDGE DEMOLITION	a. Foreign Objects in Eye b. Crushing c. Cuts, Piercing Objects d. Falling Objects e. Dust	1. Safety goggles will be worn to protect eyes. 1. Steel-toe safety boots will be worn. 1. Gloves will be worn as protection against wire, steel, nails, etc. 1. All personnel will be required to wear hard hats. 1. Personnel will wear respirators as needed.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane and/or Backhoe	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #005 EMBANKMENT, SEMICOMPACTED FILL	a. Crushing b. Fire and Explosion	1. Trucks, loaders and compaction machines will be equipped with back-up alarms. 2. Hard hats and safety boots will be worn by all personnel. 1. Notify Gas Company before commencing work in vicinity of their pipe lines. 2. No work will be performed within 40' of the gas lines unless their inspector is present.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Bulldozer Excavator	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____ <i>[Signature]</i> _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #006 STRUCTURAL EXCAVATION AND BACKFILL	<ul style="list-style-type: none"> a. Cave-in b. Falling Objects c. Crushing d. Physically Unqualified Operators of Excavation Equipment 	<ul style="list-style-type: none"> 1. Any excavation deeper than 5' will be shored. 2. Excavated material will be at least 3' from top of ditch. 1. All personnel will be required to wear hard hats. 2. No one will be allowed to work under buckets loaded with dirt. 1. Excavators and trucks will be equipped with back-up alarms. 2. Safety boots will be required. 1. All equipment operators will be physically qualified in accordance with COE Manual EM385-1-1.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Bulldozer Excavation	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____ _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #007 FERTILIZING, SEEDING AND MULCHING	a. Crushing b. Dust c. Boreign Objects in Eyes	1. Tractors, dozers and mobile equipment will be equipped with back-up alarms. 1. Personnel will wear respirators as needed. 1. Personnel will wear safety glasses.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Farm Tractor with Implements	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____ _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
Area/Resident Engineer (Signature)		


**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #008 CUT OFF EXISTING SHEET PILE	h. Welding i. Fire and Explosion	1. Welders will be required to wear protective equipment including gloves, helmets, and safety goggles. 2. Personnel in vicinity of welding operations will be warned of hazards of watching welders at work. 1. Notify gas company before commencing work in vicinity of their pipe lines. 2. No work will be performed within 40' of gas lines unless their inspector is present.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Torch	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____ _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
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7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #009 PULL, CLEAN, SALVAGE EXISTING AZ18	e. Boom and Cable Failure f. Crushing g. Hoisting h. Welding	1. Cables and booms will be inspected daily. 1. No one will be allowed to work under suspended loads. 2. No sheet piling will be swung over personnel. 1. Closed shackles will be used when hoisting sheet piling. 1. Welders will be required to wear protective equipment including gloves, helmets, and safety goggles.
<u>CONTINUED NEXT PAGE</u>		
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer Pressure Washer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____ _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
Area/Resident Engineer (Signature)		

**ACCIDENT PREVENTION PROGRAM
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1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
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7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #009 PULL, CLEAN, SALVAGE EXISTING AZ18	h. Welding (Continued) i. Fire and Explosion	2. Personnel in vicinity of welding operations will be warned of hazards of watching welders at work. 1. Notify gas company before commencing work in vicinity of their pipe lines. 2. No work will be performed within 40' of gas lines unless their inspector is present.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer Pressure Washer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____ _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

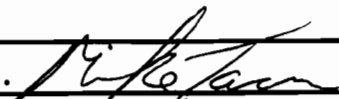
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7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #010 REDRIVE EXIST AZ18 SHEET PILE C O N T I N U E D N E X T P A G E =====	a. Noise b. Foreign Objects in Eyes c. Falling Objects d. Operators Not Physically Qualified	1. Personnel will be required to wear ear protection near pile driving operations. 1. Personnel will be required to wear eye protection near pile driving operations. 1. Personnel will be required to wear hard hats at all times. 2. All slings, cables, etc. will be checked daily. 1. All operators will be physically qualified in accordance with COE Manual EM385-1-1.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
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Area/Resident Engineer (Signature)		

**ACCIDENT PREVENTION PROGRAM
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1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #010 REDRIVE EXISTING AZ18 SHEET PILE	e. Boom and Cable Failure f. Crushing g. Hoisting h. Welding	1. Cables and booms will be inspected daily. 1. No one will be allowed to work under suspended loads. 2. No sheet piling will be swung over personnel. 1. Closed shackles will be used when hoisting sheet piling. 1. Welders will be required to wear protective equipment including gloves, helmets, and safety goggles.
<u>CONTINUED NEXT PAGE</u>		
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
_____ Area/Resident Engineer (Signature)		

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #010 REDRIVE EXISTING AZ18 SHEET PILE	h. Welding (Continued) i. Fire and Explosion	2. Personnel in vicinity of welding operations will be warned of hazards of watching welders at work. 1. Notify gas company before commencing work in vicinity of their pipe lines. 2. No work will be performed within 40' of gas lines unless their inspector is present.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
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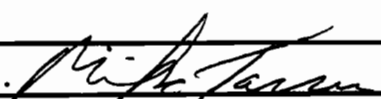
LMN 385-6-R
Sep 93

Proponent: CELMN-SO

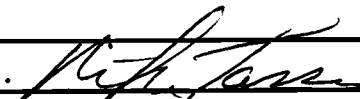
**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #011 PZ-22 STEEL SHEET PILING <u>CONTINUED NEXT PAGE</u>	a. Noise b. Foreign Objects in Eyes c. Falling Objects d. Operators Not Physically Qualified	1. Personnel will be required to wear ear protection near pile driving operations. 1. Personnel will be required to wear eye protection near pile driving operations. 1. Personnel will be required to wear hard hats at all times. 2. All slings, cables, etc. will be checked daily. 1. All operators will be physically qualified in accordance with COE Manual EM385-1-1.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____ _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

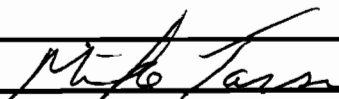
**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #011 PZ-22 STEEL SHEET PILING C O N T I N U E D	e. Boom and Cable Failure f. Crushing g. Hoisting h. Welding	1. Cables and booms will be inspected daily. 1. No one will be allowed to work under suspended loads. 2. No sheet piling will be swung over personnel. 1. Closed shackles will be used when hoisting sheet piling. 1. Welders will be required to wear protective equipment including gloves, helmets, and safety goggles.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____ _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative


**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

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4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #011 PZ-22 STEEL SHEET PILING	<p>h. Welding (Continued)</p> <p>i. Fire and Explosion</p>	<p>2. Personnel in vicinity of welding operations will be warned of hazards of watching welders at work.</p> <p>1. Notify gas company before commencing work in vicinity of their pipe lines.</p> <p>2. No work will be performed within 40' of gas lines unless their inspector is present</p>
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
_____ Area/Resident Engineer (Signature)		

**ACCIDENT PREVENTION PROGRAM
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1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #012 PSA-23 STEEL SHEET PILING ===== C O N T I N U E D N E X T P A G E =====	e. Boom and Cable Failure f. Crushing g. Hoisting h. Welding	1. Cables and booms will be inspected daily. 1. No one will be allowed to work under suspended loads. 2. No sheet piling will be swung over personnel. 1. Closed shackles will be used when hoisting sheet piling. 1. Welders will be required to wear protective equipment including gloves, helmets, and safety goggles.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
_____ Area/Resident Engineer (Signature)		

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #012 PSA-23 STEEL SHEET PILING	<ul style="list-style-type: none"> h. Welding (Continued) i. Fire and Explosion 	<ul style="list-style-type: none"> 2. Personnel in vicinity of welding operations will be warned of hazards of watching welders at work. 1. Notify gas company before commencing work in vicinity of their pipe lines. 2. No work will be performed within 40' of gas lines unless their inspector is present.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____ _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
Area/Resident Engineer (Signature)		


LMN 385-6-R
Sep 93

Proponent: CELMN-SO

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #013 PAINTING	d. Danger to Other Workers e. Explosion and Fire	1. Other personnel in area of paint operations will be cautioned against inhaling atomized particles of coal tar epoxy and to avoid contact of paint with skin. 1. No smoking or open flame signs will be posted in paint storage area. 2. Paint and other flammable materials will be stored in a well ventilated location. 3. Fire extinguishers will be placed within 50' of the storage area.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
N/A	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
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Area/Resident Engineer (Signature)		

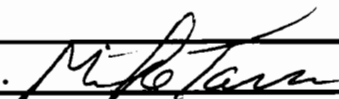
**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
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7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #014 REINFORCED CONCRETE FLOODWALL	a. Vehicle Accidents b. Crushing	1. Only qualified operators and drivers will be allowed to operate equipment. 1. All personnel will be required to wear hard hats. 2. All equipment will require back-up alarms as needed.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Backhoe Crane	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____ _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

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4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #015 CONCRETE SLOPE PAVEMENT	a. Vehicle Accidents b. Crushing	1. Only qualified operators and drivers will be allowed to operate equipment. 1. All personnel will be required to wear hard hats. 2. All equipment will be required to have back-up alarms.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Dozer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____ _____ Area/Resident Engineer (Signature)		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

**ACCIDENT PREVENTION PROGRAM
JOB HAZARD ANALYSIS**

1. Contract No. DACW29-94-C-0079	2. Project LONDON AVENUE OUTFALL CANAL	3. Facility
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7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #016 UTILITY MODIFICATIONS ITEM #017 TEMPORARY RELOCATION OF FEEDER LINES ITEM #018 PERMANENT RELOCATION OF FEEDER LINES ===== C O N T I N U E D N E X T P A G E =====	a. Electrical Shock b. Fall or Crushing	1. A licensed electrician will be responsible for all phases of electrical work. 2. Safety gloves, as well as other pertinent safety apparatus will be required of all personnel. 3. Utility companies involved will be notified prior to any work being done in this area. 1. Only qualified operators will be allowed to operate equipment. 2. All personnel will be required to wear hard hats.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Backhoe	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
14. Report discussed with contractor/superintendent on _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative

Area/Resident Engineer (Signature)		

**ACCIDENT PREVENTION PROGRAM
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4. Date JULY 29, 1994	5. Location ORLEANS PARISH, LOUISIANA	6. Estimated Start Date
7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #016 UTILITY MODIFICATIONS ITEM #017 TEMPORARY RELOCATION OF FEEDER LINES ITEM #108 PERMANENT RELOCATION OF FEEDER LINES	b. Fall or Crushing (Continued)	3. Personnel working from an over-bucket, will be required to utilize all safety harnesses, etc. that may be required.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Backhoe	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
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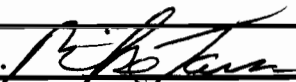
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<p align="center">7. PRINCIPAL STEPS</p> <p>ITEM #019A EROSION CONTROL FIRST 10,670 LF</p> <p>ITEM #019B EROSION CONTROL OVER 10,670 LF</p>	<p align="center">8. POTENTIAL HAZARDS</p> <p>a. Crushing</p> <p>b. Dust</p> <p>c. Foreign Objects in Eyes</p>	<p align="center">9. RECOMMENDED CONTROLS</p> <p>1. Tractors, dozers and mobile equipment will be equipped with back-up alarms.</p> <p>1. Personnel will wear respirators as needed.</p> <p>1. Personnel will wear safety glasses.</p>
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
N/A	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
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7. PRINCIPAL STEPS	8. POTENTIAL HAZARDS	9. RECOMMENDED CONTROLS
ITEM #020 TEMPORARY FLOOD PROTECTION	<ul style="list-style-type: none"> a. Vehicle Accidents b. Drowning c. Flooding 	<ul style="list-style-type: none"> 1. Equipment will be secured as safely as possible at jobsite. 1. All personnel will be equipped with approved USCG life preservers. 1. Pumping equipment will be located where needed to help maintain and keep work area from flooding. 2. Sandbags will be utilized where necessary. 3. Personnel will be evacuated if necessary.
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Crane Vibratory Hammer	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. <i>Mike Tassin</i>		
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ITEM #021 MISCELLANEOUS METALS	<p>a. Cuts and Piercing Objects</p> <p>b. Crushing</p>	<p>1. Only experienced personnel will be allowed to handle these materials.</p> <p>2. Hard hats and gloves will be worn.</p> <p>3. Safety boots will be required.</p> <p>1. No personnel will be allowed to work under materials suspended overhead.</p>
10. EQUIPMENT TO BE USED	11. INSPECTION REQUIREMENTS	12. TRAINING REQUIREMENTS
Backhoe	Compliance daily with USACOE Quality Control (H-4)	Licensed Operators in accordance with Section 16.C.04
13. Contractor (Signature & Date) Mike Tassin, Quality Control Manager, B & K Construction Co., Inc. 		
14. Report discussed with contractor/superintendent on _____		15. Contracting Officer (Signature & Date) or Contracting Officer Representative
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WALTER J. BARNES ELECTRIC CO., INC.

CONSTRUCTION AND ENGINEERING

432 DAKIN STREET. P.O. BOX 10458. JEFFERSON, LA. 70181

PHONE (504) 835-1756 • FAX (504) 834-2611

August 19, 1994

LONDON AVENUE - USACOE DACW29-94-C-0079

LOCKOUT AND TAGOUT PROCEDURE:

1. Lockout/Tagout procedures must conform with S&WB procedures.
2. On day requiring an outage of a particular feeder, contractor representative must personally appear at S&WB pumping station number 3 or 4 and request a lockout of the feeder in question.
3. Contractor representative must personally sign log at pumping station which associates his name with feeder lockout.
4. S&WB representative will arrange with power central dispatcher to have all circuit breakers feeding line to be de-energized, opened, and locked out.
5. Contractor representative must insert his own lock at specific circuit breaker locations.
6. S&WB may not legally re-energize feeder without contractor representative returning to location where he has signed his name and authorizing the feeder to be re-energized by again signing his name.
7. Contractor will proceed with work during course of day.
8. Upon end of work day, contractor representative will ensure that line is clear to be re-energized.
9. Contractor representative will return to pumping station 3 or 4, whichever he made arrangements in the morning, to authorize line to be re-energized. This will be done by his personal signature.
10. The contractor representative will install his own locks on the circuit breakers, he will personally return to each location and remove same.
11. Only after S&WB has received authorization signature to re-energize lines, can they authorize through power central dispatcher to have lines re-energized.
12. Training of affected personnel will be conducted by an authorized individual with emphasis on the USACOE safety recommendations.

CONTRACT NO. DACW29-94-C-0079
LAKE PONTCHARTRAIN & VICINITY
HIGH LEVEL PLAN, LONDON AVENUE
OUTFALL CANAL, PARALLEL PROTECTION
MIRABEAU AVE. TO LEON C. SIMON BLVD.
FLOODWALL, ORLEANS PARISH, LOUISIANA

LOCKOUT AND TAGOUT PROCEDURE FOR B & K EQUIPMENT AND MACHINERY

All machinery and equipment will be evaluated before service or maintenance is performed on it to determine which employees will be affected by it and what procedure shall be taken to lockout or tagout.

An "Authorized Individual" will be appointed to brief all affected employees of these procedures listed below.

Procedures for Lockout/Tagout are:

- A) If machine or equipment is operating, shut it down so that the equipment is isolated from its energy source.
- B) A lock or tag shall be affixed to the energy isolating device by the "Authorized Individual" in such a manner that the equipment will stay in an off position, or it shall be affixed as close to energy isolating device as possible so that it shall be obvious to anyone attempting to operate the device.
- C) The Authorized Individual will check to make sure the machinery or equipment is properly disconnected by trying to turn it on, and then return it to "neutral" or "off".
- D) If a temporary start-up for testing purposes is required, Authorized Individual will clear machine or equipment of tools, materials and employees, remove lockout device energize and test, and then deenergize and reapply energy control measures in accordance with above requirements.
- E) When equipment or machinery is ready to return to normal usage, Authorized Individual will again clear machine of tools, materials and employees, remove lockout device and notify all affected employees of their removal, and then operate the energy isolating device.
- F) If the Authorized Individual who applied the lockout/tagout device is unable to remove it himself, then another employee shall do so, only after it has been determined that the Authorized Individual who applied the device is not at the facility and could not be contacted; this person shall be informed upon return to the work site that the lockout/tagout has been removed.

Lockout/Tagout Procedure
Page Two

- G) Authorized Individual will inform all outside contractors/subcontractors of this lockout/tagout program, and convey to them that these procedures must be complied with.
- H) Authorized Individual will assure that any new personnel shall be fully briefed on these procedures.
- I) This program will be reviewed once a year by an employee other than Authorized Individual.
- J) Training of affected and other personnel will be conducted by the Authorized Individual.
- K) ANY PERSON OPERATING OR ATTEMPTING TO OPERATE LOCKED OR TAGGED OUT EQUIPMENT OR MACHINERY WILL BE DISCIPLINED.

CONTRACT NO. DACW29-74-C-0079
LAKE PONTCHARTRAIN & VICINITY
HIGH LEVEL PLAN, LONDON AVENUE
OUTFALL CANAL, PARALLEL PROTECTION
MIRABEAU AVE. TO LEON C. SIMON BLVD.
FLOODWALL, ORLEANS PARISH, LOUISIANA

LOCKOUT AND TAGOUT PROCEDURE FOR B & K EQUIPMENT AND MACHINERY

All machinery and equipment will be evaluated before service or maintenance is performed on it to determine which employees will be affected by it and what procedure shall be taken to lockout or tagout.

_____ is appointed Senior Authorized Individual of those authorized to lockout/tagout. Others authorized to lockout/tagout are indicated on Appendix A attached to this document.

Senior Authorized Individual will brief all affected employees of these procedures listed below. The names of the employees who may be affected by this machinery are listed in Appendix B attached to this document.

Procedures for Lockout/Tagout are:

- A) If machine or equipment is operating, shut it down so that the equipment is isolated from its energy source.
- B) A lock or tag shall be affixed to the energy isolating device by the "authorized" employee in such a manner that the equipment will stay in an off position, or it shall be affixed as close to energy isolating device as possible so that it shall be obvious to anyone attempting to operate the device.
- C) The Authorized Individual will check to make sure the machinery or equipment is properly disconnected by trying to turn it on, and then return it to "neutral" or "off".
- D) If a temporary start-up for testing purposes is required, Authorized Individual will clear machine or equipment of tools, materials and employees, remove lockout device energize and test, and then deenergize and reapply energy control measures in accordance with above requirements.
- E) When equipment or machinery is ready to return to normal usage, Authorized Individual will again clear machine of tools, materials and employees, remove lockout device and notify all affected employees of their removal, and then operate the energy isolating device.

Lockout/Tagout Procedure
Page Two

- F) If the Authorized Employee who applied the lockout/tagout device is unable to remove it himself, then another Authorized Employee from Appendix A shall do so, only after it has been determined that the authorized individual who applied the device is not at the facility and could not be contacted; this person shall be informed upon return to the work site that the lockout/tagout has been removed.
- G) Senior Authorized Individual will inform all outside contractors/subcontractors of this lockout/tagout program, and convey to them that these procedures must be complied with.
- H) Senior Authorized Individual will assure that any new personnel shall be fully briefed on these procedures.
- I) This program will be reviewed once a year by an employee other than one listed on Appendix A.
- J) Training of authorized, affected and other personnel will be conducted by Senior Authorized Individual.
- K) ANY PERSON OPERATING OR ATTEMPTING TO OPERATE LOCKED OR TAGGED OUT EQUIPMENT OR MACHINERY WILL BE DISCIPLINED.

JOB HAZARD ANALYSIS - ATTACHMENT

HURRICANE PLAN

B & K Construction Company, Inc.

London Avenue Canal Floodwall
DACW29-94-C-0079

The following plan shall be placed in effect in the event of an impending hurricane to assure the maximum safety for property, equipment and personnel related to this project. The following information will be disseminated to all employees prior to commencement of work:

I. The construction of the Temporary Flood Protection Sheet Pile Wall will be constructed, when directed by the USCE engineer, from the 600 wall feet of temporary sheet piling stored on the project and at the contractor storage yard on the West Side at 5691 Pratt, New Orleans, LA. Two cranes and two pile driving hammers will be maintained on site and two complete crews of 4 men each will be available to drive the sheets and close the 600 foot gap.

At least half of the 600 LF of sheets will be staged within 500 LF of the area of the job being worked at the time of the storm. These sheets can be readily transported by dozer, backhoe or truck to the breached area. Trucks will be utilized in combination with dozers, etc. to haul the remaining sheets at the storage yard to the breach.

Crews will work 24 hours as necessary to close the 600 foot gap and will tie-in to the existing walls by lapping the installed steel sheet pile 4 feet over the flood side of the existing wall and 4 feet past the first 3000 psi monolith of the new I-wall. We will sandbag as necessary at the tie-in points to prevent seepage.

II. All equipment will be secured at the job site on top of the levee as close to the sheeted opening as possible. The equipment will be utilized to bear down on all loose items that may fly in the air during the storm. This work should take no longer than 4 hours.

III. Any floating equipment will be secured by spuding down in the middle of the drainage canal and leaving enough slack in the spud cables to allow flotation of the barge to the expected hurricane high water elevation. This work should take no more than 2 hours.

IV. All personnel will be evacuated from the job by 9

hours prior to hurricane landfall by use of Robert E. Lee, Filmore Street, Mirabeau, or Leon C. Simon, to Interstate 610 by best way to their respective homes . All personnel will attempt to be available within 12 hours of the cessation of the hurricane winds and will report to the office by telephone collect to (504) 626-1866. If they cannot telephone they should report to the job site.

JOB HAZARD ANALYSIS - ATTACHMENT

Emergency Response:

To minimize the consequences of accidents or natural disasters B & K Construction Co., Inc. will utilize the following source for medical emergency air transportation:

- * Until September 1, 1994
Petroleum Helicopters, Inc. (PHI)
1-800-235-2452
- * To be dispatched by Mid South/Priority One Ambulance.

After September 1, 1994
Mid South/Priority One Ambulance
911 or 835-8548

JOB HAZARD ANALYSIS - ATTACHMENT

LONDON AVENUE CANAL
USACOE CONTRACT NO. DACW29-94-C-0079

QUALIFICATIONS OF CRANE OPERATORS

B & K CONSTRUCTION CO., INC. WILL PERSONALLY LICENSE ITS OPERATORS FOR THE ABOVE REFERENCED PROJECT UPON COMPLETION OF A CRANE OPERATOR QUALIFICATION CLASS WHICH HAS BEEN SET UP AS FOLLOWS.

QUALIFICATION CLASS: Head & Engquist
Mr. Ray Hardison
(504) 467-5906
125 Airline Hwy.
Kenner, LA 70062

August 29, 1994
7:00 am to 2:00 pm

SCHEDULED OPERATORS: Mike Comeaux
Jody Leonard
Craig Thibodeaux
Ryan Audibert
Bret Audibert



CONSTRUCTION COMPANY, INC.

July 25, 1994

DEPARTMENT OF THE ARMY
New Orleans District Corps of Engineers
P. O. Box 60267
New Orleans, LA 70160-0267

Attn: Sheila Enclade
Contracting Division

RE: CONTRACT NO. DACW29-94-C-0079
LONDON AVENUE OUTFALL CANAL
B & K JOB NO. 9402
CONTRACT DOCUMENTS

Gentlemen:

As per your request of July 11, 1994, please find enclosed our Accident Prevention Plan which includes B & K's Basic Safety Plan.

If additional information is needed, please do not hesitate to contact this office.

Sincerely,

A handwritten signature in cursive script, appearing to read 'D. Smith'.

Deborah W. Smith
Project Coordinator

Encl.

ACCIDENT PREVENTION PLAN

CONTRACTOR: **B & K CONSTRUCTION CO., INC.**
 1905 HIGHWAY 59
 MANDEVILLE, La 70448
 (504) 626-1866
 (Fax) 626-9710

PROJECT: CONTRACT NO. DACW29-94-C-0079
 LAKE PONTCHARTRAIN & VICINITY,
 HIGH LEVEL PLAN, LONDON AVENUE
 OUTFALL CANAL, PARALLEL PROTECTION
 MIRABEAU AVE. TO LEON C. SIMON BLVD.
 FLOODWALL, ORLEANS PARISH, LOUISIANA

- 1) See B & K Construction Co., Inc.'s Basic Safety Program Brochure (enclosed).
- 2) Administrative responsibilities for effecting the plan are H. B. Kenyon, President, Deborah W. Smith, Purchasing/Project Coordinator, and Mike Tassin, Project Manager/Superintendent.
- 3) Due to the location of the project, we will proceed at the direction of a traffic control engineer with a traffic control device plan as needed.
- 4) Work to be performed by subcontractors will be coordinated through the Mandeville office.
- 5) At this time, no site has been selected for temporary construction facilities. No on-site facilities will be required for subcontractors.
- 6) All supervisory personnel will attend a safety meeting in the Mandeville office where the Accident Prevention Plan will be reviewed. At the time of project startup, these supervisors will meet with all field employees on the job site for a preliminary safety meeting, and each Monday morning there-after will hold Tool Box Safety Talks. The Monday meetings will be to identify potential hazards in specific tasks to be performed on the project.
- 7) Mike Tassin, Project Manager, will be responsible for reporting any accidents to the Mandeville office. It will also be his responsibility to recognize any unsafe conditions and immediately correct them.

- 8) At the weekly safety meetings, each employee will become familiar with the contractors activity hazard analyses, how to recognize potential hazards and what precautions need to be taken when hazards are present.
- 9) B & K Construction Co., Inc. does not anticipate the need for any respiratory protection equipment on this project.
- 10) All protective clothing and equipment shall be inspected regularly, stored in a dry sanitary area, inspected and cleaned thoroughly before being re-issued.
- 11) Voice and hand signals will be used to communicate with operators of equipment, and if needed radios can be made available.
- 12) Any employee working on a barge or over water will be required to wear a U.S.C.G approved vest.
- 13) Protective clothing and equipment will be required for all employees. This will include hard hats, safety shoes or boots, safety glasses or goggles, and gloves when necessary.
- 14) All subcontractors will be required to comply fully with all safety requirements including instructions and training, and conducting safety meetings for his employees.
- 15) All hand and power tools will be kept in good condition and used only for those jobs for which they are designed. Operators of power tools will be instructed in the safe use of those tools and will be required to wear appropriate protective equipment. Chain saws will be operated only by experienced operators.
- 16) Heavy equipment will be operated only by qualified operators. These operators will have been instructed in the safe operation of the machine and will not be allowed to exceed 10 hours duty time in a twenty four (24) hour period.
- 17) All rigging and hoisting equipment will be inspected daily and used only for those tasks and loads recommended by the manufacturer. If after inspection of such equipment it is deemed unsafe, that equipment will be removed from service and disposed of in an approved manner.

- 18) Cranes shall be equipped with boom stops and other safety features as required. Cranes will be operated only by experienced operators who have been trained to read and understand signs and signals. Loads are not to exceed those recommended by the manufacturer, and should never be swung over any person at any time.
- 19) On piledrivers, each hose connection will be equipped with safety chains. Piledriving leads will be equipped with ladders for access to the pile driver. No one will be allowed on the ladder while pile is being driven.
- 20) Fire extinguishers will be installed on cranes and other moving equipment, in the field office and near fuel storage areas.
- 21) Drinking water will be obtained from an approved source and kept in sanitary containers. Individual paper cups will be available. There will be receptacles provided for paper cup disposal.
- 22) All flammable liquids will be stored in approved containers. All toxic materials will be handled in accordance with manufacturer's recommendations.
- 23) All power tools and machinery will be inspected and provided with guards and safety devices as required.
- 24) No work will be performed within forty (40) feet of utilities without notification and work directives. The utilities involved are; Cox Cable, N.O.P.S.I (Elec.), S&WB, Dept. of Streets w/City of N.O., and South Central Bell.
- 25) In the event of an accident requiring medical attention, we will use the following facilities. This information including a map showing two (2) routes to the facility will be posted at the jobsite office. We have also scheduled four (4) employees for certification in first aid and CPR.

AMBULANCE SERVICE: Mid South Ambulance
911 or (504) 835-8548

HOSPITAL: Mercy Baptist Hospital, Mid City
301 North Jefferson Davis Pkw.
N.O., Louisiana (504) 483-5000
Emergency Room (504) 483-5777
Karen Petranick, Manager
Dr. Paul Villian, E.R. Physician
Karen Robinson, Ins./Admit 483-5803

INTEROFFICE CORRESPONDENCE

MEMO TO: THOSE LISTED BELOW

DATE: July 22, 1994

FROM: H. B. Kenyon

RE: CPR AND FIRST AID
CERTIFICATIONS

Mike Tassin
Mike Comeaux
Al Stechmann
Jerry Justice

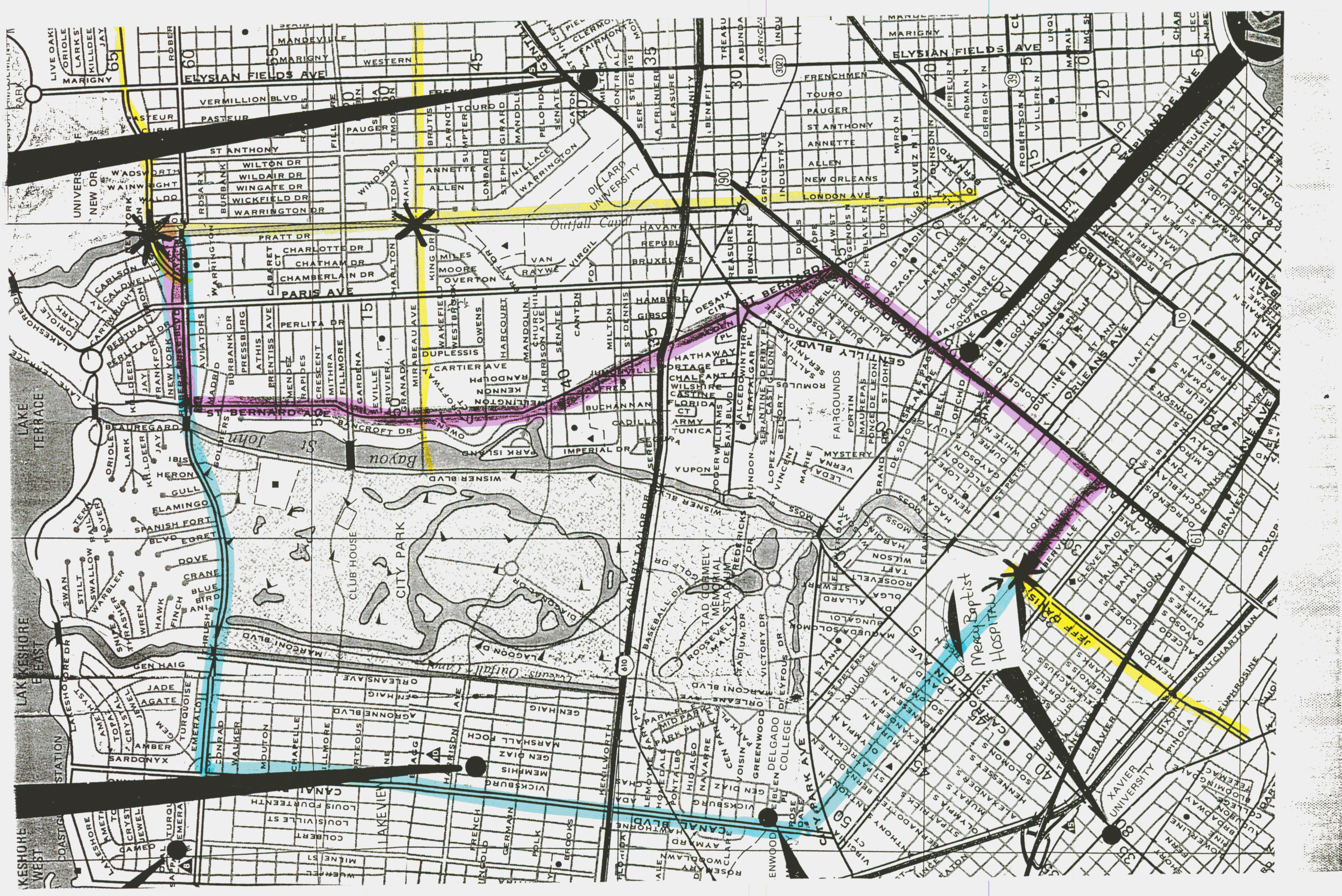
You have been scheduled to attend CPR and First Aid classes at the Health Education Department of the American Red Cross (504-587-1501) at 1523 St. Charles Avenue on July 26, 1994 and again on July 28, 1994 from 6:00 PM to 10:00 PM each night. It is mandatory you attend.

Your classes have been prepaid, so if you are unable for some reason to attend the July classes you are responsible for any rescheduling. The next session is scheduled for August 9, 1994 and August 11, 1994.

NOTE: We have requested that the American Red Cross mail your certification cards directly to our office. We will forward these cards to you after copies have been made for your personnel file.

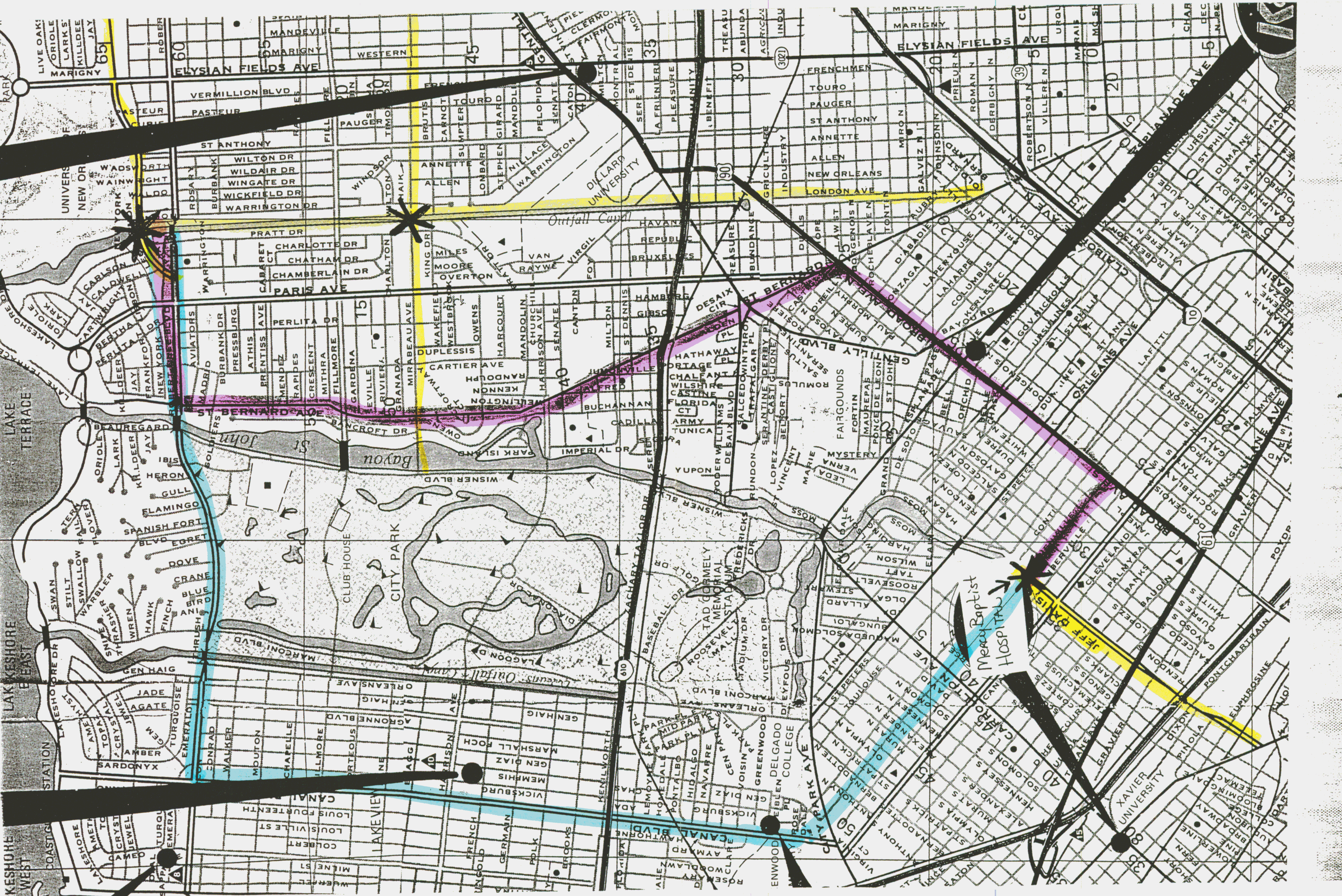
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cc: Mary



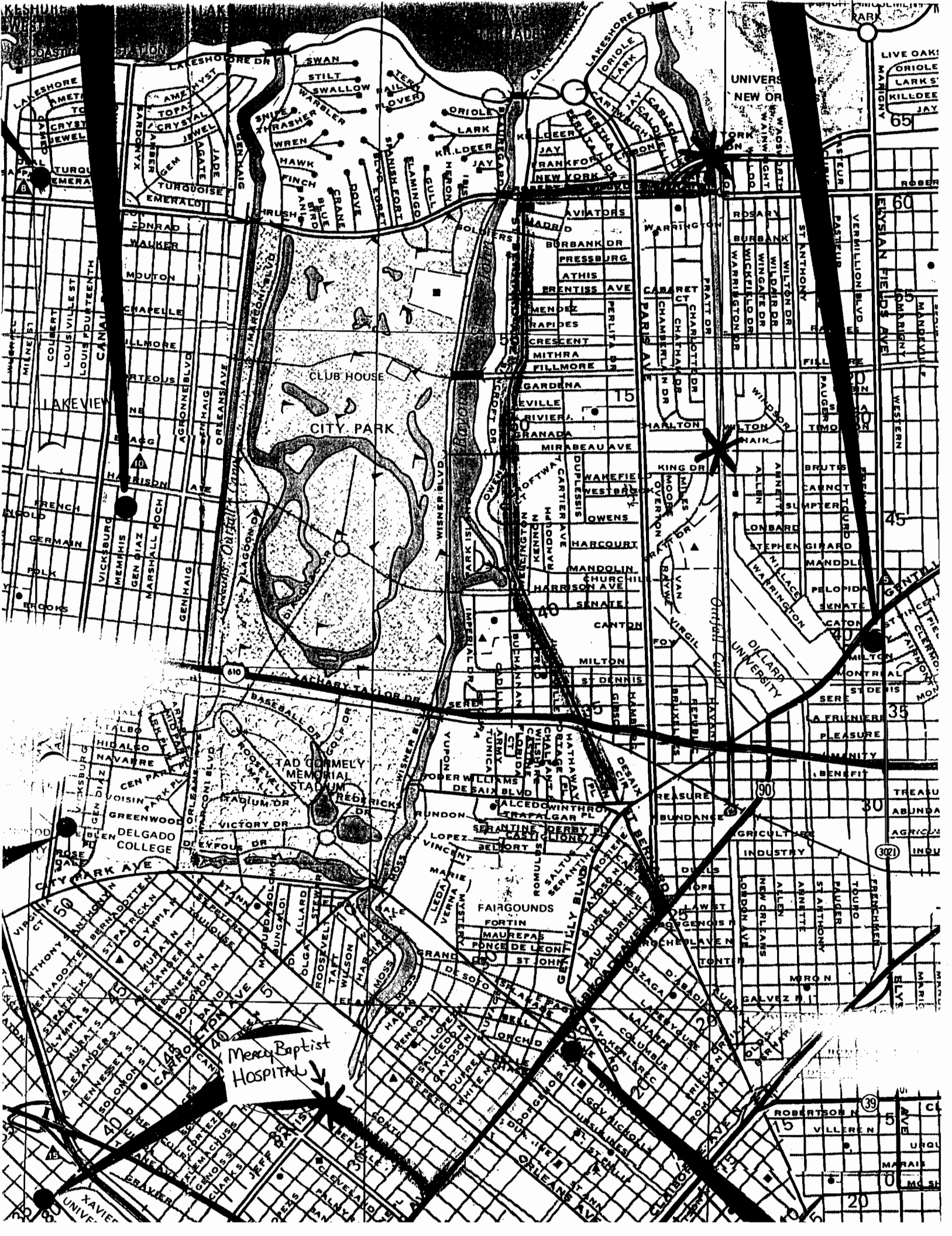
Outfall Canal

New Baptist Hospital



Outfall Canal

New Baptist Hospital



BASIC SAFETY PROGRAM

B & K CONSTRUCTION CO., INC.

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ATTACHMENTS:

Employer's Report of Occupational Injury or Disease
(LDOL-WC 1007) Form

Property Damage Report (B & K) Form

Material Safety Data Worksheets (as applicable)

B & K CONSTRUCTION SAFETY PROGRAM

POLICY STATEMENT

It is the policy of B & K Construction Co., Inc. to provide for the safety and health of all its employees in all its operations and facilities. It is also our policy to provide a safe environment for our customers and the general public at locations under its care, custody and control.

The company will make every reasonable effort to maintain a safe and healthy workplace, safe equipment, proper materials and to establish and demand safe methods and practices at all times.

Superintendents and foremen are responsible for training and motivating employees with regards to safety; for promoting and ensuring the compliance of the safety program; for taking immediate corrective action on safety deficiencies, defective equipment, unsafe areas and violations of safety rules; and for immediately reporting all accidents and injuries.

Employees are responsible for complying with all safety rules at all times; for using all equipment safely and only in the manner for which it is intended; for immediately notifying their foreman or superintendent of safety deficiencies, defective equipment and unsafe areas; for immediately reporting all accidents and injuries to their foreman or superintendent. Employees are obligated to cooperate and assist in accident and injury investigations and to provide all information known to them regarding the investigation.

Employees, co-workers and the company are all adversely affected by accidents, therefore, our safety program is designed to prevent accidents and injuries from occurring and to lessen the severity of those accidents and injuries which do occur. Employee awareness of safety plays a major role in our safety program because safety is such a vital part of our daily lives both at work and at home.

The proper operation of our program and its effectiveness is dependent upon full cooperation by all.

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12. Prepare and submit all safety documents, as outline in the ASRM Safety Manual to Construction Manager's Safety Department.

13. Prepare and submit reports of Worker's Compensation insurance claims and costs.

14. Ensure that all necessary permits are obtained from the Construction Manager's Safety Department and that such permits are posted near the work area.

DUTIES AND RESPONSIBILITIES

SUPERINTENDENTS

Each superintendent is responsible for ensuring the execution of the safety program in a manner that will produce the most effective control of accidents. He is expected to make certain that the provisions of the safety program are carried out. He is required to do all possible to eliminate accidents, improve housekeeping and provide safe working conditions for employees and a safe environment for customers and the general public. It is incumbent upon the superintendent to set the example for his foremen.

1. Ensure the foremen under their supervision are in compliance with our safety program and are meeting our safety standards.

2. Ensure compliance of federal and state regulations such as OSHA, MSHA, DEQ, OWCA, etc.

3. Ensure that the necessary action has been taken to correct unsafe actions, unsafe conditions, unsafe areas and defective equipment.

4. Report all accidents and injuries immediately to the safety manager and to the Construction Manager's Safety Manager.

5. Attend safety training and meetings when scheduled.

6. Provide detailed reports to Construction Manager's Safety Manager.

7. Insure that all employees report any injury to the first aid office.

DUTIES AND RESPONSIBILITIES

FOREMEN

Each foreman will take the initiative in the establishment and maintenance of safe and healthful practices and work environments for every employee under his supervision and for customers and the general public who may enter the work areas. Foremen will ensure that the manner of performance of all operations will minimize personal injury and disease and also minimize damage to equipment, materials and property. It is incumbent upon the foremen to set the example for his employees.

1. Correct all unsafe actions of employees as soon as you observe the unsafe actions.
2. Correct or cause to be corrected all unsafe conditions as soon as you observe the unsafe condition.
3. Repair or cause to be repaired or replaced all defective tools, equipment or machinery as soon as you observe the defect.
4. Ensure that employees under your supervision are equipped with appropriate safety equipment.
5. Ensure that tools and equipment under your supervision are equipped with appropriate safety guards and devices.
6. Ensure that all signs, markings, lighting, barricades and other safety specifications are in compliance with our contracts. If all safety requirements of the contract have been met and safe conditions are still not adequate, take the necessary action to provide adequate safety, then advise the superintendent.
7. Conduct weekly safety training and meetings for employees under your supervision.
8. Attend safety training and meetings when scheduled.
9. Report all accidents and injuries immediately to the safety manager.
10. Investigate all accidents and complete the supervisor's report of accident.

DUTIES AND RESPONSIBILITIES

EMPLOYEES

All employees are responsible for learning and for strictly adhering to our safety program at all times. Employees have an obligation to do everything possible to assist in the elimination of accidents and in maintaining healthy working conditions and safe work areas for themselves, co-workers, customers and the general public. Employees are expected to point out to their foreman any and all safety deficiencies which come to their attention. If an employee is unsure about a safety rule or violation, he should promptly ask his foreman for assistance. Employees are not allowed to operate any machinery or equipment or work at a position for which he has not been trained.

1. Attend all safety meetings.
2. Report all unsafe acts, areas and working conditions to the foreman as soon as you observe it.
3. Report all broken, defective, malfunctioning and unsafe tools, equipment and machinery to the foreman as soon as you observe it.
4. Report all accidents and injuries to your foreman as soon as it occurs.
5. Use all equipment safely and only in the manner for which it was intended.
6. Cooperate and assist Company officials in accident and injury investigations when requested. Provide complete, factual and accurate information to Company officials.
7. Never discuss any aspects of any accident, injury or incident to anyone without specific authorization from the safety manager.

SAFETY EDUCATION & TRAINING

1. New employees must be made aware of our desire to operate our facilities and construction sites free of accidents.

2. Foremen are responsible for explaining the safety rules to each new employee assigned to his crew.

3. Foremen must point out to the new employee the special hazards unique to his particular job before placing the new employee on a job.

4. Foremen are to tell and show a new employee how the work is to be done and to observe working habits until they are safe.

5. Foremen are required to hold safety meetings with all employees under their supervision.

a). Meetings should be limited to ten (10) minutes and held at the job site, however they can be held longer if necessary.

b). These meetings should be used to:

(1) Inform employees of matters relating to accident prevention.

(2) Advise employees of unsafe practices, unsafe conditions, poor housekeeping, etc.

(3) Instruct employees on safe procedures.

(4) Teach and train employees to work safely.

(5) Discuss with employees any problems that may arise in connection with work accident prevention activities.

6. Training material is available through the Safety & Risk Management Department.

7. All employees, especially superintendents and foremen are encouraged to attend first aid courses offered by the Red Cross or local hospitals.

SAFETY EDUCATION & TRAINING
(CONTINUED)

8. Weekly safety meetings are to be recorded on the front side of the Foreman's Daily Report each Monday. If the employee attended the meeting, put a "Y" (for yes) in that column next to his name. If he did not attend the meeting put an "N" (for no) in that column next to his name.

The topic of the safety meeting should be recorded on the reverse side of the Foreman's Daily Report in the "REMARKS" section.

AMMENDMENT TO SAFETY PLAN

SAFETY EDUCATION & TRAINING

The Superintendent and formen will be responsible for training and checking out new heavy equipment operators. As a minimum the following rules must be adhered to:

1. All operator applicants will be required to operate the machine for which they are being considered in as tight a situation as you can provide for him. Set up an obstacle course for him using barrels, signs, or anything else that is available and observe his operation thru the course. If he appears to be careless or does not exhibit good eyesight or coordination do not hire him.

2. After you have decided to hire the individual you must first go over with him all of the grease fittings, oil, water reservoirs, fanbelts and all other service points.

3. The payroll department will include in his first check a copy of this ammendment.

4. Specific instruction on each piece of equipment he is to operate must be given. A few major instructions follow:

A. All buckets on wheeled equipment must be kept as low to the ground as possible at all times - especially when in motion to keep from tipping the machine.

B. When working track or other equipment around trenches all personnel must be removed from the trench and an observer must be posted to watch for cracks in the ground which may cause the machine to slide in the trench.

C. DO NOT OVERLOAD THE MACHINE!

D. ALWAYS LOOK BEHIND YOU BEFORE MOVING!

E. BEWARE OF POWERLINES!

F. DO NOT CARRY LOADS OVER THE HEADS OF PEOPLE!

5. The superintendent or foreman interviewing the potential operator must certify on his employment application that the operator has been tested in accordance with this ammendment.

All operators will undergo a re-certification check at the beginning of each new job.

Any violation of any of the above rules may result in the termination of the operator, superintendent or the foreman.

11/1/91

GENERAL SAFETY RULES

CATEGORY I

Any violation of the below listed regulations will result in immediate termination of employment:

1. Fighting or horseplay on a job site.
2. The use of alcoholic beverages or drugs while on the job or being under their influence while at work.
3. Intentional damage, misuse, abuse or improper handling of company equipment or vehicles.
4. Stealing Company or employee owned property, including scrap lumber and materials.
5. Failure to follow an order.
6. Failure to comply with a safety rule and as a result, causing an accident or injury. These incidents are handled on a case-by-case basis.
7. Failure to cooperate and assist in accident and injury investigations when requested by the Company.
8. Intentionally providing false, misleading or inaccurate information during an accident or injury investigation; on an employment application; or during a physical examination.
9. Intentionally withholding information during an accident or injury investigation; on an employment application; or during a physical examination.
10. The accumulation of three moving traffic violations.

GENERAL SAFETY RULES

CATEGORY II

Personal Safety/Safe Practices:

1. Safety shoes or safety boots must be worn at all times. Tennis shoes, loafers, sandals and western boots are not allowed.

2. Hard hats must be worn at the asphalt plants; in trenches; at any jobsite where material is lifted overhead; and in all other designated areas.

3. Safety glasses or safety goggles must be worn in most petrochemical plants; in all areas where you are exposed to flying objects; dust; hot splashing metal; harmful rays; chemicals; and in all other designated areas.

4. Work gloves must be worn when handling sharp or rough materials; chemicals, hot or cold objects. never wear gloves around moving machinery.

5. Proper respirators must be worn when you are exposed to dust; toxic fumes; smoke; burning; or spray painting.

6. Reflective safety vests must be worn when working on the roadway or within 30 feet of the roadway.

7. Ear protection must be worn in all high noise areas and all other designated areas. If a normal conversation cannot be held without yelling then the noise level is too high and ear protection is needed.

8. Each person on a dock or boat must have a personal flotation device (PFD).

9. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.

10. Wear clothing suitable for weather and for work.

11. Work only on those jobs for which you have been adequately trained and authorized.

12. When entering a different work area, find out what safety precautions are required for that area.

13. Report and put a stop to unsafe practices and hazardous action by co-workers. Do not work near those who are engaged in unsafe activity.

GENERAL SAFETY RULES

CATEGORY II (CONTINUED)

Personal Safety/Safe Practices: (Continued)

14. Use mechanical devices for lifting whenever possible. If manual lifting is required, always lift with your legs - not your back.

15. Be sure of your footing. Watch out for overhanging or broken planks, slippery spots, loose objects, etc.

16. Keep hands and feet clear of pinch points while handling materials.

17. Be aware of work going on around you. Keep clear of suspended loads, traffic areas, etc.

18. When working above or below fellow workers, be sure to warn each other of your presence and never throw anything from a height without first making certain that no one is below you.

19. Avoid climbing or working from barrels, boxes, rocks, skids or conveyors. Use approved scaffolds or ladders.

20. Avoid shortcuts - use ramps, stairs, walkways, ladders, etc.

21. Read danger warnings on container labels. Follow any health/safety precautions.

22. Work at a safe speed.

23. Report to work rested and physically fit to perform your job.

24. Never ride on loads, hooks or rigging.

25. Never turn your back on a moving vehicle unless it is controlled by a flagman.

26. Never get between a solid barrier and a moving piece of equipment.

27. Know the location of first aid kits.

Housekeeping/Safe Practices:

1. Report and correct all unsafe and hazardous conditions. Do not work in unsafe areas.
2. Ensure that barricades, signs, lights, traffic cones, etc. are adequate in number and positioned and working properly at all times. Use flagmen when necessary.
3. Ensure that all manholes and excavation areas are adequately marked, barricaded and lighted at all times.
4. Report malfunctioning, damaged and burned out street lights and traffic signals at or near job sites.
5. Work areas are to be kept clean and orderly.
6. Shavings, dust, scraps, oil and grease must not accumulate. Remove trash piles as soon as they build up.
7. Oil, grease and water spills must be cleaned up immediately.
8. Keep loose materials, tools, debris and obstructions off stairs, walkways, ramps, platforms, ladders, etc.
9. Keep loose materials, tools, debris, and obstructions off roadways and sidewalks.
10. Maintain a safe access to work areas.
11. Access to aisles and fire exits must be kept clean and unobstructed.
12. Remove or clinch nails in old lumber.
13. Ensure that materials are stacked in such a manner as to prevent them from falling.
14. Properly brace or shore up excavation side wall if not sloped.
15. Place excavation spoil far enough away to avoid load strain or walls. Remove surface rocks that may fall in.
16. Keep vehicles away from the edge of the cut.

Tools and Equipment:

1. Report, repair or replace defective, unsafe, malfunctioning and broken tools and equipment. Do not use unsafe, malfunctioning or broken tools or equipment.
2. Use the safety devices and equipment required.
3. Safety devices, safeguards, machine guards, etc, must not be removed, circumvented, tampered with or rendered ineffective.
4. Tools, machinery, and equipment whose safety devices or guards are not effective or have been removed must not be used.
5. Use only those tools, equipment and machinery on which you have been adequately trained and authorized.
6. Know the correct use of the tools and use the right tool for the job. Use tools and equipment only in the manner for which it is intended.
7. Take proper care of tools, equipment and machinery.
8. Only those persons who have received proper training and have been given the authorization are allowed to make electrical and mechanical repairs.
9. Have tools with burred or mushroom heads repaired.
10. Keep cutting tools sharp and carry in a container - not in your pocket.
11. Keep all tools and materials away from the edge of scaffolds, platforms, manhole openings, trenches, etc..
12. Operate machinery and vehicles within rated capacity and at safe speeds.
13. Before starting machinery, opening valves, switches, etc., be certain that it is safe to do so and that no one will be endangered.
14. Turn off power equipment when not in use or when unattended.
15. Be aware of machinery hazards such as rotating drums, winches, belts, chain drives and keep parts of the body from coming in contact with hazardous equipment.

Tools and Equipment (Continued)

16. Turn off machinery before adjusting, repairing or lubricating unless safeguards have been provided. Lock out, block, bleed air as required to prevent movement.

17. Bleed compressed air hoses before disconnecting.

18. Check behind you and to each side before swinging a sledge hammer, other tools or materials.

19. Always inspect slings, chains, wire ropes, hemp ropes, lines, hooks, cords, etc. before using them. Tag and discard damaged, corroded or badly worn equipment.

20. Always inspect load lines, slings, blocks, pulleys, clamps, sheaves and other tackle before using.

21. Be sure that the area below and around you is clear before lifting any loads. Do not get under loads being lifted.

22. Never point an air hose at anyone or use it to clean clothing or work areas.

23. Face ladder when climbing. Use both hands. Use hand line or material hoist to lift loads. Do not lift electric tools by the cord.

24. Use only sturdy ladders on a firm base. Where possible, angle out base 1/4 of ladder's working length. Keep area clear of scrap, tools, hoses, etc.

25. Have ladder reach at least 3 feet above landing. Tie off ladder at the top.

26. Consider all wires "live" until checked and locked out. Keep a safe distance from "live" electricity.

27. Have electrical equipment properly grounded. Use 3-wire grounded receptacles and extension cords.

28. Do not use electrical power tools or equipment while standing in water. Keep cords out of puddles.

29. Cord splices or repairs shall be electrical/mechanical equal to that cord's quality. No substandard patching.

30. Do not use metal ladders and hats near high powered electricity.

Fire Safety:

1. Report and correct fire hazards.
2. Heed no smoking signs.
3. Know the location of fire extinguishers and fire hoses and know how to use them.
4. Discharge fire extinguishers only when necessary. Recharge fire extinguishers after use.
5. Keep fire extinguishers fully charged and properly mounted at all times.
6. Never leave fires or open flame devices unattended.
7. Stop all gas engines before refueling.
8. Never use gasoline, turpentine, mineral spirits or other type solvents for washing hands or clothes.
9. Flammable liquids shall be used only in small amounts and in approved self-closing containers.
10. Clean up spills involving gasoline or flammable liquids.
11. Flammable liquid containers shall be clearly labeled and stored in a protected, separate area. Do not smoke, burn, weld, etc. within 50 feet of such areas.
12. Store oily wiping rags in covered metal containers or dispose of them safely.
13. Keep oily cloths away from oxygen.
14. Check clothing for hidden hot slag or molten metal. Do not wear oil soaked clothing.
15. Keep cords, leads, hoses, etc. away from oil, heat and chemicals.
16. In or near old construction, locate gas, power and water sources before starting work.
17. Make certain that engines in buildings are away from combustibles and the exhaust is properly vented.
18. Keep salamanders or other portable heating equipment away from combustible materials.

Fire Safety (Continued)

19. Never use an air hose for pressure to empty gasoline drums.

20. Never cut, weld, or burn in or on a confined space, cylinder or tank unless the space has been tested and certified gas free by a competent person.

21. Welding and cutting work should be closely supervised. Remove or shield nearby combustibles.

22. Keep a fire watch with adequate fire extinguishers during and after "hot work" as job location requires.

23. Always light torch with a "torch lighter". Never use a match or cigarette and never in a keg or drum.

24. Inspect hoses, fittings and valves with soapy water for leaks.

25. Open cylinder valves slowly.

26. Close valves at the torch and at the tanks when not in use.

27. Keep oxygen and acetylene bottles in an upright secured position.

28. Do not store oxygen or acetylene equipment in confined areas.

29. When transporting oxygen and acetylene bottles make certain that the gauges are removed, the valves are closed and the caps are secure.

Vehicle and Motorized Equipment Safety

1. Report all unsafe vehicles. Do not drive or ride in unsafe vehicles.
2. Report the unsafe operation of vehicles. Do not ride with unsafe drivers.
3. Inspect all safety equipment and devices such as brake lights back up lights, headlights, flashers, horn, brakes, back-up alarm, windshield wipers, mirrors, tires, etc. prior to operation.
4. Only those persons who are specifically designated and possess a valid Louisiana drivers license and authorized to operate a company vehicle.
5. All traffic laws must be obeyed at all times.
6. Drive defensively and stay alert at all times.
7. Drive courteously and be mindful of the public, especially children.
8. Seat belts and shoulder harnesses must be worn at all times.
9. Look in all directions before leaving the shoulder or entering an intersection.
10. Look in all mirrors and sound your horn before backing.
11. Use emergency flashers when stopped on the side of the road.
12. Obey flagmen.
13. Always remain seated in moving vehicles unless it is designed for standing.
14. Never jump onto or off of a moving vehicle or piece of machinery.
15. Never park vehicles or equipment where they can obstruct traffic or vision of workmen or on-coming traffic.
16. Ensure that there is no loose gravel or asphalt on the cab, body and apron of the truck.
17. Ensure that the vehicle's motor vehicle inspection sticker and its license plate are current.

Vehicle & Motorized Equipment Safety - Continued

18. Maintain a safe following distance by allowing 2 seconds for every 10 feet of your vehicle's length.

19. Space yourself properly when stopped in traffic by stopping far enough back so you can see the left rear tire of the vehicle ahead at the point it contacts the road.

20. When approaching an intersection, first look left, then right, then left again before entering the intersection.

21. Come up to blind corners with your foot on or over the brake ready to react.

22. Don't race to get through on a yellow light or jump the gun on the green.

ACCIDENT REPORTING

1. All illnesses, injuries and accidents involving employees are to be reported to the foreman or superintendent as soon as they occur or become known. The foreman or the superintendent is to inform the safety manager as soon as they become aware of the injury or accident.

2. All injuries, accidents, incidents, unplanned or unwanted occurrences at any of our job sites involving sub-contractors, customers or the general public, are to be reported to the foreman or superintendent as soon as they occur or become known. The foreman or the superintendent is to inform the safety manager as soon as they become aware of the situation.

3. Foremen are required to complete and submit to the safety manager within 24 hours, a supervisors report of accident on the following:

- a. Disabling illnesses or injuries to employees.
- b. Illnesses or injuries requiring hospitalization.
- c. Back injuries.
- d. Heart attacks or strokes.
- e. Injuries which occur on a Friday but are not reported by the employee to the foreman until Monday and in which there are no witnesses.
- f. Any injuries or accidents involving non-employees.
- g. Damage to either company property or non-company property.
- h. Questionable or suspicious accidents or injuries.
- i. Accidents, injuries or illnesses involving chemicals or hazardous materials.
- j. Fatalities.
- k. Any other accidents, injuries or incidents which the foreman, superintendent or safety manager feels should be reported.

ACCIDENT INVESTIGATION

1. Accident investigation is a means of gathering information that will indicate what must be corrected to prevent future accidents of the same kind. It is a fact-finding operation - not a fault-finding investigation.
2. Since a foreman is responsible for getting the job done in the way he wants it done and when he wants it done, the occurrence of an accident or injury is evidence that something has gone wrong and should be investigated as soon as possible by the individual who has direct control over the employee or over the condition involved.
3. The foreman is required to make his own investigation because:
 - a. It is one of the best ways of determining the true cause of the accident.
 - b. They know best what the employee should have been doing, the right way to do it and what the employee probably did or did not do.
 - c. They are the best qualified to evaluate the information gathered and conclude what the cause must have been.
 - d. They have the responsibility and authority to investigate and determine the facts and to apply or recommend the corrective action needed.
 - e. Foremen are the company representatives who are subpoenaed to testify in law suits.
4. The results of the foreman's investigation are reported on the Supervisors Report of Accident form.
5. Neither the results of your investigation nor any aspect of an accident, injury or incident should be discussed with anyone without specific authorization from the safety manager.

SAFETY COMMITTEE MEETINGS (CONTINUED)

(E) Special topics covered:

Copies to: _____

Submitted by: _____

DRIVERS SAFETY RECORD

Driver: _____ terminal: _____ Date Employed: _____ Years of experience at date of employment: _____ Chauffeur 's license information _____ _____	Driver violations on record since employment <u> Date Type </u> _____ _____ _____ _____ _____ _____
--	--

ACCIDENT RECORD

		<u>Classification</u>	
DATE	DESCRIPTION	PREV.	NON-PREV.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SAFETY COMMITTEE MEETING

Date _____ Time _____

(A) Attendance: _____

=====

Observers: _____

Guest(s): _____

=====

(B) Review of previous minutes:

(C) Review of suggestions received at prior meetings:

(D) New suggestions submitted:

OSHA STATEMENT

The Occupational Safety and Health Act (OSHA) requires us to maintain a log and summary of occupational injuries and illnesses (OSHA Form No. 200) and either a supplementary record of occupational injuries and illnesses (OSHA Form No. 101) or an employer's first report of occupational injury or disease (LDOL-WC Form No. 1007).

These records are available for employee's review Monday through Friday from 8:00 A.M. until 5:00 P.M. at our main office.

B & K Construction Co., Inc.
1905 Hwy. 59
Mandeville, LA 70448

Phone #: (504) 626-1866
Fax #: (504) 626-9710

JOB SAFETY & HEALTH PROTECTION

The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions throughout the Nation. Requirements of the Act include the following:

EMPLOYERS

All employers must furnish to employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees. Employers must comply with occupational safety and health standards issued under the Act.

EMPLOYEES

Employees must comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on the job.

INSPECTION

The Act requires that a representative of the employers and a representative authorized by the employees be given an opportunity to accompany the OSHA inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the OSHA Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

COMPLAINT

Employees or their representatives have the right to file a complaint with the nearest OSHA office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. OSHA will withhold, on request, names of employees complaining.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or for otherwise exercising their rights under the Act.

Employees who believe they have been discriminated against may file a complaint with their nearest OSHA office within 30 days of the alleged discrimination.

JOB SAFETY & HEALTH PROTECTION
CONTINUED

CITATION

If upon inspection OSHA believes an employer has violated the Act, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

The OSHA citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

PROPOSED PENALTY

The Act provides for mandatory penalties against employers up to \$1,000.00 for each non-serious violation. Penalties of up to 50 \$1,000.00 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$10,000.00 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more than \$10,000.00 or by imprisonment for more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

VOLUNTARY ACTIVITY

While providing penalties for violations, the Act also encourages efforts by labor and management, before an OSHA inspection, to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. OSHA's Voluntary Protection Programs recognize outstanding efforts to this nature.

Such voluntary action should initially focus on the identification and elimination of hazards that could cause death, injury or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested. Also your local OSHA office can provide considerable help and advice on solving safety and health problems or can refer you to other sources for help such as training.

JOB SAFETY & HEALTH PROTECTION
CONTINUED

CONSULTATION

Free consultative assistance, without citation or penalty, is available to employers on request through OSHA supported programs, in most State departments of labor or health.

ADDITIONAL INFORMATION

Additional information and copies of the Act, specific OSHA safety and health standards, and other applicable regulations may be obtained from your employer or from the nearest OSHA Regional Office. Telephone numbers for these office and additional area office locations are listed in the telephone directory under the United States Department of Labor in the United States Government listing.

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors or dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to \$10,000.00 against violators. Employees or job applicants may also bring their own court actions.

EMPLOYEE POLYGRAPH PROTECTION ACT
CONTINUED

ADDITIONAL INFORMATION

Additional information may be obtained, and complaints of violations may be filed at local offices of the Wage and Hour Division which are listed in the telephone directory under U.S. Government, Department of Labor, Employment Standards Administration.

OWCA STATEMENT

LOUISIANA DEPARTMENT OF LABOR
OFFICE OF WORKERS' COMPENSATION ADMINISTRATION
1001 NORTH 23RD STREET @ FUQUA
P. O. BOX 94040
BATON ROUGE, LOUISIANA 70804-9040

A. NOTICE OF COMPLIANCE TO EMPLOYEES

1. You should report to your employer any occupational injury or disease, even if you deem it to be minor.

2. In case of accidental injury or death, an injured employee or any person claiming to be entitled to compensation either as a claimant or as a representative of a person claiming to be entitled to compensation must give notice to the employer at the address below within 30 days of the injury. If notice is not given within 30 days, no payment will be made under the law for such injury or death.

3. In the event you are injured, you are entitled to select a physician of your choice for treatment. The employer may choose another physician and arrange an examination which you would be required to attend.

4. In order to preserve your right to benefits under the Louisiana Workers' Compensation law, you must file a formal claim with the office of Workers' Compensation Administration within one year after the accident if payments have not been made, or within one year after the last payment of weekly benefits.

5. This notice shall be given by delivering it or sending it by certified mail or return receipt requested to:

Safety and Risk Manager
B & K Construction Co., Inc.
1905 Hwy. 59
Mandeville, LA 70448

Phone #: (504) 626-1866
Fax #: (504) 626-9710

Inaccuracies in this notice in regards to the time, place, nature, or the cause of injury or otherwise will not be held against the employee unless the employer can show harm from being misled about the facts.

Failure to give notice may not harm the employee if the employer knew of the accident or if the employer was not prejudiced by the delay or failure to give notice (refer to section 1304 and section 1305 for the exact working.)

OWCA STATEMENT
CONTINUED

6. If you desire any information regarding your rights and entitlement to benefits as prescribed by law, you may call or write to the Office of Workers' Compensation Administration at the above address or telephone (504) 342-7555 or toll free (800) 824-4592.

7. This notice should be posted conspicuously in or about employer's place(s) of business.

8. If the employer fails to keep such a notice posted, the time in which the notice of injury shall be given shall be extended to 12 months from the date of the injury.

HAZARD COMMUNICATION PROGRAM

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to insure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

1. CHEMICAL INVENTORY

- A. B & K Construction Co, Inc. maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from the Safety Manager.
- B. Hazardous chemicals brought onto the worksite will be included on the hazardous chemicals inventory list.

2. CONTAINER LABELING

- A. All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Safety Manager for labeling or proper disposal.
- B. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or the Safety Manager for proper handling.
- C. No unmarked containers of any size are to be left in the work area unattended.
- D. B & K Construction Co., Inc. will rely on manufacturer applied labels whenever possible and will ensure that these labels are maintained. Containers that are not labeled, or on which the manufacturer's label has been removed, will be relabeled.
- E. B & K Construction Co., Inc. will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

3. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. Employees working with hazardous chemicals may request a copy of the material safety data sheets (MSDS's). Requests for MSDS's should be made to the Safety Manager.
- B. MSDS's should be available and standard chemical reference may also be available on the site to provide immediate reference to chemical safety information.
- C. An emergency procedure to gain access to MSDS's information will be established.

4. EMPLOYEE TRAINING

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

- A. Methods that may be used to detect a release of a hazardous chemical in the workplace,
- B. Physical and health hazards associated with chemicals,
- C. Protective measures to be taken,
- D. Safe work practices, emergency responses and use of personnel protective equipment,
- E. Information on the Hazard Communication Standard including:
 - 1. Labeling and warning systems, and
 - 2. An explanation of Material Safety Data Sheets.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Required PPE is available from B & K Construction Co., Inc. The cost will be deducted from the employees wages. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

6. EMERGENCY RESPONSE

- A. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Safety Manager at once.

- B. The Foreman or immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

7. HAZARDS OF NON-ROUTINE TASKS

- A. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
- B. Review of safe work procedures and use of required PPE will be posted to indicate the nature of the hazard involved.

8. INFORMING OTHER EMPLOYERS

- A. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.
- B. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
- C. Other on-site employers will be provided with a copy of B & K Construction Company's Hazard Communication Program.

9. POSTING

B & K Construction Co., Inc. has posted information for employees at this jobsite on the Hazard Communication Standard.

10. RECORDS

Records are available for employee's review Monday through Friday from 8:00 A.M. until 5:00 P.M. at our main office.

DRUG AND ALCOHOL ABUSE PROGRAM

POLICY STATEMENT

The purpose of this policy is to affirm the Company's long-standing commitment to ensure the safety and health of its employees and to provide a safe work environment. This policy strengthens that commitment by re-emphasizing the Company's position regarding the use of illegal or illicit drugs or alcohol, which may interfere with job performance and pose a hazard in the workplace to fellow workers or the public. This policy applies to all employees. Compliance with the Drug and Alcohol Abuse Program is a condition of continued employment.

In keeping with this policy, the following applies:

1. The use, possession, sale or transfer of illegal or illicit drugs or unauthorized alcoholic beverages during working hours, or on Company property, or in the course of operating Company vehicles constitutes grounds for termination of employment. The use of prescription drugs without having received a valid prescription is considered a violation of this policy.
2. The sale or distribution of illegal or illicit drugs to any Company employee or a criminal conviction for the sale of illegal or illicit drugs constitutes grounds for termination of employment.
3. When the Company has reasonable suspicion that an employee may be violating item No. 1 of the policy, the Company will utilize all investigative techniques, including available testing and analysis. An employee testing positive for the use of illegal or illicit drugs or alcohol under these circumstances will be subject to termination of employment.
4. Employees may be required to submit to drug/alcohol testing following a serious accident as part of the investigation where the commission or omission of an act may be reasonable related to the accident. Employees testing positive for drug/alcohol use under this provision may be subject to termination of employment.
5. Employees will also be required to submit to drug and alcohol testing under the following circumstances:
 - A. Required Company physical examinations including

regulatory examinations as determined appropriate by the Company.

- B. Return to work following any extended period of absence.
- C. At random intervals during the course of employment as determined appropriate by the Company.

An employee testing positive for drug/alcohol use as a result of testing under these circumstances will be removed from the job and will not be permitted to return to work until testing negative. The employee will thereafter be subject to periodic testing for a period of one year. An employee testing positive a second time during this period will be subject to termination of employment.

6. During any investigation on Company property of suspected or actual violation of this policy, the Company maintains the right to conduct searches, and inspections of employees and employees' property. Additionally, the Company maintains the right to conduct searches and inspections of its own property including Company vehicles, desks, lockers or other Company property under the control of employees at any time.

7. Any employee refusing to submit to a drug/alcohol test as set forth in this policy will be subject to termination of employment.

8. Where the Company has determined that an employee has violated this policy, it may require the employee to participate in a treatment program or undergo a medical evaluation as conditions of continued employment. Any such employee refusing assistance or failing to cooperate in the required treatment program or medical evaluation will be subject to disciplinary action.

The Company encourages employees to voluntarily seek treatment prior to the occurrence of the incident requiring disciplinary action. However, an employee's request for treatment will not affect the application of appropriate disciplinary action.

9. It is the Company's intent to maintain in strictest confidence any personal information obtained as a result of administering this policy. Any such information obtained will be released solely on a need-to-know basis.

FIRST AID

PRIORITY OF URGENT CARE:

1. Remove the victim from the water, fire, or room containing carbon monoxide, smoke or noxious fumes. Only move the victim if it is absolutely necessary.
2. Ensure an open airway for the victim by mouth-to-mouth or mouth-to-nose respiration when needed.
3. Control severe bleeding by direct pressure over the wound or to the supply vessel. If a finger, hand, arm, toe, foot or leg is involved - elevate it.
4. Loosen constricting clothing.
5. Cover the victim to prevent shock.
6. Give first aid for poisoning or ingestion of harmful chemicals.
7. Look for medical identification cards or bracelets which could indicate a medical condition.
8. Check the victim's general appearance, discoloration, broken limbs, burns, etc.
9. After the injury has been determined, do what you can to aid the person until help arrives.
10. Ask questions to determine what caused the injury or illness.
11. If the victim's face becomes red, position him so that his head is higher than his feet. If his face becomes pale, position him so that his head is lower than his feet.

ARTIFICIAL RESPIRATION:

1. Lie the victim flat on his back face up.
2. Tilt the victim's head backward to clear the air passageway.
3. If available, place a rolled towel or clothing under the victim's neck.
4. Remove foreign matter from inside and around the mouth.

FIRST AID
CONTINUED

ARTIFICIAL RESPIRATION: Continued

5. Pinch the victim's nose closed then blow air into his mouth by sealing your mouth completely and tightly around the victim's mouth.

6. When the chest rises to its highest point, remove your mouth. Turn your head sideways and listen for exhalation and watch for the chest to fall.

7. Provide air at a rate of every 5 second (12 per minute) for adults.

8. Repeat the blowing cycle until the victim is breathing on his own or until a doctor pronounces the victim dead.

BURNS:

1. Heat burns:

- a. Apply cold water and submerge the burned area if possible.
- b. Gently blot dry.
- c. Apply dry sterile gauze or clean cloth.
- d. Elevate the burned area if it is a finger, hand, arm, toe, foot or leg.
- e. Do not break blisters or remove tissue.
- f. Do not remove particles of clothing that is stuck to the burned area.
- g. Do not use an antiseptic, ointment, spray, etc. on a severe burn.
- h. Do not expose burned area to sunlight.

2. Chemical Burns

- a. Chemical burns to the skin:
 - 1) Wash away the chemical completely with large quantities of water.
 - 2) If available read the label on the chemical's package.
 - 3) Follow same instructions for heat burns.

b. Acid burn to the eye:

- 1) Wash the eye thoroughly with a solution of sodium bicarbonate (1 teaspoon of baking soda to 1 glass of water) or with plain water.
- 2) If available read the label on the chemical's package, bottle or can for specific first aid instructions..
- 3) Have the victim close the eye then place an eye pad, piece of cotton or cloth over the lid and bandage.
- 4) Get immediate medical attention.

c. Alkali burns to the eye:

- 1) Wash the eye thoroughly with plain water.
- 2) Remove any particle of chemical.
- 3) If available read the label on the chemical's package, bottle or can for specific first aid directions.
- 4) Have the victim close the eye then place an eye pad, piece of cotton or cloth over the lid and bandage.
- 5) Get immediate medical attention.

PREVENTION OF BACK INJURIES

GENERAL LIFTING RECOMMENDATIONS;

1. Whenever possible use cranes, hoists or hand carts.
2. Size up the load. Never overlift. If you have any doubt, get help.
3. Be certain your footing is secure. Get a good balance. Keep your feet should length apart.
4. Place your feet close to the base of the object to be lifted.
5. Bend the knees outward and straddle the load somewhat, keeping the back as straight as possible.
6. Push up with your legs keeping the load close to your body.
7. Slowly lift the object to the carrying position. Do not jerk it.
8. If it is necessary to change directions while carrying the object, turn your body by changes of foot positions. Do not twist your body nor twist and lift simultaneously.
9. If the object is to be deposited on a bench, table, shelf or truck bed, place it on the edge then push it forward with your arms, or if necessary, with part of the body in a forward motion.
10. In putting the object down on the floor, bend the knees and keep the object close to your body. Lower the object with your arms and legs. Do not bend forward.
11. Never walk with a load that obstructs your view.
12. Never reach and lift simultaneously.
13. Never bend down to the load - always crouch.
14. If the object you want to lift or are lifting cannot be lifted easily, immediately stop and get help.
15. Wear lace-up shoes or lace-up boots.

EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the Basic Safety Program for

The program has been explained to me and I understand it.

I agree to abide by the program and comply with its rules.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

SUPERVISORS REPORT ON MOTOR VEHICLE
ACCIDENT INVESTIGATION

Owner _____ Vehicle Number _____

Division or Department _____

Date of accident _____

Location of accident _____

Description of accident _____

Causes of accident: (Specify clearly using attached guide)

Recommendation for prevention of a recurrence: _____

Classification of accident review

() Preventable

() Non-preventable

Accidents usually preventable

Intersection

Cut in or out

Backing

Pulled from curb

Hit other in rear

Hit stationary object

Skidded

Hit pedestrian

Accidents usually non-preventable

Hit in rear

Hit when properly parked

I have reviewed this investigation of the accident and have noted the classification and preventive action called for.

Signed _____
Supervisor

Date of report _____

CAUSE OF UNSAFE DRIVING ACTS (As noted on page 39)

-CHECK ONE-

- 1) Untrained or unskilled ()
- 2) Abstracted -- thinking of job details, home conditions, worried, etc. ()
- 3) Influence of alcohol -- any drinking ()
- 4) Hurry or impatience ()
- 5) Irritated -- by another driver, a client, temper, etc. ()
- 6) Distracted -- by road conditions, another car, passenger, etc. ()
- 7) Fatigue -- long drive, lack of sleep ()
- 8) Ill-physical weakness as headache, muscular pains, etc. ()

GUIDE FOR DETERMINING ACCIDENT CAUSES

As a guide in accurate determination of the direct unsafe act and the underlying causes of these acts, the following typical factors are listed.

UNSAFE DRIVING ACTS (Which resulted directly in the accident)

-CHECK ONE-

- 1) Driving too fast, or too slow ()
- 2) Following other vehicle too closely ()
- 3) Failing to give proper signal to other drivers ()
- 4) Inadequate attention to traffic sign or signal ()
- 5) Car in wrong traffic lane ()
- 6) Pulling out in traffic improperly -- not giving moving traffic right of way, etc. ()
- 7) Passing other vehicle improperly -- on grade, in intersection, bus while stopped, etc. ()
- 8) Backing maneuver performed improperly -- poor space, too far, not checking area, etc. ()
- 9) Not driving defensively so as to care for other driver's mistakes ()

12 Sep 94

✓ MEMORANDUM THRU C/Const Div

FOR C/Contr Div ATTN: Const Svc Sec (Contract File)

SUBJECT: Contract No. DACW29-94-C-0079, Lake Pontchartrain and Vicinity, High Level Plan, London Avenue Outfall Canal, Parallel Protection, Mirabeau Avenue to Leon C. Simon Boulevard Floodwall, Orleans Parish, Louisiana

1. Enclosed for inclusion into the official contract file are LMV Forms 358-R and 385-6-R in conjunction with the contractor's Accident Prevention Plan.
2. Point of Contact is Chris Wagner, X1222.

Encl

CHESTER ASHLEY
Area Engineer
New Orleans Area Office

CF:

Proj Engr (Wagner)
Proj Insp (Bryant)