

SAFETY MANUAL
COMPRISED OF THE
INJURY AND ILLNESS PREVENTION PROGRAM
AND
SUPPORTING SAFETY POLICIES



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SAFETY MANUAL
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INJURY AND ILLNESS PREVENTION PROGRAM 001

I. PURPOSE

Pierre Landscape is desirous of establishing and maintaining a safe work environment for its employees. This is because Pierre Landscape does not want its employees injured and because the reduction (elimination) in the seriousness and frequency of injuries reduces Workers' Compensation costs. Furthermore, this policy and procedure has been established to meet the Company's responsibilities with regards to Cal-OSHA and Title 8 of the California Code of Regulations.

II. POSTING

A. Continuous

1. OSHA Poster
2. Notice of Workers' Compensation Carrier
3. Notice of Workers' Compensation Clinic
4. Proposition 65 signs
5. Forklift Poster
6. Emergency Numbers
7. Safety Committee Meeting Minutes

B. Annual

OSHA 300A Log Summary from February 1 through April 30 each year.

III. RETENTION

The Safety Manager will ensure the maintenance of all Safety Manual and IIPP records, for the listed periods, including:

- | | |
|--|----------------------------------|
| 1. New Employee Safety Orientation forms | <i>length of employment</i> |
| 2. Code of Safe Practices Receipt | <i>length of employment</i> |
| 3. Disciplinary actions for safety | <i>1 year beyond termination</i> |
| 4. Safety inspections | <i>2 years</i> |
| 5. Tailgate or toolbox meeting reports | <i>2 years</i> |
| 6. Safety Contact Reports | <i>2 years</i> |
| 7. Accident investigations | <i>5 years</i> |
| 8. Cal/OSHA log of injuries | <i>5 years</i> |

9. Inventory of Hazardous Materials *forever*
10. Employee exposure or confidential medical records *forever*

Records are available for review, as appropriate, at the Human Resources Department, at the main office 5455 2nd Street Irwindale, CA 91706

IV. POLICY

- A. The Safety Manager, Human Resources Manager, Production Manager, Maintenance Managers, and Construction Managers, are responsible for establishing, implementing, and administering the Pierre Landscape Injury and Illness Prevention Program. Furthermore, each member of Supervision is responsible for strict compliance to the policy including strict compliance on the part of their employees.
- B. The Injury and Illness Prevention Program includes the following components:
 1. Periodic workplace inspections including a review to determine that employees are complying with health and safety practices (See Attachment 1, Facility/Location Inspection Form).
 2. Two forms for employees to inform the Company (anonymously if desired) of safety related complaints/hazards (See Attachment 2, Unsafe Condition Report).
 3. A Safety Committee to receive, to evaluate, and make recommendations in workplace safety issues and hazards identified through inspections and/or through employee complaints (See Attachment 3, Safety Committee Minutes Sample).
 4. A procedure for acting on Safety Committee recommendations.
 5. A bulletin board for posting/communication Company memos concerning safety and health issues and Safety Committee Meeting Minutes.
 6. Further communication of health and safety issues through the performance and documentation of employee health and safety training (See Attachment 4, Safety Training Sign-In Sheet). Training shall occur

when a new employee is hired, when an employee is placed into a new occupation, or when a new chemical or piece of equipment is put into operation. Such training shall:

- a) Instruct employees in general safe work practices and
 - b) Specific instructions with respect to hazards unique to the employee's job assignment.
7. Authorization to Supervision to perform and document Corrective Counseling on employees violating safety rules and practices (Please see Attachment 5, Corrective Counseling form).
 8. A system for reviewing work place injuries and following up on recommendations (See Attachment 6, Supervisor's Report of Injury).
 9. A Safety Incentive Program to provide employees an extra incentive to be aware and safe (See Safety Policy & Procedure 002, Safety Incentive Plan).
- C. This Injury and Illness Prevention Program is to be fully supported by all members of the Pierre Landscape management team and under no circumstances will there be any reprisals allowed to be taken against any employee that is implementing this policy in good faith.

V. PROCEDURE

A. Workplace Inspection

1. Facilities

- a) A member of the Safety Committee, Safety Manager will perform a walk-through of the premises and field locations while completing the Safety Inspection Sheet on a quarterly basis.
- b) The results are documented on the Facility/Location Inspection Form and submitted to the Safety Committee (Safety hazards of a serious nature are to be reported immediately to the responsible member of Supervision for immediate correction and are to be documented on

the Facility/Location Inspection Form).

- c) The Safety Committee meets, reviews, and evaluates the results of the quarterly inspection then formulates written recommendations in the form of Minutes.
- d) The Safety Committee's written recommendations/Minutes are submitted to the Safety Manager who is responsible for approval of recommendations and implementation.
- e) The Safety Manager informs the Safety Committee when recommendations are approved/disapproved and when implemented so the Committee can document the results in the Safety Committee Minutes.

2. Employee Compliance

- a) During the walk-through of the premises and field locations employees will be observed for compliance with health and safety practices (See Safety Inspection Comments section on page 2 of Attachment 1).
- b) The results are documented on the Facilities/Location Inspection Form and submitted to the Safety Committee (employee safety practices of a serious nature are to be reported immediately to the responsible member of supervision for immediate correction and are to be documented on the Facilities/Location Inspection Form).
- c) The Safety Committee reviews and evaluates safety practice infractions and formulates written recommendations.
- d) The Safety Committee Chairperson submits written recommendations/Minutes to the Human Resources Manager who is responsible for approval and implementation.

B. Employee Complaints

1. Employees observing hazards or unsafe practices are encouraged to complete the Pierre Landscape Unsafe Condition Report.
2. Such forms may be obtained from any member of Supervision, from the safety bulletin board, or from the trucks on-site at field locations.
3. Completed forms are to be put in the Safety suggestion boxes. They will be forwarded to the Safety Manager for review by the Safety Committee (Safety Hazards of a serious nature are to be reported immediately to the responsible member of supervision for immediate correction and are to be documented on the Unsafe Condition Report).
4. The Safety Committee meets monthly to review and evaluate each Unsafe Condition Report/Safety Alert, then formulates written recommendations/ Minutes.
5. The Safety Committee Chairperson submits the written recommendations/ Minutes to the Human Resources Manager who is responsible for approval.
6. The Human Resources Manager informs the Safety Committee of approval or disapproval.
7. The Safety Committee informs the employee (if known) who filed the Unsafe Condition Report of the Human Resources Manager's response.

C. Safety Committee

1. The Safety Committee will be comprised of Rigo Sanchez, Agustin Bucio and Jason Schulenburg.
2. The Safety Committee will meet monthly (more often if necessary) to review the following:
 - a) The workplace Facilities/Location Inspection Form(s);
 - b) The Unsafe Condition reports; and

c) Employee injuries.

3. The Safety Committee evaluates and makes written recommendations to the Human Resources Manager.
4. The Safety Committee responds back to the individual that completed the Unsafe Condition Report/Alert tag (if known) with the Human Resources Managers' response.
5. The Safety Committee maintains an agenda of action items in the form of Minutes which remains on the agenda until either disapproved or implemented (See Attachment 3, Safety Committee Minutes Sample).

D. Human Resources Manager

1. Approves/Disapproves Safety Committee recommendations.
2. Disapproved recommendations are initialed and dated on the Safety Committee Minutes with an explanation and are returned to the Safety Committee.
3. Approved recommendations are signed and dated on the Safety Committee Minutes and are returned to the Safety Committee.
4. Decision of the Human Resources Manager is communicated back to the originator of the suggestion (if known) by the Safety Committee.
5. Approved recommendations are implemented by the Human Resources Manager. When implemented, the Human Resources Manager informs the Safety Committee so the Committee can document completed items.

E. Communication of health and safety issues is done by and through:

1. Employee Handbook
2. New Hire Orientation
3. Tailgate meetings (documented) to include instruction to employees on general safe work practices and specific instructions with respect to

hazards unique to the employee's job assignment.

F. Training

1. The Safety Committee is responsible for establishing recommended training courses and for acquiring Management's approval to perform the instruction.
2. Supervision is responsible for general and specific training for the employees.
Training shall include as a minimum:
 - a) Instruction to employees on general safe work practices and
 - b) Specific instructions with respect to hazards unique to the work place &/or work assignment(s).
3. The Safety Manager is responsible for scheduling and implementing annual company training.
4. Training shall also occur when an employee is hired or at such time that an employee changes occupations, or when a new chemical or piece of equipment is placed into service.

G. Corrective Counseling

1. When a Supervisor observes an employee violating safety rules or common safety practices, Supervision performs and documents Corrective Counseling.
2. When a Supervisor is informed by the Safety Committee and/or Management that an employee has been observed violating safety rules or common safety practices, the supervisor takes appropriate Corrective Counseling action.

H. Injury Investigation

1. As soon as the Company is made aware of an injury and medical care has been provided to the employee and the employee's supervisor is responsible for performing a complete investigation of the injury.
 2. The result(s) of the investigation is documented on the Supervisor's Report of Injury form and is forwarded to the Safety Committee for review and appropriate recommendations.
- I. Safety Incentive – See Safety Incentive Plan 002
- J. Attachments
1. Facility/Location Inspection Form
 2. Unsafe Condition Report
 3. Safety Committee Minutes (sample)
 4. Training Sign-In Sheet
 5. Corrective Counseling Form
 6. Employer's Report of Injury

PIERRE LANDSCAPE

SAFETY POLICIES

The Safety Policies comprises technical reference materials that will be utilized and implemented as needed. Applicability will be determined by the Project Manager and/or the Safety Manager as part of a Pre-Job Planning effort. The content and support materials herein may be modified or supplemented as seen fit by these individuals, individually or in concert. Materials, safety rules, and personal protective equipment will be discussed and issued at toolbox sessions prior to commencing work.

* Denotes

SAFETY INCENTIVE PLAN 002

I. PURPOSE:

Pierre Landscape provides and maintains a safe work environment for all of its employees. However, statistically 90% of all accidents are caused by employee carelessness. Therefore, Pierre Landscape is providing a cost effective incentive and communication tool that gives safety a higher profile in the minds of the employees. In other words, we intend to establish incentives that are attached to safety, thus making it worthwhile for employees to think and work safely.

Furthermore, it is important that the incentive plan not be established so as to provide an incentive for employees to not notify the Company of an injury. Therefore, the incentive plan is based on there being no lost time injuries. This is because if an injury is serious enough to require lost time, the employee has no choice but to go to a clinic for medical care and to inform the Company.

Lastly, we will describe what the incentives are and how employees earn them.

II. DEFINITIONS:

A. Lost-time injury or illness -

1. An injury or illness caused by work conditions which is so serious that the employee can't report to work on the following scheduled work day or a subsequent scheduled day of work; or
2. A serious injury or illness claim filed by a prior employee that is no longer an employee of the Company.

*B. Injury occurring in one month - The date in which a shift starts normally determines the month in which the injury occurred. If an employee is asked to "report" and is injured during the work assignment, the calendar day on which the employee reported/worked determines the month in which the injury occurred. However, if an injury isn't reported in the month in which it occurred and it is too late to affect the safety incentives for the month in which the injury occurred, then it will impact incentives for the month in which it was reported. This policy includes employees that have been terminated and subsequently file a workers' compensation claim.

C. Safety incentive - The amount of money an eligible employee is to receive as defined in the plan.

D. Incentive Group -

1. The Safety Incentive Groups established by the Company to which an eligible employee is assigned.
2. An employee loaned to an Incentive Group from their current Incentive Group for the purposes of this policy is considered an employee of the group to which they are loaned.

III. GENERAL INCENTIVE PLAN POLICY:

- * A. The program is established for a period of twelve (12) months beginning April 1 and ending March 31 each workers' compensation fiscal year.
- B. At the end of each workers' compensation fiscal year the program will be evaluated regarding interest, injury reduction and cost effectiveness. It will be continued, revised or discontinued based on the results of the evaluation.
- C. The program is administered by the Safety Manager. The Safety Manager is responsible for writing, changing and ultimately interpreting the intent of the Pierre Landscape Safety Incentive Policy.
- D. A lost time Workers' Compensation claim occurring late in one month and then filed early the following month after the distribution of incentives, renders the employees ineligible for the month in which the Workers' Compensation claim is filed.
- * E. Workers' Compensation claims filed after the termination of employment of an alleged injured employee impacts the eligibility of the plan in the same fashion as one filed during an employee's employment.
- F. The monthly incentive is distributed every month.

IV. ELIGIBILITY:

- A. For an employee to be eligible to participate in the monthly safety incentive payment, they must first be a regular full-time employee in one of the groups identified in Section V.
- B. Secondly, the regular full-time employee must have been on the payroll for the whole calendar month and may not have been on a Leave of Absence for more than 15 calendar days during the month or be on a Leave of Absence on the last calendar day of the month.

- * C. Third, in order for an employee to be eligible they must not have had a lost-time injury/illness during the 3 calendar months preceding the month for which an incentive is being paid.
- * D. Fourth, Employees found to not be performing their work safely by the Inspector (or coworkers for that matter – see IIPP section on Unsafe Condition Reports), including not wearing their Personal Protective Equipment, will be identified, counseled and be eligible for the safety incentive for the month in which the safety infraction occurred.

V. INCENTIVE GROUPS:

- * A. Incentive Group 1. is PSL Operations employees
- * B. Incentive Group 2. is PLI Operations employees

VI. INCENTIVE AMOUNTS:

- C. The amount of the incentive is \$20 a month for months that there are no lost time injuries in the Incentive Group.

VII. IMPACT OF A LOST TIME INJURY

- A. When a lost time injury occurs in one month, no employees in that Incentive Group are eligible for a safety incentive for that month.
- * B. The month following a month in which there was a reported lost time injury, and there is no reported lost time injury, will result in the employees being eligible for the \$20 incentive.

VIII. RESPONSIBILITIES

- A. Accounting is responsible for:
 1. Reviewing the OSHA 300 Log and payroll records to determine eligibility of employees.
 2. Acquiring incentives pay outs at the beginning of the first whole workweek of the month.
 3. Printing a list of eligible employees with a space for their acceptance signature each month.

- * 4. Distributing the safety incentive pay out along with the signature sheets to supervision prior to the 15th of the month.

- B. Employees are responsible for not being injured and for maintaining a safe work environment.
 - 1. Employees are also responsible and encouraged to report all injuries. They are to understand that only lost time injuries and those serious injuries reported by a terminated employee, affect the safety incentive plan.
 - 2. Employees are also responsible for recommending safety improvements. Such improvements may be reported on the Unsafe Condition Reports located on the Company bulletin board may be submitted anonymously if desired in the Unsafe Condition mail box.
 - 3. Mentoring each other, accepting constructive criticism from supervision and coworkers, and implementing safe practices.

- C. Supervision is responsible for insuring that all employees are trained in the safety operation of the equipment they use and follow all safety rules, regulations and procedures. Employees not doing so are to receive corrective counseling.

- * D. Safety Committee Chairperson:
 - 1. Runs the Safety Incentive program.
 - 2. Coordinates the payment of incentives with Supervision in accordance with this policy.
 - 3. Verifies the eligibility of previously injured workers.
 - 4. Reports the results to the Safety Committee and reports it in the Safety Committee Minutes.

- * E. Safety Committee members analyze the success of the program each March for the preceding year and submits its recommendations to the Safety Manager who in turn discusses and reviews them with the owner for approval and subsequent implementation.

HAZARD COMMUNICATION PROGRAM 006

Introduction

It is the policy of Pierre Landscape that the first consideration of work shall be the protection of the safety and health of all employees. The Company has developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various pesticides, insecticides, fertilizers, and other materials used in our operations. This Hazard Communication Program will be monitored by our Safety Manager, who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

Our program consists of the following elements:

1. Hazardous material inventory (a listing of all chemicals we use).
2. Collection and maintenance of Material Safety Data Sheets.
3. Container labeling.
4. Employee training.

The following items are not required to be included in the program and are therefore omitted:

- Foods, drugs, cosmetics or tobacco.
- Untreated wood products.
- Hazardous waste.

Hazardous Material Inventory

The Safety Manager maintains a list of all hazardous materials used in our operations. This list contains the name of the product, the type of product (insecticide, pesticide, etc.) and the name and address of the manufacturer.

Safety Data Sheets ("SDS")

Copies of SDS for all hazardous substances to which our employees may be exposed will be kept in a binder at the office 5455 2nd Street Irwindale, CA 91706. These SDS's are available to all employees, at all times, upon request. Copies of the most commonly used products will also be kept by the Foreman at the job site or in their vehicles.

The Safety Manager will be responsible for reviewing incoming SDS's for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

The Safety Manager will also review all incoming SDS for completeness. If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer.

CAL/OSHA will be notified if a complete SDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the shop or field until a SDS has been received. The purchasing department will make it an ongoing part of their function to obtain SDS for all new materials when they are first ordered.

Container Labeling

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible.

All chemicals in cans, bags, drums, pails, etc., will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be held until a new label has been installed. New labels will be obtained from the manufacturer.

The label must contain:

- The chemical name of the contents.
- The appropriate hazard warnings.
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

Employee Information and Training

All employees will be provided information and training on the following items through the Pierre Landscape safety training program and prior to starting work with hazardous substances

1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
2. Information regarding the use of hazardous substances in their specific work areas.
3. The location and availability of the written hazard communication program. The program will be available from the Safety Manager.
4. The physical and health hazards of the hazardous substances in use.
5. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
6. The controls, work practices and personal protective equipment are available for protection against possible exposure.
7. Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.

8. Ways of detoxifying spills or leaks of pesticides and other chemicals, including use of absorptive clay, hydrated lime or sodium hypochlorite.
9. How to read labels and material safety data sheets to obtain the appropriate hazard information.

Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by their Foreman about hazards to which they may be exposed during such activity.

This information will include:

- The specific hazards.
- Protective/safety measures which must be utilized.
- The measures the Company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

Informing Contractors

To ensure that other contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor's employees, it will be the responsibility of the Project Manager to provide other contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the site.
- Precautions the contractor's employees must take to lessen the possibility of exposure.

We will obtain from outside contractors the name of any hazardous substances the contractor's employees may be using at a job site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

Employee Rights Under The Hazard Communication Standard

At any time, an employee has the right to:

- Access the SDS folder, and the Hazard Communication Program.
- Receive a copy of any environmental sampling data collected in the workplace.
- See their employment medical records upon request.

ELECTRICAL SAFETY AND LOCK-OUT / TAG-OUT PROGRAM 007

Contact with electricity is the second leading cause of fatalities in the landscaping industry. Pierre Landscape has developed the following procedures to protect our employees and reduce the risk of accidents. The Company will also conduct a periodic review of electrical safety, energy control procedures, and lock-out/tag-out, at least annually, to ensure that the procedure and the requirements of this section are being followed.

This procedure is binding upon all employees. All employees will be instructed in the significance of electrical safety, energy control procedures, and lock-out/tag-out. Each new employee shall be instructed by their Foreman in the purpose and use of these procedures.

All Equipment and Installations

1. Only licensed, trained and qualified, electrical subcontractors will be allowed to make electrical repairs or work on electrical equipment or installations involving line voltage systems.
2. All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized.
3. All energized equipment and installations will be de-energized prior to the commencement of any work. If the equipment or installation must be energized for test or other purposes, special precautions will be taken to protect against the hazards of electric shock.
4. All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.
5. Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.
6. Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits.
7. Suitable eye protection must be worn at all times while working on electrical equipment.
8. Always exercise caution when energizing electrical equipment or installations. Take steps to protect employees from arc blast and exploding equipment in the event of a fault.
9. All power tools will be grounded or double insulated. Tools with defective cords or wiring shall not be used.
10. Suitable temporary barriers or barricades shall be installed when access to open enclosures containing exposed energized equipment is not under the control of an authorized person.

Ground Fault Protection

To protect employees on landscaping sites from electric shock, the Company will use ground-fault circuit interrupters on all 120-volt, AC, single-phase, 15- and 20-ampere receptacle outlets, which are not a part of the permanent wiring of the building or structure. Receptacles on a two-wire, single phase portable or vehicle-mounted generator rated not more than 5 KW, where the circuit conductors of the generator are insulated from the generator frame and all their grounded surfaces, need not be protected with ground-fault circuit interrupters.

Feeders supplying 15- and 20-ampere receptacle branch circuits shall be permitted to be protected by a ground-fault circuit interrupter approved for the purpose in lieu of the above provisions.

Energized Equipment or Systems

Work shall not be performed on exposed energized parts of equipment or systems until the following conditions are met:

1. Responsible supervision has determined that the work is to be performed while the equipment or systems are energized.
2. Involved personnel have received instructions on the work techniques and hazards involved in working on energized equipment and appropriate equipment to perform the job has been provided.
3. Suitable personal protective equipment has been provided and is used. Suitable insulated gloves shall be worn for voltages in excess of 300 volts, nominal.
4. Suitable eye protections, including face shield and safety glasses or goggles, has been provided and are used.
5. Fire resistant clothing such as Nomex suits is worn.
6. Where required, suitable barriers, barricades, tags, or signs are in place for personnel protection.

After the required work on an energized system or equipment has been completed, an authorized person shall be responsible for:

1. Removing from the work area any personnel and protective equipment.
2. Reinstalling all permanent barriers or covers.

De-energized Equipment or Systems

A qualified person shall be responsible for completing the following **before** working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system:

1. Notifying all involved personnel.

2. Locking the disconnecting means in the "open" position with the use of lockable devices, such as padlocks, combination locks or disconnecting of the conductor(s) or other positive methods or procedures which will effectively prevent unexpected or inadvertent energizing of a designated circuit, equipment or appliance.
3. Tagging the disconnecting means with suitable accident prevention tags.
4. Effectively blocking the operation or dissipating the energy of all stored energy devices which present a hazard, such as capacitors or pneumatic, spring-loaded and like mechanisms. This may require the installation of safety grounds.
5. Testing the equipment to ensure it is de-energized.

Energizing (or Re-energizing) Equipment or Systems

A qualified and authorized person shall be responsible for completing the following before energizing equipment or systems that have been de-energized:

1. Determining that all persons are clear from hazards which might result from the equipment or systems being energized including arc blast or explosions caused by unexpected faults.
2. Removing locking devices and tags. Locking devices and tags may be removed only by the employee who placed them. Locking devices and tags shall be removed upon completion of the work and after the installation of the protective guards and/or safety interlock systems.

Accident Prevention Tags

Suitable accident prevention tags shall be used to control a specific hazard. Such tags shall provide the following minimum information:

1. Reason for placing tag.
2. Name of person placing the tag and how that person may be contacted.
3. Date tag was placed.

Lock-out / Tag-out

Machinery or equipment capable of **movement** shall be stopped and the power source de-energized or disengaged, and locked out. If necessary, the moveable parts shall be mechanically blocked or secured to prevent inadvertent movement during cleaning, servicing or adjusting operations unless the machinery or equipment must be capable of movement during this period in order to perform the specific task. If so, the hazard of movement shall be minimized.

Equipment or power driven machines equipped with lockable controls, or readily adaptable to lockable controls, shall be locked out or positively sealed in the "off" position during repair work and setting-up operations. In all cases, accident prevention signs and/or tags shall be placed on the controls of the equipment or machines during repair work.

The Company will provide a sufficient number of accident prevention signs or tags and padlocks, seals or other similarly effective means which may be required by any reasonably foreseeable repair.

Sequence of Lock-out Procedure

1. Notify all affected employees that a lock-out is required and the reason therefore.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment.
4. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
5. Lock-out energy isolating devices with an assigned individual lock.
6. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.

Procedure Involving More Than One Person

If more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a foreman, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lock-out procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Testing Equipment During Lock-out

In many maintenance and repair operations, machinery may need to be tested, and for that purpose energized, before additional maintenance work can be performed. This procedure must be followed:

1. Clear all personnel to safety.
2. Clear away tools and materials from equipment.
3. Remove lock-out devices and re-energize systems, following the established safe procedure.
4. Proceed with tryout or test.

5. Neutralize all energy sources once again, purge all systems, and lock-out prior to continuing work.

Equipment design and performance limitations may dictate that effective alternative worker protection be provided when the established lock-out procedure is not feasible.

Restoring Equipment to Service

After the work is completed and the equipment is ready to be returned to normal operation, this procedure must be followed:

1. Remove all non-essential items.
2. See that all equipment components are operationally intact, including guards and safety devices. Repair or replace defective guards before removing lock-outs.
3. Remove each lock-out device using the correct removal sequence.
4. Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment.

TRENCHING AND EXCAVATION 008

The Company's landscaping activities may include the construction of retaining walls, irrigation systems or ponds that occasionally require our employees to work in trenches and excavations. Each year in California, four construction workers die in trench cave-ins. To prevent this from occurring, the following precautions are mandatory when Pierre Landscape employees work in trenches or excavations that are 5 feet deep or greater. They are also required in trenches less than 5 feet deep if the soil appears unstable. These precautions apply even if we did not dig the trench.

General Precautions

1. All trenching and excavation activities will be conducted in accordance with Cal/OSHA regulations.
2. All trenching and excavation work or entry will be supervised by a competent person with the skills, training, and experience to recognize hazards and implement corrective action.
3. All trenches and excavations 5 feet deep or greater will be protected from cave-ins by sloping, shoring, or benching.
4. No employee is permitted to work in any trench or excavation that is not safe. Work will stop until the hazard is corrected.
5. All trenches and excavations will be inspected prior to the start of work and at least daily by the competent person.
6. Suitable access and egress will be maintained at all times

Prior to Digging

1. A trenching and excavation permit will be obtained from Cal/OSHA.
2. The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
3. All Regional Notification Centers in the area involved and all known owners of underground facilities in the area who are not members of a Notification Center shall be advised of the proposed work at least 2 working days prior to the start of any digging or excavation work. EXCEPTION: Emergency repair work to underground facilities.

While Digging

1. When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.

2. Contact with live electrical lines and gas mains can cause death or serious injury. Extra care should be taken in these areas. If you are unsure, ask your Foreman, or Project Manager. You may also contact the Safety Manager at (626)587-2121.
3. While the excavation is open, underground installations shall be protected, supported, or removed as necessary to safeguard employees.
4. All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees.
5. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.
6. Adequate barriers or physical protection shall be provided at all remotely located excavations. All wells, pits, shafts, etc., shall be barricaded or covered. Upon completion of exploration and other similar operations, temporary wells, pits, shafts, etc., shall be back filled.

Open Trenches and Excavations

1. Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rain storm or other hazard increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.
2. Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.
3. A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.
4. Where employees or equipment are required or permitted to cross over excavations over 6 feet and wider than 30 inches, walkways or bridges with standard guardrails shall be provided.
5. When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

6. Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.
7. Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.
8. Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmosphere in the excavation shall be tested before employees enter excavations greater than 4 feet in depth.
9. Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation.
10. Adequate precautions shall be taken, such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.
11. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.
12. Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.
13. Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.
14. If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.
15. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water

from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person.

PESTICIDE AND FERTILIZER USAGE 009

Pesticides are poisonous and must be used with caution. Read the label carefully before opening a container. Precautions and directions must be followed exactly. Special protective equipment as indicated must be used.

Storage: Keep all pesticides in original containers only. Store them separately in a locked shed or area. Keep all pesticides out of the reach of children, unauthorized personnel, pets and livestock. Do not store with foods, feeds, or fertilizers. Post warning signs on pesticide storage areas

Use: The suggestions given in this safety IIPP are based upon best current information. Follow directions: measure accurately to avoid residues exceeding tolerances; use exact amounts as indicated on the label or lesser amounts given in this publication. Use a pesticide only on plants, or animals shown on the label.

Container Disposal: Do not transport pesticides in vehicles with foods, feeds, clothing, or other materials, and never in a closed cab with a vehicle driver.

Responsibility: The Safety Manager responsible for the implementation of the IIPP is also responsible for proper use of pesticides, including drift to other properties, and for excessive residues. Pesticides should not be applied over streams, rivers, ponds, lakes, run-off irrigation, or other aquatic areas except where specific use for that purpose is intended.

All employees will be provided training on the following elements relating to the use, storage and neutralization of pesticides, insecticides, and fertilizers through Pierre Landscape:

1. Methods of storage
2. Proximity of storage to groundwater supplies
3. Condition of equipment used for application
4. Emergency detoxification procedures *
5. Disposal procedures

* Absorptive clay, hydrated lime or sodium hypochlorite will be on hand for emergency detoxification of spills or leaks.

Pierre Landscape will also ensure proper certification of all workers applying “restricted use” pesticides. For more information on pesticide application as well as other areas of landscaping safety, workers can refer to the following six websites:

1. <http://www.cdpr.ca.gov/index.htm> (California Department of Pesticide Regulation)
2. <http://aapse.ext.vt.edu/> (American Association of Pesticide Safety Educators)

3. <http://www.anla.org/> (American Nursery and Landscape Association)
4. <http://www.alca.org/> (Associated Landscape Contractors of America)
5. <http://www.pgms.org/> (Professional Grounds Management Society)
6. <http://www.dir.ca.gov/> (Cal/OSHA)

RESPIRATOR PROTECTION 010

Occasionally our work may necessitate the use of respirators to protect against air contaminants found in the application of pesticides and insecticides.

Whenever respirators are required to be used to control exposure to pesticides and other harmful agents, only respiratory equipment approved for that purpose shall be used and such equipment shall be approved by the National Institute for Occupational Safety and Health (NIOSH). Only parts approved for the specific respirator system shall be used for replacement.

General Respiratory Protection Guidelines:

1. Atmospheric contamination will be prevented wherever feasible through engineering controls such as enclosure or confinement of the operation, general and local exhaust ventilation, or substitution of less toxic materials. When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used.
2. Pierre Landscape shall identify and evaluate the respiratory hazard(s) in the workplace; this evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where we cannot identify or reasonably estimate the employee exposure, the atmosphere shall be considered to be immediately dangerous to life or health (IDLH).
3. Respirators shall be provided when such equipment is necessary to protect the health of the employee.
4. Only NIOSH-certified respirators shall be used. The respirator shall be used in compliance with the conditions of its certification.
5. Pierre Landscape will provide respirators that are applicable and suitable for the purpose intended. We shall select and provide an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.
6. Respirators shall be selected from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.
7. The Safety Manager shall act as the Program Administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.
8. Pierre Landscape will provide respirators, training, and medical evaluations at no cost to the employee.
9. Pierre Landscape will provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in

the workplace. We may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

10. Pierre Landscape will ensure that employees using a tight-fitting face piece respirator pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT).
11. Pierre Landscape will establish and implement procedures for the proper use of respirators. These requirements include prohibiting conditions that may result in face piece seal leakage, preventing employees from removing respirators in hazardous environments, taking actions to ensure continued effective respirator operation throughout the work shift, and establishing procedures for the use of respirators in IDLH atmospheres.
12. We shall provide each respirator user with a respirator that is clean, sanitary, and in good working order. The Forman or Supervisor shall ensure that respirators are cleaned and disinfected.
13. All filters, cartridges and canisters used in the workplace must be legibly labeled and color coded with the NIOSH approval label that must not be removed.
14. Training and information will be provided to employees who are required to use respirators. The training will be comprehensive, understandable, and recur annually or more often if necessary.
15. The Safety Manager shall conduct evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented, and to consult with employees to ensure that they are using the respirators properly.
16. Written information regarding medical evaluations, fit testing, and the respirator program shall be retained indefinitely. This information will facilitate employee involvement in the respirator program, assist us in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA.
17. Where respirator use is not required by a particular standard or hazard, Pierre Landscape may provide respirators at the request of employees or permit employees to use their own respirators, if we determine that such respirator use will not in itself create a hazard. If voluntary respirator use is permissible, we shall provide the respirator users with the information contained in Appendix D of section 5144 8CCR. ("Information for Employees Using Respirators When Not Required Under the Standard.

Respirator Selection Requirements

The proper respirator for the job and hazard shall be selected. This selection will be made in accordance with Cal/OSHA or ANSI Z88.2-1980 standards. The correct respirator shall be specified for each job. The individual issuing them shall be adequately instructed to insure that the correct respirator is used.

The manufacturers' recommendations and literature will also be reviewed to determine if the respirator provides protection against the expected contaminants. For instance, dust masks do not provide protection against gasses or vapors.

The Safety Manager, or another qualified individual shall review and approve all breathing air compressors and installations for compliance with appropriate OSHA regulations and safety procedures prior to use.

Respirators for atmospheres that are not IDLH:

Pierre Landscape shall provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations. The respirator selected shall be appropriate for the chemical state and physical form of the contaminant.

For protection against gases and vapors:

1. An atmosphere-supplying respirator, or
2. An air-purifying respirator, provided that the respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or if there is no ESLI appropriate for conditions in the workplace, we will implement a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

For protection against particulates:

1. An atmosphere-supplying respirator; or
2. An air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR part 11 as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR part 84; or
3. For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.

Medical Evaluation Procedures

1. Employees shall not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform the work while using the required respiratory equipment.
2. Pierre Landscape shall identify a physician or other Licensed Health Care Professional (PLHCP) to perform medical evaluations.
3. The medical evaluation shall include any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination.

4. Medical questionnaires and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee.
5. The employee shall have an opportunity to discuss the examination results with the PLHCP.
6. The following information must be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:
 - The type and weight of the respirator to be used by the employee;
 - The duration and frequency of respirator use (including use for rescue and escape);
 - The expected physical work effort;
 - Additional protective clothing and equipment to be worn; and
 - Temperature and humidity extremes that may be encountered.
7. Pierre Landscape shall provide the PLHCP with a copy of this written respiratory protection program and a copy of the Cal/OSHA regulations if they do not already have them.
8. In determining the employee's ability to use a respirator, the Company shall obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation shall provide only the following information:
 - Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
 - The need, if any, for follow-up medical evaluations; and
 - A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.
9. If the respirator is a negative pressure respirator and the PLHCP finds a medical condition that may place the employee's health at increased risk if the respirator is used, Pierre Landscape shall provide a PAPR if the PLHCP's medical evaluation finds that the employee can use such a respirator; if a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then we are no longer required to provide a PAPR.
10. The Company shall provide additional medical evaluations that comply with the requirements of this section if:
 - An employee reports medical signs or symptoms that are related to ability to use a respirator;
 - A PLHCP, foreman, or the respirator program administrator informs the employer that an employee needs to be reevaluated;

- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; or
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

Fit Testing

1. Pierre Landscape shall ensure that an employee using a tight-fitting face-piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face-piece (size, style, model or make) is used, and at least annually thereafter.
2. We shall conduct an additional fit test whenever the employee reports, or the employer, PLHCP, foreman, or program administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.
3. If after passing a QLFT or QNFT, the employee subsequently notifies the program administrator, foreman, or PLHCP that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face-piece and to be retested.
4. The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol.

Usage Rules

1. Pierre Landscape shall not permit respirators with tight-fitting face-pieces to be worn by employees who have:
 - Facial hair that comes between the sealing surface of the face-piece and the face or that interferes with valve function; or
 - Any condition that interferes with the face-to-face-piece seal or valve function.
2. If an employee wears corrective glasses or goggles or other personal protective equipment, we shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.
3. For all tight-fitting respirators, we shall ensure that employees perform a user seal check each time they put on the respirator.
4. Appropriate surveillance shall be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, we shall reevaluate the continued effectiveness of the respirator.
5. Respiratory equipment shall not be passed on from one person to another until it has been cleaned and sanitized. Respirators individually assigned should be marked to

indicate to whom it was assigned. This mark shall not affect the respirator performance in any way. The date of issuance should be recorded.

6. When not in use, respirators shall be stored to protect against dust, sunlight, extreme temperatures, excessive moisture, or damaging chemicals. Plastic zip lock bags are suitable for storage.
7. Pierre Landscape shall ensure that employees leave the respirator use area:
 - To wash their faces and respirator face-pieces as necessary to prevent eye or skin irritation associated with respirator use; or
 - If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face-piece; or
 - To replace the respirator or the filter, cartridge, or canister elements.
8. If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face-piece, we will replace or repair the respirator before allowing the employee to return to the work area.
9. For all IDLH atmospheres, Pierre Landscape shall ensure that:
 - One employee or, when needed, more than one employee is located outside the IDLH atmosphere;
 - Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;
 - The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue;
 - The foreman or designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue;
 - The foreman or designee authorized to do so by Pierre Landscape, once notified, provides necessary assistance appropriate to the situation;
 - Employee(s) located outside the IDLH atmospheres are equipped with pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or equivalent means for rescue where retrieval equipment is not required.

Maintenance, Inspection and Care of Respirators

1. The Company shall ensure that respirators are cleaned and disinfected using procedures recommended by the respirator manufacturer, provided that such

procedures are of equivalent effectiveness to OSHA regulations. The respirators shall be cleaned and disinfected at the following intervals:

- Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition;
 - Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals;
 - Respirators maintained for emergency use shall be cleaned and disinfected after each use; and
 - Respirators used in fit testing and training shall be cleaned and disinfected after each use.
2. All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face-piece and exhalation valve.
 3. Emergency respirators shall be:
 - Kept accessible to the work area;
 - Stored in compartments or in covers that are clearly marked as containing emergency respirators; and
 - Stored in accordance with any applicable manufacturer instructions.
 4. All respirators used in routine situations shall be inspected before each use and during cleaning;
 5. All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for proper function before and after each use; and
 6. Emergency escape-only respirators shall be inspected before being carried into the workplace for use.
 7. Pierre Landscape shall ensure that respirator inspections include the following:
 - A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face-piece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
 - A check of elastomeric parts for pliability and signs of deterioration.
 8. In addition to the requirements above, self-contained breathing apparatus shall be inspected monthly.
 9. Air and oxygen cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The employer shall determine that the regulator and warning devices function properly.

10. For respirators maintained for emergency use, Pierre Landscape shall:
 - Certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator; and
 - Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator, or is included in inspection reports stored as paper or electronic files. This information shall be maintained until replaced following a subsequent certification.
11. Pierre Landscape shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:
 - Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
 - Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
 - Reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

Training

1. Pierre Landscape shall ensure that each employee required to use a respirator can demonstrate knowledge of at least the following:
 - Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
 - What the limitations and capabilities of the respirator are;
 - How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
 - How to inspect, put on and remove, use, and check the seals of the respirator;
 - What the procedures are for maintenance and storage of the respirator; and
 - How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
2. The training shall be conducted in a manner that is understandable to the employee.
3. The training shall be provided prior to requiring the employee to use a respirator in the workplace.
4. Retraining shall be administered annually, and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;
 - Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
 - Any other situation arises in which retraining appears necessary to ensure safe respirator use.
5. The basic advisory information on respirators, as presented in Appendix D of Section 5144 of the California Code of Regulations (8CCR~5144), shall be provided to employees who wear respirators when such use is not required by this section or by the employer.

Program Evaluation

1. The Safety Manager shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.
2. The Safety Manager shall regularly consult employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:
 - Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
 - Appropriate respirator selection for the hazards to which the employee is exposed;
 - Proper respirator use under the workplace conditions the employee encounters; and
 - Proper respirator maintenance.

Recordkeeping

1. Records of medical evaluations must be retained and made available in accordance with section 3204 (8CCR~3204).
2. The Company shall establish a record of the qualitative and quantitative fit tests administered to an employee including:
 - The name or identification of the employee tested;
 - Type of fit test performed;
 - Specific make, model, style, and size of respirator tested;
 - Date of test; and

- The pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.
 - Fit test records shall be retained for respirator users until the next fit test is administered.
3. Program records shall be made available upon request to affected employees and to the Chief of the Division of Occupational Safety and Health or designee for examination and copying.

Procedures for Cleaning Respirators

1. Remove filters, cartridges, or canisters. Disassemble face-pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard and replace any defective parts.
2. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
3. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.
4. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
 - Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,
 - Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,
 - Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
5. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
6. Components should be hand-dried with a clean lint-free cloth or air-dried.
7. Reassemble face-piece, replacing filters, cartridges, and canisters where necessary.
8. Test the respirator to ensure that all components work properly.

ERGONOMICS 011

Studies have shown over the years that poorly designed and arranged work areas, awkward work postures and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries “RMIs”. As with cancer, heart disease, and many other ailments, there are risk factors that increase an individual’s likelihood of developing RMIs. If the risk factors are reduced, so are the chances of being injured. While some of these risk factors, such as family history, cannot be controlled in the employment setting, many can. Including:

- The force used to perform a task,
- Posture while performing tasks,
- The number of repetitions performed in a given time period, and
- Mechanical stresses such as hard surfaces.

Pierre Landscape has developed the following program designed to minimize RMIs. The program includes worksite evaluations, control of exposures that have caused RMIs and training of employees.

Worksite Evaluation and Exposure Reduction

Each job, process, or operation of identical work activity that has resulted in at least two RMIs or a representative number of such jobs, processes, or operations shall be evaluated for exposures that have caused RMIs. Pierre Landscape may request assistance from outside consultants for this purpose.

Any exposures that have caused RMIs shall, in a timely manner, be corrected or if not capable of being corrected have the exposures minimized to the extent feasible. We shall consider engineering controls, such as workstation redesign, adjustable fixtures or tool redesign, and administrative controls, such as job rotation, work pacing or work breaks.

Training

Affected employees shall be provided training that includes an explanation of:

- Pierre Landscape program;
- The exposures which have been associated with RMIs;
- The symptoms and consequences of injuries caused by repetitive motion;
- The importance of reporting symptoms and injuries to their Foreman; and
- Methods used to minimize RMIs *

* This will include team lifting with heavy objects, such as landscape rocks, shrubs, trees, dirt, sand, gravel, and sod; and the use of material handling aids for assistance when handling large objects, e.g., railroad ties, fencing materials, decorative stone, patio ornamentation, etc.

GARDEN TRACTORS, DUMP TRUCKS AND BULLDOZERS 012

Each year about 100 workers are killed and almost 95,000 injured in tractor, truck and bulldozer accidents across the country. To properly protect our employees from such accidents, Pierre Landscape has adopted the following garden tractor, dump truck and bulldozer Safety Program.

General

The Company will ensure that each powered truck or tractor operator is competent to operate a powered truck safely, as demonstrated by the successful completion of the training and evaluation specified below.

Prior to permitting an employee to operate a powered truck or tractor (except for training purposes), Pierre Landscape shall ensure that the employee has successfully completed a training program.

Training Program Implementation

Trainees may operate a powered truck or tractor only:

- under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
- Where such operation does not endanger the trainee or other employees.

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered truck and tractor operators and evaluate their competence.

Note: This section does not require that the training be given by any particular individual or organization. The trainer must only be able to demonstrate that they have appropriate knowledge, training and experience to train others and evaluate their competence.

Training Program Content

Powered truck and tractor operators shall receive initial training in the following topics.

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- Differences between the truck, tractor and the automobile;
- Truck controls and instrumentation: where they are located, what they do, and how they work;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility (including restrictions due to loading);
- Vehicle capacity;
- Vehicle stability;
- Any vehicle inspection and maintenance that the operator will be required to perform;
- Refueling and/or charging and recharging of batteries;
- Operating limitations;
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.
- Workplace-related topics:
 - Surface conditions where the vehicle will be operated;
 - Composition of loads to be carried and load stability;
 - Load manipulation, stacking, and unstacking;
 - Pedestrian traffic in areas where the vehicle will be operated;
 - Narrow aisles and other restricted places where the vehicle will be operated;
 - Hazardous locations where the vehicle will be operated;
 - Ramps and other sloped surfaces that could affect the vehicle's stability;
 - Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;

- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation;
- The requirements of this section.

Refresher Training and Evaluation

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered truck or tractor safely.

Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of truck or tractor; or
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

An evaluation of each powered truck or tractor operator's performance shall be conducted at least once every three years.

Certification

Pierre Landscape shall certify that each operator has been trained and evaluated as required by this paragraph (1). The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

FIRE PREVENTION AND EMERGENCY ACTION PLAN 013

Pierre Landscape has developed the following emergency plan to cover those designated actions that must be taken to ensure employee safety from fire and during other emergencies. Any questions about this plan should be directed to The Safety Manager.

Office, Shop & Warehouse Emergency Evacuation and Fire Prevention

The Safety Manager is responsible for ensuring the following:

1. That all required emergency exits are clearly identified in the office, shop, and warehouse and that all required firefighting and emergency equipment is available and in good condition.

The following items will be maintained:

- First-aid kit
 - Drinking water
 - Flashlight
 - Portable battery powered radio and batteries
 - Fire extinguishers
 - Wrench to shut off the main gas valve
 - Pry bars, axes, saws, tools or similar devices for employee rescue
2. Creating a facility map designating all emergency evacuation routes and the locations of all firefighting equipment and emergency supplies and equipment. These maps will be posted in at least two locations in the facility.
 3. Training all exposed employees on the procedures to be followed in the event of fire, earthquake or other emergency including how to properly notify other affected employees.
 4. Identifying potential fire hazards in the office, shop and warehouse and ensuring that adequate steps are taken to prevent fires.
 5. Ensuring that combustible trash and materials are removed promptly from the facility, and that all flammable and combustible liquids are properly stored and handled.

During an Emergency

In the event of an emergency such as earthquake or fire, all employees are expected to evacuate the premises immediately. The Safety Manager or the Chief Operating Officer may assign some employees the task of shutting off the gas or electricity, if needed. At no time will any employee be expected to jeopardize their own safety to do this.

Employees will be notified of emergencies through one of the following:

- Fire alarm
- Intercom
- Emergency horn
- Direct voice communication

After the emergency evacuation has been completed, a head count will be taken to ensure everyone is out of the building.

If necessary, The Safety Manager or the Chief Operating Officer may assign some employees to rescue trapped employees. At no time will any employee be expected to jeopardize their own safety to do this.

Fire Prevention at Landscaping Sites

The following procedures will be used to prevent fires on construction sites:

1. All accumulated combustible trash and debris will be removed as soon as practical.
2. Flammable liquids will only be stored and dispensed from UL approved safety containers designed for that purpose.
3. All rags soaked with flammable or combustible liquids will be properly stored in closed metal containers.
4. Appropriate precautions will be taken to prevent fires when torch cutting, welding or soldering.
5. Compressed gas cylinders containing flammable or explosive gasses will be properly stored in the upright position with their caps on and protected from heat or puncture. Fuel gas and oxygen shall be separated at least 20 feet when stored.
6. Smoking or open lights are prohibited within 50 feet of flammable liquid or gas storage and dispensing areas.
7. Flammable solvents will not be used for cleaning purposes.
8. A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the floor area, or fraction thereof. Where the floor area is less than 3,000 square feet, at least one extinguisher shall be provided.
9. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
10. At least one fire extinguisher, rated not less than 2A, shall be provided on each floor. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway at each floor level.
11. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of

flammable gas are being used on the job site. This requirement does not apply to the integral fuel tanks of motor vehicles.

12. Portable fire extinguishers shall be inspected monthly, or at more frequent intervals by the employer, and serviced at least annually by a person licensed or registered by the State Fire Marshal. NOTE: Inspection is a "quick check" that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent operation.
13. Suitable fire control devices, such as portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored.
14. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for flammable liquid storage.
15. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.

OFFICE SAFETY 014

Office accidents can and do happen. To prevent them, Pierre Landscape has developed the following rules for our office staff. We will also endeavor to include office employees in periodic safety meetings. If at any time, you feel there is a safety hazard, or you have any safety concerns, please do not hesitate to notify The Safety Manager.

1. Report all accidents and injuries, no matter how minor, to your Foreman and Safety Manager immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. No one is allowed to climb on shelves or stand on chairs, you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not tilt chairs too far back.
7. No one shall be in the possession of, or under the influence of, alcohol or controlled substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use.
10. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
11. Do not store heavy objects above your head which could fall on you in an earthquake.
12. Do not store flammable or combustible materials near heaters or other heat sources.
13. If you are unsure how to do any task safely, ask your Foreman.
14. Do not operate any equipment you are not trained and authorized to use.
15. Always follow safe lifting procedures when lifting any object and get help for heavy loads.
 - Bend your knees, not your back.
 - Keep the load close to body.
 - Keep your back straight.
 - Lift with your legs.
 - Do not lift and twist.

Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries “RMIs”. As with cancer, heart disease, and many other ailments, there are risk factors that increase an individual’s likelihood of developing RMI. If the risk factors are reduced, so are the chances of being injured. While some of these risk factors, such as family history, cannot be controlled in the employment setting, many can, including:

- The force used to perform a task.
- Posture while performing tasks.
- The number of repetitions performed in a given time period.
- Mechanical stresses such as hard surfaces.

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. In many cases employees are required to work in awkward positions for long periods of time. This greatly increases the likelihood of injury. Fortunately, this is often the easiest problem to correct. The goal is to perform work in neutral posture as much as possible. Neutral posture is best described as the most comfortable position and usually involves little or no twisting or deviation of the joints.

To apply the principle of neutral posture to the office setting we need to look at the five major components of office workstations. They are: the chair, the computer keyboard, the desk, the computer monitor, and the work product.

Chairs are often the most overlooked piece of office equipment, yet they are the single most important item from an ergonomic standpoint. A poor chair that lacks adjustments and support makes it almost impossible to work comfortably and in neutral posture. Good office chairs are fully adjustable including:

- Chair height.
- Height of the back rest.
- The position forward or back of the backrest.
- The position forward or back of the seat pan.
- The angle (tilt) of the seat pan.
- If armrests are provided, they should be height and width adjustable.

In many cases, fully adjustable chairs are provided for employees, but they never adjust them. Make sure you understand all of the adjustments your chair has and how to use them. When in doubt, read the owner’s manual or ask. A properly adjusted chair should allow the user to rest their feet comfortably on the floor without putting pressure on their lower thighs. Their knees should be approximately the same height as their hips, or

slightly higher, and they should be able to sit back against the backrest which is positioned for low back support. If your feet don't rest comfortably on the floor the chair is too high. If the chair cannot be lowered any further, a footrest should be used. Whether armrests are provided depends on the type of workstation and personal preference. If they are provided, they should be height adjustable to allow the arms to rest comfortably on them without excessive shoulder drop. Armrests should also be well padded to reduce pressure on the lower arms.

Once the chair is properly adjusted, the next step is to position the keyboard to minimize bend in your wrists. In order to accomplish this, it is often necessary to have a position and height adjustable keyboard tray attached to the underside of the desk. These should not be confused with keyboard drawers that cannot be adjusted for height or position. If you do not use a tray, the only way to adjust the keyboard height is by moving the desk that is difficult at best, and sometimes impossible. Using a tray also frees up workspace on the desk where the keyboard once sat.

The height of the keyboard should be set so that there is approximately a 90-degree angle between the upper and lower arms. There should also be a straight line from the elbow out through your fingers. If your fingers hang down too much or bend up, creating a "V" between your hand and forearm, you place extra stress on your wrist. Many people find it comfortable to use padded wrist rests in front of the keyboard. This often helps minimize wrist deflection. The keyboard tray should also be adjusted so that you do not have to reach forward too far to type. Your elbows should be close to your side and back by your spine, not out in front of you. Do not extend the small legs on the bottom of the keyboard tray. This increases the wrist angle unnecessarily. Many keyboard trays now also have extensions for your mouse. This places everything you need within easy reach.

After you have adjusted the chair and keyboard tray, try using your desk. You should be able to comfortably write and use your other office equipment such as the calculator and phone. Some of these items may need to be moved closer to you. Your legs should also fit easily under the desk. Often, stored items such as boxes block this and should be removed. The standard desk height is fine for most people. If you are exceptionally tall or short, however, adjusting the desk up or down an inch, if possible, may be helpful.

Now you are ready to position your monitor. It should be directly in front of you. Monitors that are off to one side cause you to turn your neck that can lead to injury. The top of the screen should be at about eye level. If the screen is too low your neck will ache from constantly looking down. Monitors can easily be raised by putting old phone books or reams of copy paper under them. You may also use a special adjustable monitor holder to free up desk space. Tilt the screen so that the top is closer to you than the bottom. This will reduce glare from overhead lights. If you can't get away from outside light, use a glare screen to improve contrast and reduce eye strain that can cause headaches. Also know how to adjust the screen contrast and brightness controls and keep the screen clean and free of dust and fingerprints.

The work product should be kept within easy reach. Heavy notebooks or binders that you use often should be placed near you. If you use the phone a lot, consider using a headset to reduce neck strain and free up your hands for other tasks. Copy holders can be very helpful if you are entering data or typing from paper. Set them up so they are as close to the screen as possible to reduce neck motion.

The risk factors of force, repetition, and mechanical stress are also controllable in an office environment. Force can be reduced by using automatic staplers and date stamps. If heavy files, boxes, or other items must be moved, use carts and dollies. When filing, use two hands to hold the larger files and keep heavy items stored between knee and shoulder height to reduce strain on your back and arms.

Repetition is controllable through the use of task management. Break up the work as much as possible throughout the day. If possible, do not spend more than two hours at a time typing or entering data. Intersperse other tasks such as filing to use other muscle groups. You should take ten-minute breaks every two hours if you are doing repetitive tasks.

Mechanical stress occurs when you rest parts of your body against hard or sharp objects. An action such as this cuts off blood flow and presses on nerves, which can lead to numbness and tingling. Sharp edges can be padded or cushioned where needed to reduce this.

EMERGENCY MEDICAL SERVICES AND FIRST-AID 003

Pierre Landscape will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first-aid. Where more than one employer is involved in a construction project on a given site, we may agree to work with other contractors to ensure employee access to emergency medical services for the combined work force. The Safety Manager will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

Every job site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages. The following minimum first-aid supplies shall be kept:

Type of Supply Required by Number of Employees, as Follows:

Dressings in adequate quantities consisting of:	<u># of Employees Working at Site</u>			
	<u>1-5</u>	<u>6-15</u>	<u>16-200</u>	<u>200+</u>
Adhesive dressings	X	X	X	X
Adhesive tape rolls, 1-inch wide	X	X	X	X
Eye dressing packet	X	X	X	X
1-inch gauze bandage roll or compress		X	X	X
2-inch gauze bandage roll or compress	X	X	X	X
4-inch gauze bandage roll or compress		X	X	X
Sterile gauze pads, 2-inch square	X	X	X	X
Sterile gauze pads, 4-inch square	X	X	X	X
Sterile surgical pads suitable for pressure dressings		X	X	
Triangular bandages	X	X	X	X
Safety pins	X	X	X	X
Tweezers and scissors	X	X	X	X
Cotton-tipped applicators*			X	X
Forceps*			X	X
Emesis basin*			X	X
Flashlight*			X	X
Magnifying glass*			X	X
Portable oxygen and its breathing equipment*				X
Tongue depressors*				X
Appropriate record forms*	X	X	X	X
First-aid textbook, manual or equivalent*	X	X	X	X

*To be readily available but not necessarily within the first-aid kit.

Drugs, antiseptics, eye irritation solutions, inhalants, medicines, or proprietary preparations shall not be included in Pierre Landscape first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First-Aid

Prior to the commencement of work at any site, the Job Project Manager will locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury

1. A Company authorized physician or medical clinic, and at least one alternate if available.
2. Hospitals.
3. Ambulance services.
4. Fire-protection services.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and tailgate safety meetings.

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. **For severe accidents call nearest hospital paramedic service and request assistance.** Stay on the line until told otherwise.
2. **Employees must report all work related injuries to their Project Manager immediately – even if they do not feel that it requires medical attention.** Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action.
3. The Foreman, employee, and first-aid person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a "Pierre Landscape Accident Report" in case complications arise later.
5. In all cases, if the employee cannot transport themselves for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact

should be made with the office at 626-239-3927. Contact must also be made with the nearest Cal/OSHA office. This contact will be completed by the Safety Manager.

FLEET AND DRIVING SAFETY 004

Motor vehicle accidents are the third leading cause of fatalities in the landscaping industry. Pierre Landscape has established the following guidelines and procedures for our drivers and vehicles to protect the safety of individuals operating any motor vehicle on Company business. Protecting our employee drivers and the public is of the highest priority. The commitment of management and employees is critical to the success of this program. Clear communication of, and strict adherence to, the program's guidelines and procedures are essential.

Our primary goal is to maintain a high level of safety awareness and foster responsible driving behavior. Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle accidents and reduce the severity of personal injuries and property damage.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

Our program consists of the following elements:

- Driver Alert - 1 (800) 827-SAFE
- Driver selection
- Driver training
- Vehicle use policy
- Vehicle inspection & preventive maintenance
- Accident investigation

Driver Selection

Only Company authorized and assigned employees are allowed to drive Company vehicles at any time. Prior to being authorized to drive and assigned a vehicle, the Company will check that the potential driver has the following items:

- A valid un-restricted driver's license.
- A current MVR driving record that is acceptable to the Company and its insurance carrier

Pierre Landscape will also check driving records of all employees authorized to drive on Company business on an annual basis.

Employees that do not meet these requirements are not authorized or allowed to drive Company vehicles or drive their own vehicle for Company business.

Driver Training

All employees driving either Company vehicles, or personal vehicles within Pierre Landscape business, will be given a copy of the Driving Safety Rules and Company Vehicle Use Policy and will be required to read and sign for them. Safe driving will also be periodically covered at Company safety meetings.

Vehicle Inspection and Preventive Maintenance

All Pierre Landscape vehicles must be inspected by the driver prior to each use (daily). Mechanical defects will be repaired immediately. The Safety Manager will periodically spot check Company vehicles to validate their condition.

Vehicle inspections will include:

- Lights
- Turn signals
- Emergency flashers
- Tires
- Horn
- Brakes
- Fluids
- Windshield condition and wiper condition
- Mirrors

All vehicles will also be maintained in accordance with the manufacturers' recommendations. It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.

Accident Investigation

All accidents in Pierre Landscape vehicles will be investigated by the Project Manager and/or the Safety Manager. Where possible, witness statements will be obtained and photos used to document the scene of the accident and the damage. Police reports will also be obtained whenever possible. The following guidelines will be used to help determine preventability.

An Accident Review Board will review the Accident Investigation Reports and will interview the driver involved. The Board will include the President, Vice President and Safety Manager.

The Accident Review Board will ascertain whether our driver could have prevented the accident. An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, which received a traffic citation, or whether a claim was paid has no bearing on preventability. If

there was anything our driver could have done to avoid the collision, then the accident was preventable.

An accident is non-preventable when the vehicle was legally and properly parked, or when properly stopped because a highway patrol officer, a signal, stop sign/light, or traffic condition. When judging accident preventability, here are some general questions to be considered:

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical stresses that could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?
4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver's speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver's vehicle under control?

Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle. Regardless of stop signs, stoplights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver look both ways before proceeding through the intersection?

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or another vehicle can be forced into them. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane. A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may not be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into the driver's lane. Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways. Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

Head-on Collisions

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non

preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall. Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions is the most common reason why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather, was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, in gutter, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts?, etc.

If a driver goes off the road or strikes another vehicle because of skidding, the accident is preventable.

Pedestrian Accidents

All types of pedestrian accidents, including collisions with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested areas expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?

8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

Backing Accidents

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object is normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

1. Was it necessary to back?
2. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing?
3. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed?
4. If the driver could not see where he or she was backing: Did the driver try to get someone to guide him or her?
5. Did the driver look all around the vehicle before backing? Did the driver back immediately after looking?
6. Did the driver use the horn while backing? Were the back-up lights working?
7. Did the driver look to the rear without relying totally on the rear-view mirror?
8. If the distance was long, did the driver stop, get out, and look around occasionally?
9. Did the driver back slowly?
10. Did the driver judge clearances accurately?

Parking Accidents

Doors on our driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection, and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

Collision with Obstructions

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

Cargo Accidents

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused the accident by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent shifting, loss, or damage. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

COMPANY VEHICLE USE POLICY 005

Pierre Landscape has established the following policies pertaining to Company vehicles:

1. **Personal and off-duty use of Pierre Landscape vehicles is prohibited.**
2. Only authorized employees may drive Pierre Landscape vehicles. These vehicles may include pickups, dump trucks, tractor-trailers, all-purpose trailers, bulldozers, and trailers with permanently mounted equipment. They may also include garden tractors with tilling, scraper, excavating and pesticide dispenser attachments.
3. Non-employee passengers are not permitted in Company vehicles at any time unless they are involved in business related matters. Spouses, significant others, friends or children are **NOT permitted in Company vehicles.**
4. No employee is permitted to drive Pierre Landscape vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
5. All accidents involving Pierre Landscape vehicles must be reported to the office immediately.
6. Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.

IIPP, SAFETY RULES, TRAINING TOOLS & FORMS

CODE OF SAFE PRACTICES

General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Immediately report any unsafe conditions, accidents, injuries or illness to your Foreman. If you are unsure of the safe method to do your job, STOP and ask your Foreman. Ignorance is no excuse for a safety violation.
4. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working.
5. Never work while under the influence of an illegal or intoxicating substance, fatigued or ill.
6. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
7. Horseplay, scuffling, fighting and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
8. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
9. Keep your work area clean, free of debris, electrical cords and other hazards.
10. Immediately clean up spilled liquids.
11. Always notify all other individuals in your area who might be endangered by the work you are doing.
12. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
13. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your Foreman.
14. Never bring firearms, weapons, illegal drugs or alcoholic beverages on Company or customer property or the job site.
15. A red tag system identifies equipment that is NOT to be operated, energized or used. All tag-out or lock-out notices and procedures must be observed and obeyed.
16. Do not block exits, fire doors, aisles, fire extinguishers, first-aid kits, emergency

equipment, electrical panels, or traffic lanes.

17. Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
18. Do not run on the job site or in the shop or office area.
19. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
20. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the FOREMAN.
21. Tree branches may not be discarded from trees until proper precautions are taken to protect others from the falling objects.
22. Employees shall cleanse thoroughly after handling hazardous substances, including pesticides and insecticides, and follow special instructions from authorized sources.
23. Gasoline or other flammable liquids shall not be used for cleaning purposes.

Fall Protection

1. Wear appropriate shoes and boots on jobsites
2. Never remove fall protection rails, covers, or barricades without permission from your FOREMAN and special precautions. Always replace these items when finished with your task.

Electrical Safety

1. Only licensed, trained, qualified sub contractors are allowed to make electrical repairs or work on electrical equipment or installations.
2. All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized.
3. All energized equipment and installations will be de-energized prior to the commencement of any work. If the equipment or installation must be energized for test or other purposes, special precautions will be taken to protect against the hazards of electric shock.
4. All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.
5. Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.
6. Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits.
7. Suitable eye protection must be worn at all times while working on electrical equipment.

8. Always exercise caution when energizing electrical equipment or installations. Take steps to protect yourself and other employees from arc blast and exploding equipment in the event of a fault.
9. All power tools will be grounded or double insulated. Tools with defective cords or wiring shall not be used.
10. Metal jewelry should not be worn around energized circuits.
11. Extension and temporary power cords must be heavy duty and grounded. Frayed or defective cords shall not be used.
12. Suitable temporary barriers or barricades shall be installed when access to opened enclosures containing exposed energized equipment is not under the control of an authorized person.
13. Electrical installations must be protected from accidental contact by enclosures or tight fitting covers.
14. GFI's are required on all power outlets.
15. Circuits shall not be overloaded with equipment or extension cords.
16. Metal measuring tapes, fish tapes, ropes or other metal devices are prohibited where they may contact energized parts of equipment or circuits.

Lock-out/Tag-out

1. All machinery and electrical equipment shall be locked out and tagged prior to repair, cleaning, or adjustment unless power is necessary to perform the work. If so, other precautions, specified by your Foreman, will be taken.
2. Use your own lock and key. No one else should have a key for your lock. Destroy all duplicate keys.
3. Maintain control of your key at all times to prevent unauthorized use.
4. Never remove another employee's lock or energize tagged equipment.
5. If multiple employees are working on the same equipment, each employee should install their own lock.
6. Notify all affected employees that a lock-out/tag-out is required and the reasons for it.
7. If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
8. Operate the switch, valve or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, etc.) is disconnected or isolated from the equipment.
9. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas or water pressure, etc. must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

10. Lock-out all energy isolation devices with an individual lock.
11. After ensuring that no employees are exposed and as a check of having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. **Caution: Return operating controls to neutral position after the test.**
12. The equipment is now locked-out. Install red lock-out tag on operating controls.
13. After repair is complete and the equipment is ready for testing or normal operation, check the equipment to see that all cover plates and safety devices have been reinstalled.
14. When the equipment is clear, remove all locks and tags. The energy isolating devices may be operated to restore energy to the equipment.

Company Vehicles

1. Only authorized employees are permitted to operate Company vehicles. Do not let anyone else drive your Company vehicle.
2. Company vehicles are to be used for Company business only.
3. **Personal, off duty and family use of Company vehicles are prohibited.**
4. Drive defensively and obey all traffic and highway laws.
5. Always wear your seat belt, whether the driver or a passenger.
6. Report all accidents as soon as possible to your Foreman and obtain a police report.
7. Keys must be removed from all unattended vehicles and the vehicles must be locked, unless parking inside the facility.
8. Do not jump from the cab or bed of Company vehicles. Always use the stairs or a ladder.
9. Inspect your vehicle and report any defects or operating problems to your Foreman so that repairs can be made.
10. No smoking while refueling.
11. If your driver's license is revoked or expired, immediately notify your Foreman and do not drive.

Personal Protective Equipment (“PPE”)

1. Use the correct PPE for each job assignment. If you don't know, ask.
2. PPE shall be maintained in good condition and cleaned regularly.
3. PPE shall be stored properly when not in use to protect it from damage.
4. Damaged or broken PPE must be returned to your Foreman for replacement.
5. Hard hats must be worn on job sites at all times where overhead exposures exist.

6. ANSI approved safety glasses must be worn when working with power tools, compressed air or gasses, chemicals or any other item that creates an eye injury hazard.
7. Face shields with safety glasses are recommended when grinding or working with hazardous chemicals.
8. Employees must wear industrial work shoes in the shop and on the job site. The shoes must have complete leather uppers and skid resistant soles and be in good condition. Steel toe protection is recommended.
9. Athletic style shoes, tennis shoes, open toe shoes, plastic or vinyl shoes or shoes with decorative accessories are not allowed.
10. Hearing protectors must be worn when working with loud equipment such as power lawn mowers, chain saws and leaf blowers.
11. Back support belts should be worn for heavy lifting tasks. They do not help you lift more, but may provide some protection from back injuries.
12. Be sure the protective clothing you wear will not hamper or restrict freedom of movement due to improper fit.
13. Long pants of heavy-duty material must be worn so as to protect against branch cuts and poison oak. No shorts or sweat pants are allowed. Do not wear loose, torn or frayed clothing, dangling ties, finger rings, dangling earrings, jewelry items, or long hair unless contained in a hair net, while operating any machine which could cause entanglement.
14. If required, wear NIOSH approved respirators when applying adhesives, paint, welding, grinding or working with chemicals. Read the SDS to find out which type of respirator is required. Facial hair may not be permitted in certain circumstances.

Hand and Power Tools

1. Proper eye protection must be worn when using hand and power tools.
2. Know your hand and power tool applications and limitations. Always use the proper tool for the job.
3. Inspect cords and tools prior to use. Do not use tools that are faulty in any way. Exchange them for safe tools immediately.
4. Power tools must be grounded or double insulated. All power tools are to be plugged into a grounded GFCI outlet.
5. Do not use power tools in damp, wet or explosive atmospheres.
6. Do not lift, lower or carry portable electrical tools by the power cord.
7. Keep all safety guards in place and in proper working order.
8. Use clamps or vises to secure work pieces.
9. Do not force hand power tools. Apply only enough pressure to keep the unit operating

smoothly.

10. Return all tools and other equipment to their proper place after use.
11. Unplug all power tools before conducting maintenance.
12. Before using sledges, axes or hammers be sure the handles are securely fastened with a wedge made of sound material.

Trenching and Excavation

1. Never enter a trench or excavation 5 feet deep or greater unless it is shored, sloped, or benched to protect workers from the hazards of moving earth. All trenching must be done in accordance with Cal/OSHA regulations
2. Always locate underground utilities before digging. Also contact regional notification centers in advance.
3. Do not work under loads handled by lifting or digging equipment.
4. Barricade trenches or use caution tape to warn others of their presence.
5. Inspect all trenches and excavations daily, before work, to look for signs of shifting earth.
6. Do not jump over trenches, use wood planks or sheeting if the trench is more than 1 foot wide.

Hazardous Materials and Chemicals

1. Read all warning labels and Material Safety Data Sheets (SDS) before using any chemicals. SDS contains personal protective equipment and safety information and are available from your Foreman.
2. Hazardous materials shall be handled in accordance with the SDS and label. If protective equipment is required, use it.
3. Eye protection must be worn when working with restricted use pesticides and or hazardous materials or chemicals.
4. Mixing of chemicals is prohibited at all times unless required by the label. Before you mix - review all SDS.
5. Always wash your hands thoroughly after handling chemicals and before eating or smoking, even if you were wearing protective gloves.
6. Never use solvents for hand cleaning. Use the non-toxic hand cleaners provided.
7. Store all hazardous materials properly in suitable containers that are properly labeled.
8. Use chemicals only in well-ventilated areas.
9. When using secondary containers, ensure that they are labeled as to their contents and hazards.

Fire Prevention and Housekeeping

1. Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, trash, pesticides, insecticides, and other flammable liquids.
2. Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a Foreman. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times. Make note of the location of firefighting equipment in your work area.
4. Never use gasoline or flammable solvents for cleaning purposes.
5. Smoking is prohibited within 20 feet of where flammable substances are present.
6. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
7. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
8. Maintain awareness of potential hazards when walking about the job site.
9. Keep tools, materials and equipment out of walkways and stairways at all times.
10. Sharp wires or protruding nails must be kept bent.
11. Place tools and equipment so they will not slide off the roof.
12. Tie material down at day's end so the wind will not blow it off the roof.

Traffic Safety

1. All employees exposed to traffic hazards are required to wear orange flagging garments (shirts, vests, jackets) at all times.
2. When possible, construction vehicles are to be placed between the employees and traffic to prevent vehicles from entering the work area and hitting members of the crew.
3. All traffic controls will be established in accordance with the State of California Manual of Traffic Controls for Construction and Maintenance Work Zones.
4. Traffic controls are to be properly maintained throughout the workday. Signs and cones must be kept upright, visible and in their proper position at all times.

CODE OF SAFE PRACTICES RECEIPT

This is to certify that I have received a copy of the Pierre Landscape Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the Company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with Pierre Landscape.

I also understand that I am to report any injury to my Foreman or Project Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Pierre Landscape Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Print Name

Sign Name

Date

Copy: Employee
File

HAZARD COMMUNICATION EMPLOYEE TRAINING HANDBOOK

It is important that all Company employees understand the information given about hazardous materials. If you have any questions regarding this, please ask your Foreman, Project Manager or Safety Manager.

This material has been prepared to assist our employees in better understanding the hazardous materials which they commonly work with.

Chemicals can enter the body in a number of ways, including inhalation, skin contact or ingestion. The hazard of any substance is dependent on other variables such as age, sex and health of the employee as well as the concentration and duration of exposure. In other words, the same amount of a chemical may produce very different effects on two different people.

Chemicals are controlled in the workplace in such a manner so as to keep exposures below a level that may produce a reaction in very sensitive people. These levels are set by the government in the interest of minimizing harmful health effects of chemicals in the workplace. The Occupational Safety and Health Administration (OSHA) has established specific legally enforced permissible exposure limits (PEL) for hazardous substances in the workplace. The PEL indicates the concentration of airborne contaminants to which nearly all workers may be exposed to for eight hours a day, forty hours a week, over a working lifetime of 30 years, without adverse health effects.

Additional information on the materials you may be exposed to can be found in the product's Material Safety Data Sheets (SDS). A complete folder of SDS is available to you at all times in the office. Your Foreman also has copies of data sheets on commonly used items.

At any time, an employee has the right to:

- Access the SDS folder, and the Hazard Communication Program.
- Receive a copy of any chemical sampling data collected in the workplace.
- See their employment medical records upon request.

Personal protective equipment acts as a barrier to the routes of entry that a chemical may take into your body. As a barrier to chemicals that can be inhaled, there are a variety of respirators that may be used. The respirators either filters out particles, reacts with chemicals to neutralize them, or provides fresh, filtered air. There are two important things to remember about using respirators. The first is that a respirator only works when you wear it and use it properly. Second, and equally important, is that you must use the proper respirator for the specific hazard. Respirators designed for one type of chemical will not work for another. One last note about respirators is that no one is allowed to use any

respirator without proper training. It is against the law to use a respirator without formal training in its proper use.

As a barrier to skin, we have gloves, facemasks, protective clothing, and head protection. A combination of these items may be necessary to provide the proper level of protection in your area.

As a barrier to the eyes, a variety of eye protection may be used. Goggles are recommended when pouring or handling chemicals which may splash the eyes. They are also recommended while spraying adhesives and paints. Protect your eyes, your vision is priceless and irreplaceable.

There is no real protection against swallowing materials except good work practices. Always label any container to prevent accidental drinking. Always thoroughly wash your hands with soap and water before eating, drinking or smoking. Keep any food and cigarettes away from the work area. Breads, fruits, and cigarettes can actually absorb chemicals from the air, to be inhaled or ingested later.

Prolonged exposure to excessive noise can cause permanent hearing damage. For those employees working in areas where excessive noise is generated, it is recommended that earplugs or ear muffs be used on a regular basis.

General first-aid practices should be followed in the event of exposure to insecticides, pesticides, or other hazardous materials.

- EYES:** Flush eyes for at least 15 minutes with water.
- SKIN:** Wash the affected area with soap and water. If clothing is involved, remove and launder before putting back on. If caustic materials are spilled, remove clothing immediately and wash off of the body.
- INGESTION:** Do Not Induce Vomiting Unless the Label Indicates - transport the affected person to the medical clinic immediately for treatment or call 911. They will take the appropriate action.
- INHALATION:** Generally, removing the person to fresh air is adequate after short-term exposure to most vapors. If breathing difficulty develops, dial 911 and be prepared to administer CPR.

The provisions set forth by the Federal Hazard Communication Program dictate that all containers of hazardous materials must be properly labeled. All containers of hazardous materials used must have, at a minimum, the original label provided by the manufacturer or a locally prepared label describing its contents and hazards involved.

RIDE ON EQUIPMENT SAFETY RULES

1. Securely fasten your seat belt, if available.
2. Where possible, avoid operating the tractor near ditches, embankments, and holes.
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation.
5. Watch where you are going, especially at row ends, on roads, and around trees.
6. Do not permit others to ride.
7. Operate the tractor smoothly – no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
9. When the tractor is stopped, set brakes securely and use the park lock, if available.

DRIVING SAFETY RULES

Motor vehicle accidents continue to be the leading cause of workplace death in the nation. In 1995 alone, 1,329 workers were killed on the job, in auto accidents. That's one employee death every 7 hours of every day.

Motor vehicle accidents are:*

- The leading cause of death at work.
- The leading cause of death for people age 15 to 24.
- The second most common cause of death for people age 25 to 44.
- The third most common cause of death for people age 45 to 64.
- The fifth most common cause of death for all ages behind heart disease, cancer, stroke, and lung disease.

* Source: 1995 statistics from the National Institute of Occupational Safety and Health (NIOSH) and the Bureau of Labor Statistics (BLS).

Fortunately, auto accidents are often preventable. By driving defensively and using good judgment, you can significantly reduce your chances of being hurt or killed in a motor vehicle. The following defensive driving tips are designed to help you avoid accidents and injuries from your fleet operations.

These rules are mandatory for all employees driving Pierre Landscape vehicles.

1. **Personal and off duty use of Company vehicles are prohibited.**
2. Only authorized employees may drive Company vehicles. No other family members may drive Company vehicles.
3. Non-employee passengers are not permitted in Company vehicles at any time unless they are involved in business related matters. Spouses, significant others, friends or children are **NOT permitted in Company vehicles.**
4. Seat belts must be worn in Pierre Landscape vehicles at all times.
5. No employee is permitted to drive Company vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
6. All accidents involving Company vehicles must be reported to the office immediately.
7. Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.
8. The single biggest thing you can do to save your life is wear your seat belt. Hundreds of studies over the years have proven, without a doubt, that seat belts save lives. This is true even in crashes involving fire and water submersion. Properly worn seat belts

actually absorb crash forces that, otherwise, would be transferred to your body. If the seat belts in your vehicle are inoperative or defective, have them repaired or replaced immediately. You should wear the lap belt low across your hips and have the shoulder strap directly across your chest. You also need to keep the belt tight. There should not be more than an inch between your body and the belt at any point.

9. Get the big picture while driving. Keep your eyes aimed high and try to anticipate hazards and other drivers' mistakes. You should be looking well ahead of where you are. You should also always leave yourself an out in case the other driver does the unexpected.
10. Maintain a safe following distance at all times. Approximately 1/3 of all auto accidents are rear end collisions. You should be at least two seconds behind the vehicle in front of you to allow yourself sufficient time to stop. **Do not tailgate.** Following distances should be increased for larger vehicles or if in slippery or rainy conditions.
11. Avoid passing on two lane roads. Head on collisions are the most common cause of fatalities. You should also turn on your headlights while driving on two lane roads. This helps oncoming traffic see and avoid you. Never pass another vehicle on blind turns or hills.
12. You must be sober and alert at all times while driving. The use of drugs or alcohol while driving, or prior to driving, significantly increases your chances of having an accident. It should be at least eight hours from the time you take a drink until operating a vehicle. You should also avoid the use of prescription or over the counter medicines that make you drowsy.
13. Inspect the vehicle for mechanical defects prior to each trip. Test your brakes as soon as you start out to insure they are properly operating. Worn tires can make your vehicle difficult to control or stop.
14. Avoid dialing the phone, reading maps or other distracting activities while driving. These actions take your eyes off the road and often cause you to swerve. Pull over into a safe parking area before making that call.
15. Never drive faster than road conditions warrant. Slow down when road conditions are poor (rain, fog, night) and never exceed posted speed limits.
16. Always signal when changing lanes or turning.
17. Use caution when passing any stopped vehicle, especially near intersections or cross walks.
18. Aggressive driving has become a significant problem in the past few years. Just don't do it. Avoid tailgating, rapid lane changes, speeding, and hand gestures to bad drivers. You never know, they may be armed. If you are being tailgated, change lanes and let them pass. It's really not worth getting killed over.
19. Intersection collisions are also a significant problem. These are often caused by someone running the red light. You should always be under control when approaching an intersection and be prepared to stop if the light changes.

20. Slow down and look for trains at all railroad crossings. Even with modern signals and gates, hundreds of cars are hit by trains each year at grade crossings.
21. Use your low beams while driving in fog and slow down. If you can't see, pull over into a safe parking area and wait for better visibility. Do not stop in the traffic lanes. You will almost certainly be hit by another vehicle if you do.
22. Always walk behind the vehicle before backing. This will insure that there are no people or objects behind you that you cannot see from the driver's seat. You should also make sure that all loads are properly secured to prevent them from moving. Numerous accidents are caused by objects that have fallen off Company vehicles.
23. Always signal well in advance when changing lanes or turning, and make sure to check your blind spot for other vehicles. Also, avoid driving in someone else's blind spot. If they can't see you, they don't know you are there.
24. Yield the right of way until you are sure the other driver is going to stop. Just because you have the legal right of way doesn't mean you should always take it. Always yield the right of way to emergency vehicles.

Defensive drivers:

- Expect the unexpected
- Anticipate bad driving by others
- Look ahead for hazards
- Always leave themselves an out
- Always drive under control
- Obey the rules of the road

MANDATORY INFORMATION FOR EMPLOYEES USING RESPIRATORS WHEN NOT REQUIRED

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

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Pierre Landscape

EMPLOYEE SAFETY HANDBOOK AND POLICY RECEIPT

This is to certify that I have received a copy of the Pierre Landscape Employee Safety Handbook including Driving Safety Rules and Company Vehicle Policy. And Garden Tractor Safety Rules, I have read these instructions, understand them, and will comply with them while driving while employed by Pierre Landscape and while driving or riding in Company vehicles.

I understand that failure to abide by these rules will result in disciplinary action and possible suspension without pay, the loss of my Company driving privileges and possible termination of employment.

I also understand that I am to report any accident or injury to the office immediately.

Print Name

Sign Name

Date

Copy: Employee
File

Forms Section

EMPLOYEE SAFETY CONTACT REPORT

Job site: _____ Project Manager _____

Employee name _____ Date _____

Job title _____

Safety concern:

Corrective action:

Signed _____
Employee

Signed _____
Foreman

Signed _____
Project Manager

NEW EMPLOYEE SAFETY ORIENTATION

The Safety Manager, Project Manager and/or the Foreman will verbally cover the following items with each new employee on the first day of their employment.

Employee name _____ Start date _____

Job site _____ Position _____

Instruction has been received in the following areas.

- 1. Code of Safe Practices.*
- 2. Hazard Communication (chemicals) Employee Training Handbook.*
- 3. Driving Safety Rules.*
- 4. Safety rule enforcement procedures.
- 5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY.
- 6. Proper method of reporting safety hazards.
- 7. Emergency procedures and First-Aid.
- 8. Proper work clothing & required personal protective equipment.
- 9. List all special equipment, such as lifts, employee is trained and authorized to use.

* Give a copy of these items to the employee.

I agree to abide by all Company safety polices and the Code of Safe Practices. I also understand that failure to do so may result in disciplinary action and possible termination.

Signed _____ Date _____
Employee

Signed _____ Date _____
Safety Manager

Office Safety Inspection

LOCATION _____ INSPECTED BY _____

TITLE _____ DATE _____

SAFE WORK PRACTICES

CHECK ONE
AND
YES NO

NOTE LOCATIONS, DEFICIENCY(S)

RECOMMENDATIONS FOR

IMPROVEMENT

- 1. Work station design adequate, seating
- 2. Tripping hazards/elevation changes, adequate isles
- 3. Evidence of horseplay or other unsafe acts
- 4. Unattended files closed
- 5. Phone and power cords out of the way
- 6. Equipment used properly, grounded, secured
- 7. Office/Storage/Trash areas neat and clean

HOUSEKEEPING

- 1. Employee workplaces clean and orderly
 - 2. Floor free of trash and debris, rugs in good condition
 - 3. Sufficient number of trash containers, conveniently spaced
 - 4. Halls, aisles, stairs in good condition
 - 5. Liquid spills, water, cleaned promptly
 - 6. Cleaning supplies readily available and properly stored
 - 8. Office furniture in good condition (drawers and corners)
 - 9. File cabinets and shelving secured to prevent tip-over
 - 10. Heating equipment safe and adequately vented
-

11. Storage areas neat and clean

FIRE CONTROL

1. Doors closed and free of obstructions
2. Exits clearly marked
3. Emergency/Fire instructions posted
4. Periodic fire drills conducted Date of last drill ___/___/___
6. Fire extinguishers adequate, current tag, hung less than 5 feet above floor
7. Cleaning supplies readily available
8. Storage areas neat, clean shelving, secure
9. If warehousing of customer or in-transit product any unusual fire exposures

CHECK ONE
YES/ NO

NOTE LOCATIONS, DEFICIENCY(S) AND
RECOMMENDATIONS FOR IMPROVEMENT

ELECTRICAL

1. Permanent wiring, boxes, switches, outlets, covers and lights secure and free of defects
2. Breakers and panels – 30” clearance, covers in place
3. Machines, grounded and working properly
4. Extension cords, plugs and receptacles in good condition
5. GFI’s and protective devices in use and good condition
6. Lighting and drop pendants in good condition
7. Surge protectors on computers and sensitive equipment

HEALTH & SANITATION

1. Food areas clean and maintained
2. Bathroom areas/locker rooms clean and functional

- 3. Lighting adequate for general and specific needs
- 4. First-Aid kit available and adequate
- 5. Current/Trained first-aid attendant on duty

BULLETIN BOARD AND RECORDS

- 1. Cal/OSHA poster posted
- 2. Emergency phone numbers posted
- 3. Cal/OSHA Log current
- 4. Cal/OSHA Summary posted (Feb-April)
- 5. Safety Meeting minutes posted
- 6. Incentive awards (if any) posted
- 7. Wage and Hour poster posted
- 8. Safety posters changed

ADDITIONAL COMMENTS

Inspector's Signature

Terminal Yard Safety Inspection

YARD LOCATION _____ INSPECTED BY _____
TITLE _____ DATE _____

SAFE WORK PRACTICES

CHECK ONE
YES/NO

NOTE LOCATIONS, DEFICIENCY(S) AND
RECOMMENDATIONS FOR IMPROVEMENT

- 1. Pedestrian traffic obeys safety rules
- 2. Only authorized people in yard
- 3. Drivers obey speed limits, signs patterns
- 4. Only authorized drivers/vehicles in yard
- 5. Drivers check before backing and yield right of way
- 6. Drivers use seat belts
- 7. Drivers use hand and footholds properly
- 8. Yard workers and drivers properly dressed for weather and job
- 9. Proper procedures followed for hookups, unhooking, and parking
- 10. Fuel pumps attended when in operation
- 11. Fuel Island kept clean of trash-spills
- 12. Smoking prohibited on Fuel Island
- 13. Safe work practices followed when tying tarps, securing loads

SECURITY

- 1. Fences in good condition, no overgrown areas,
free of shadows
 - 2. Gates in good repair. Unused gates locked
-

HOUSEKEEPING

- 1. No trash accumulations, dun age-pallets-parts, plants
- 2. Trash containers adequate, convenient and kept from overflowing
- 3. Yard surfaces free of holes and breaks
- 4. Yard drainage good, no water/ice accumulation
- 5. Traffic signs and pavement markings adequate
- 6. Lighting adequate-no dark areas
- 7. Lights secure and functional, no defects
- 8. Cleaning equipment available

CHECK ONE
YES /NO

NOTE LOCATIONS, DEFICIENCY(S) AND
RECOMMENDATIONS FOR IMPROVEMENT

FUEL AREA

- 1. Area clean, trash containers available, no overflow, no spills
- 2. Lighting adequate, no defects
- 3. "No smoking" signs present
- 4. Extinguisher tagged and initialed current. Securely mounted
- 5. Pumps protected from damage

DOCK EXTERIOR

- 2. Ladders secure-in good condition
- 3. Wheel chocks in position, no defects
- 4. Trailer stands in position, no defects
- 5. Dock plates and anchors in good condition, being used

VEHICLE INSPECTION

- 1. Sampling of trucks, tractor-trailers inspected
- 2. Vehicles inspected were in good condition
(If not, attach copies of inspection reports)
- 3. Condition of trailers at dock good
(If not, attach copies of inspection reports)
- 4. Fork Lifts/material handling equipment in good condition
(If not attach copies of inspection reports)

EMERGENCY PLANS

- 1. Written fire emergency action plan exists
(Date of last drill) _____ (Date of next drill) _____
- 2. Employees and Supervisors assigned tasks in case of fire emergency
- 4. First-aid kits/supplies adequate

5. Currently qualified First-Aid Attendant of duty

Job Site Safety Inspection

YARD LOCATION _____ INSPECTED BY _____

TITLE _____ DATE _____

SAFE WORK PRACTICES

CHECK ONE
YES/ NO

NOTE LOCATIONS, DEFICIENCY(S) AND
RECOMMENDATIONS FOR IMPROVEMENT

- 1. Pedestrian traffic/Public protected
 - 2. Workers trained for new tasks
 - 3. Safe work practices followed when tying tarps, securing loads
 - 4. Adequate storage room for tools, equipment, parts and plants
 - 5. Adequate parking area
 - 6. Adequate potable water
 - 7. Toilet/Sanitary facilities available
 - 8. Supply of forms and red tags
 - 9. Cal/OSHA Poster on job site
 - 10. Appropriate personal protective equipment
-

SECURITY

- 1. Site fences in good condition, secured at night
 - 2. Site security adequate
 - 3. Tool and Equipment security adequate
-

MATERIAL HANDLING

- 1 Employees trained in proper lifting

- 2. Adequate equipment to handle needs
- 3. Team lifting utilized (plants/burlaps)
- 4 Walk surfaces free of holes and drops
- 5. Max size plant or box to be handled identified/communicated
- 6. Trash/debris removal safe
- 7. Portable chipper exposures
- 8. Proper clothing being worn

CHECK ONE YES/NO NOTE LOCATIONS, DEFICIENCY(S) AND RECOMMENDATIONS FOR IMPROVEMENT

HAND TOOLS

- 1. Tools in good condition
- 2. Tools appropriate for the need
- 3. Tools have SN recorded
- 4. Red tags for "Out of Service"
- 5. On site storage adequate/secure

POWER TOOLS

- 1. In good operable condition
- 2. Guards provided, operable, in place
- 3. Cutting tools sharp
- 4. Fuel and oil handling and storage safe

MOBIL EQUIPMENT

- 1. General condition (Trucks, Trailers, Bob Cats, Back Hoes, etc.)
- 2. Vehicles inspected were in good condition
(If not, attach copies of inspection reports)
- 3. Vital fluids (Fuel, Coolant, Break, Transmission)
(If not, attach copies of inspection reports)
- 4. Fork Lifts/material handling equipment in good condition
(If not attach copies of inspection reports)

EMERGENCY PLANS

- 1. Emergency Phone numbers (Clinic, Ambulance)
- 2. Employees and Foreman assigned tasks in case of emergency
- 3. First-aid kits/supplies adequate

4. Currently qualified First-Aid Attendant of duty

Comments

Safety Meeting

Date: _____

Location _____ Instructor _____

Agenda Items _____

Attendees:

Print Name	Signature

Report of Unsafe Condition or Hazard

LOCATION _____ <i>Employees may submit this form anonymously</i>
EMPLOYEE NAME (OPTIONAL) _____
JOB TITLE (OPTIONAL) _____ DATE _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Optional:

Signature of Employee: _____ Date: _____

Company Response:

Name of person investigating report:

Results of investigation (What was found? Was condition unsafe or a hazard)?

Action taken to correct hazard or unsafe condition, if appropriate (or, alternatively, information provided to Employees as to why condition was Not unsafe or hazardous).

Signature of person investigating report:

Cal/OSHA Form 301 Injury and Illness Incident Report

Information about the employee

1. Full name _____

2. Street _____

City _____ State ____ ZIP _____

3. Date of birth ____ / ____ / ____

4. Date hired ____ / ____ / ____

5. Male Female

Completed by

Title _____

Phone (____) _____

Date ____ / ____ / ____

Information about the physician or other health care professional

6. Name of physician or other health care professional

7. If treatment was given away from the worksite, where was it given (Facility)?

Street _____ City _____ State _____ ZIP _____

8. Was employee treated in an emergency room? Yes No

9. Was employee hospitalized overnight as an in-patient? Yes No

INFORMATION ABOUT THE CASE

10. Case number from the Log _____ (Transfer the case number from the Log after you record the case.)

11. Date of injury or illness ____ / ____ / ____ 12. Time employee began work
_____ AM / PM

13. Time of event _____ AM / PM

Check if time cannot be determined

14. What was the employee doing just before the incident occurred?

15. *What happened?*

16. *What was the injury or illness?*

17. *What object or substance directly harmed the employee?*

18. *If the employee died, when did death occur? Date of death* ___ / ___ / ___

19. What action has been taken to prevent a possible recurrence of this type accident and/or injury?

COMPANY VEHICLE POLICY RECEIPT

This is to certify that I have received a copy of the Pierre Landscape Driving Safety Rules and Company Vehicle Policy. I have read these instructions, understand them, and will comply with them while driving Company vehicles.

I understand that failure to abide by these rules will result in disciplinary action and possible suspension of my driving privileges.

I also understand that I am to report any accident to the office immediately.

Print Name

Sign Name

Date

Copy: Employee
File