

00 21 01 Bid Schedule

MURRIETA FIRE & RESCUE STATION 1
LIVING QUARTERS IMPROVEMENT PROJECT
CIP NO. 21037, MSD PROJECT NO. 26-001

Addendum(a) No(s). 1, 2 has/have been received and is/are included in this proposal.

REJECTION OF BIDS

The undersigned agrees that the City reserves the right to reject any or all bids and reserves the right to waive informalities in a bid or bids not affected by law, if to do so seems to best serve the public interest.

TIME

The Contract shall be signed by the bidder and returned with the proposal. Signatures shall comply with Section 17 of the Contract. The successful bidder shall submit the Contract bonds and insurance certificate, **within ten (10) calendar days** after the bidder has received a Notice of Award.

BID DEPOSIT

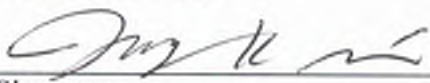
There is enclosed herewith, a certified check or surety bond in the sum of ten percent (10%) of the Base dollars and cents (\$ 145,000) made payable to City and the Undersigned agrees that in case of his failure to execute the necessary Contract and furnish the required bonds, the certified check or surety bond, the money payable thereon, shall be and remain the property of City.

The undersigned hereby certifies that he will have an appropriate license, issued by the State of California to provide this work; that such license will be in full force and effect throughout the duration of construction; and that any and all subcontractors to be employed on this project will be similarly licensed.

Dated: 4-28-2026

1059536
California Contractor's License No.

CONTRACTOR


Signature

Dong K Jin, President
Print or Type Name & Title

00 40 00 PROCUREMENT FORMS

00 40 00 Proposal

DATE: 4-28-2026

TO THE CITY CLERK OF MURRIETA, CALIFORNIA:

BIDDER (Firm Name) Deark E.C.C., Inc

The undersigned hereby proposes and agrees to furnish any and all materials, labor, and services for the following:

**MURRIETA FIRE & RESCUE STATION 1
LIVING QUARTERS IMPROVEMENT PROJECT
CIP NO. 21037, MSD PROJECT NO. 26-001**

All in accordance with the City's Notice Inviting Bids, hereby proposes to furnish all materials, equipment, tools, labor, and incidentals required for the above-stated project as set forth in the Plans, Specifications, and Contract Documents therefore, and to perform all work in the manner and time prescribed therein. The attached Bid Schedule is hereby made a part of this proposal.

The undersigned bidder declares that this proposal is based upon careful examination of the worksite, Plans, Specifications, Instructions to Bidders, and all other Contract Documents. If this proposal is accepted for award, bidder agrees to enter into a contract with City at the unit prices or lump-sum prices set forth in the following Bid Schedule. Bidder understands that failure to enter into a contract and furnish bonds in the manner and time prescribed will result in forfeiture to City of the guarantee accompanying this proposal.

The undersigned bidder certifies that this proposal is made in good faith, without collusion or connection with any other person or persons bidding on the work.

The undersigned bidder understands that the City Council reserves the right to accept or reject any or all proposals, or to waive any irregularities in any proposal in the interests of City.

CITY OF MURRIETA, DEPARTMENT OF MUNICIPAL SERVICES
MURRIETA FIRE & RESCUE STATION 1 LIVING QUARTERS IMPROVEMENT PROJECT

00 40 01 Bid Sheet

This Bid Sheet defines how the project will be bid and what will constitute the Lowest Most Responsive Bidder. The actual unit prices and total item prices shall be submitted online on the PlanetBids Vendor Portal as defined in the Instructions to Bidders. The Bid Sheet shall be completed and submitted with the electronic bid. Should there be a discrepancy between this Bid Sheet and the electronic proposal, the electronic proposal shall govern.

**MURRIETA FIRE & RESCUE STATION 1
LIVING QUARTERS IMPROVEMENT PROJECT
CIP NO. 21037, MSD PROJECT NO. 26-001**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL ITEM PRICE
BASE BID					
1	Mobilization (not to exceed 15% of total base bid price)	1	LS		UNIT PRICES and TOTAL ITEM PRICE shall be submitted online at PlanetBids.com Total Base Bid should be filled out below and submitted with electronic bid package
2	General Conditions	1	LS		
3	Demolition	1	LS		
4	Concrete/Minor Structural/Misc. Metals	1	LS		
5	Rough Carpentry/Framing	1	LS		
6	Gypsum Board/Plaster/ACT/Insulation	1	LS		
7	Openings/Doors/Frames/Hardware	1	LS		
8	Glazing	1	LS		
9	Flooring	1	LS		
10	Painting/Coatings	1	LS		
11	Specialties/Toilet Accessories/Signage	1	LS		
12	Finish Carpentry/Casework/Counters	1	LS		
13	Plumbing	1	LS		
14	HVAC/Controls/Testing, Adjusting, and Balancing	1	LS		
15	Fire Alarm/Low Voltage/Communications	1	LS		
16	Electrical/Lighting/Power	1	LS		
17	Testing/Inspection Support/Commissioning	1	LS		
18	Exterior/Patio Improvements	1	LS		
19	Hazardous Material/Abatement/AQMD	1	LS		
20	Fire Sprinklers	1	LS		
SUM OF THE TOTAL BASE BID ITEMS:					
\$ <u>1,450,000</u>					
SUM OF THE TOTAL BASE BID ITEMS (WORDS):					
<u>One million four hundred fifty thousand</u>					
BASIS OF THE BID SHALL BE BASED UPON THE SUM OF THE TOTAL BASE BID ITEMS.					

*Unit Abbreviation: LS = Lump Sum

CITY OF MURRIETA, DEPARTMENT OF MUNICIPAL SERVICES
MURRIETA FIRE & RESCUE STATION 1 LIVING QUARTERS IMPROVEMENT PROJECT

EXTENDED OVERHEAD DAILY RATE

Bidders shall provide their Extended Overhead Daily Rate. Please note that the extended overhead daily rate shall be provided for reference only and will **not** be considered or accounted for in the basis of the bid. The daily rate for the sum of the Contractor's field office and home office overhead applicable to this project, for each day of compensable delay will be:

(\$ 3,000) (Three thousand)
Daily rate in figures Daily rate in words

The City reserves the right to reject any or all bids.

The City reserves the right to choose or reject any of the Additive Bid Items if applicable.

The unit price or lump sum prices to be paid for the items listed in the Proposal Bid Sheet shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals and doing all work involved in furnishing and installing the materials complete and in place, in accordance with the details as shown on the plans, exhibits, contract documents, described in the specifications, and as specified herein. Any items shown on the plans or specifications, but not specifically included in the bid items, shall be considered as appurtenant items. The Bid Sheet shall include and account for all costs associated with the complete performance of the Work, including, but not limited to, labor, materials, tools, equipment, and all incidental expenses required by the Plans, Specifications, and Contract Documents. All such costs shall be incorporated into the appropriate bid items, and no additional compensation will be permitted therefore.


Signature of Bidder

4-28-2026
Date

Dong K Jin, President
Print Name and Title

CITY OF MURRIETA, DEPARTMENT OF MUNICIPAL SERVICES
MURRIETA FIRE & RESCUE STATION 1 LIVING QUARTERS IMPROVEMENT PROJECT

00 40 02 Bidder's Agreement

**MURRIETA FIRE & RESCUE STATION 1
LIVING QUARTERS IMPROVEMENT PROJECT
CIP NO. 21037, MSD PROJECT NO. 26-001**

The undersigned also agrees as follows:

FIRST: Execute the Contract per the requirements of the "Instructions to Bidders" Section 21.



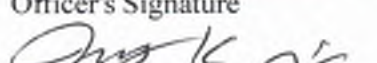
SECOND: Within **ten (10) calendar days** from the receipt of the Notice of Award of Contract, furnish to City, two (2) satisfactory bonds in the amounts specified in the Notice Inviting Bids guarantying the faithful performance of the work and payment of bills.

THIRD: To begin work within **ten (10) calendar days** after the date specified in the Notice to Proceed.

Accompanying this proposal is cash, a cashier's check, or a certified check of a bidder's bond for not less than ten percent (10%) of the total amount of the bid payable to City which is to be forfeited, as liquidated damages, if, in the event Contractor does not execute the Contract and furnish satisfactory bonds under the conditions and within the time specified in this proposal, otherwise said cash, cashier's check, certified check, or bidder's bond is to be returned to the undersigned. Within fifteen (15) calendar days after award of this Contract, City will return the bidder's bond accompanying such proposal not considered in making the award. All other bidder's bonds will be held until the Contract has been finally executed; they will then be returned to the bidders whose proposals they accompany.

Deark E & C, Inc
BIDDER'S NAME
1335 W. Valencia Dr. Ste P, Fullerton, CA 92833
BIDDER'S ADDRESS

IMPORTANT NOTICE: If bidder is a corporation, state legal name of corporation and names of the president, secretary, treasurer, and manager; if co-partnership, state true name of firm and names of all individual co-partners composing firm; or, if individual, state first and last names in full.

<u></u> Officer's Signature	<u>President</u> Title	<u>4-28-2006</u> Date
<u></u> Officer's Signature	<u>Secretary</u> Title	<u>4-28-2006</u> Date
<u></u> Officer's Signature	<u>C.F.O.</u> Title	<u>4-28-2006</u> Date

Signature and title of the officer(s) set forth above shall be authorized to sign contracts on behalf of the corporation, co-partnership, or individual. If signature is by an agent, other than an officer of the corporation or a member of a partnership, a Power of Attorney must be on file with City prior to or at time of bid opening; otherwise, the bid will be subject to rejection by City Council.

00 40 03 Subcontractor List

MURRIETA FIRE & RESCUE STATION 1
Living quarters IMPROVEMENT PROJECT
CIP NO. 21037, MSD PROJECT NO. 26-001

As required by California State Law, the General Contractor bidding will hereinafter state the subcontractor who will be the subcontractor on the job for each particular trade or subdivision of the work in an amount in excess of one-half of one percent (0.5%) of the General Contractor's total bid and will state the firm name and California contractor license number. If a General Contractor fails to specify a subcontractor, or if he specifies more than one (1) subcontractor for the same portion of work to be performed under the Contract in excess of one-half of one percent (0.5%), he agrees that he is fully qualified to perform that portion himself and that he shall perform that portion himself.

NOTE: If alternate bids are called for, and the General Contractor intends to use different or additional subcontractors on the alternates, he must provide a separate list of subcontractors for each alternate.

*****The Subcontractor List shall be provided with the online electronic proposal on the PlanetBids Vendor Portal as defined in the Instructions to Bidders. The signature below indicates the Subcontractor's List presented online is in compliance with the instructions herein.*****



Signature of Bidder

00 45 13 Three Year Contracting History

LIST ALL CURRENT AND COMPLETED CONTRACTS WITH CALIFORNIA MUNICIPALITIES FOR THE PAST THREE YEARS.

- Begin with the most recent project.
- Use extra sheets as necessary.
- Contractor may provide requested project information attached in their own format (limit 3 pages)

PROJECT

State/City/County : *City of Palm Springs*
State/City/County Contact Name : *Rebecca Brown*
State/City/County Contact Phone : *661-267-5310*
Project Name : *Marie Kerr Park Best of the West Concession Stand*
Project Type : *Park Facility Improvement*
Address : *2923 W. Rancho Vista Blvd, Palmdale, CA*
Contract Type/Description/Delivery Method : *Unit Price / Concession Stand Improvement / Design-Bid-Build*
Contract Number : *887*
Contract Amount : *\$ 590,854*
Date of Contract : *7/22/2025*
Architect Name : *Barry S. Munz*
Architect Phone : *661-948-0805*

PROJECT

State/City/County : *City of Murrieta*
State/City/County Contact Name : *Brian Crawford*
State/City/County Contact Phone : *951-461-6047*
Project Name : *Town Square Park Amphitheater Parking Lot & Entryway Monument Project*
Project Type : *Park Site Improvement*
Address : *1 Town Square, Murrieta, CA*
Contract Type/Description/Delivery Method : *Unit Price / Park Site Improvement / Design-Bid-Build*
Contract Number : *22-453 / CIP 10041*
Contract Amount : *\$2,452,944*
Date of Contract : *9/16/2024*
Architect Name : *Michael Baker International*
Architect Phone : *760-476-9193*

CITY OF MURRIETA, DEPARTMENT OF MUNICIPAL SERVICES
MURRIETA FIRE & RESCUE STATION 1 LIVING QUARTERS IMPROVEMENT PROJECT

00 45 19 Non-Collusion Affidavit

**MURRIETA FIRE & RESCUE STATION 1
LIVING QUARTERS IMPROVEMENT PROJECT
CIP NO. 21037, MSD PROJECT NO. 26-001**

TO BE EXECUTED BY BIDDER

State of California

County of Orange)

Dong K Jim (name), being first duly sworn, deposes and says that he or she is
President (title) of Deark E & C, Inc (company),
the party making the foregoing bid; that the bid is not made in the interest of, or on behalf of, any
undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine
and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder
to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with
any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder
has not in any manner, directly or indirectly, sought by agreement, communication, or conference with
anyone, to fix the bid price of the bidder or any other bidder, or to secure any advantage against the public
body awarding the Contract of anyone interested in the proposed Contract; that all statements contained in
the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or
any breakdown thereof, or the contents thereof, or divulged the information or data relative thereto, or paid,
and will not pay, any fee to any corporation, partnership, company association, organization, bid depository,
or any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to before me this 28th day of April, 2026.

Notary Public

By: [Signature]
President
Title

Date: 4-28-2026

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Los Angeles)

On 4/28/26 before me, Ko Aihara Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Dong Kevin Jin
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Corporate Officer — Title(s): _____

Partner — Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer Is Representing: _____

Signer's Name: _____

Corporate Officer — Title(s): _____

Partner — Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer Is Representing: _____

00 46 01 Civil Litigation History

Bidder/Proposer shall provide either the certification requested below or information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

For the two (2) years preceding the date of submittal of this Bid/Proposal, identify any civil litigation arising out of the performance of a construction contract within the State of California in which the (1) Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) the qualifying person licensed by the State Contractors' License Board to perform the work described in this Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal, was a named plaintiff or defendant in a lawsuit brought by or against the Owner. Do not include litigation which is limited solely to enforcement of mechanics' liens or stop notices. Provide on the following page labeled "Civil Litigation History Information:" (1) the name and court case identification number of each case, (2) the jurisdiction in which it was filed, and (3) the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

CIVIL LITIGATION CERTIFICATION

If the Bidder/Proposer has no civil litigation history to report as described above, complete the following:

I, Dong K Jin, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

Deark E & C, Inc
(Bidder/Proposer name as shown on Bid/Proposal)

nor Dong K Jin
(name of responsible managing person licensed by the Contractors' State License Board)

has been involved in civil litigation as described above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 28th day of April, 2026 at Fullerton, CA
(month and year) (city and state)

by Dong K Jin
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

CITY OF MURRIETA, DEPARTMENT OF MUNICIPAL SERVICES
MURRIETA FIRE & RESCUE STATION 1 LIVING QUARTERS IMPROVEMENT PROJECT

CIVIL LITIGATION HISTORY INFORMATION

- (1) Name of Case: NIA
Court case identification number: _____
- (2) Jurisdiction in which case was filed: _____

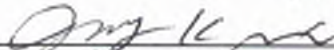
- (3) Outcome of the case: _____

- (1) Name of Case: _____
Court case identification number: _____
- (2) Jurisdiction in which case was filed: _____

- (3) Outcome of the case: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this 28th day of April, 2026 at Fullerton, CA
(month and year) (city and state)

by 
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

00 46 04 Prospective Contractor List of Terminated Contracts

Contractor's Name: Deark E&C Inc

Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date. Any and all terminated contracts should be accompanied with "Reason for termination". It should be noted that contracts that naturally expired need not be listed. The City is only seeking information on contracts that were terminated prior to expiration.

1. Name of Firm *N/A*
2. Address of Firm
3. Contact Person
4. Telephone
5. Email
6. Name or Contract Number
7. Reason for Termination:

PROVIDE ADDITIONAL SHEETS AS NECESSARY.

CITY OF MURRIETA, DEPARTMENT OF MUNICIPAL SERVICES
MURRIETA FIRE & RESCUE STATION 1 LIVING QUARTERS IMPROVEMENT PROJECT

00 46 05 Bidder's Organization Questionnaire/Affidavit

Please complete, date and sign this form and place it in your Bid. The person signing the form must be authorized to sign on behalf of the Bidder and to bind the applicant in a Contract.

1. If your firm is a corporation, state its legal name (as found in your Articles of Incorporation) and State of Incorporation

Name Deark E&C, Inc State CA Year Inc. 2018

2. If your firm is a partnership or a sole proprietorship, state the name of the proprietor or managing partner: N/A

3. If your firm is doing business under one or more DBA's, please list all DBA's and the City(ies) of registration:

Name N/A City of Registration _____ Year _____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm: No if yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name N/A Year of Name Change _____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below. N/A

Bidder acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Bid are made, the Bidder may be rejected. The evaluation and determination in this area shall be at the Director's sole and final judgment:

Bidder's Name Deark E&C Inc
Address 1335 W. Valencia Dr. Ste P, Fullerton, CA 92833
E-mail address Slee@dearkec.com
Telephone number 714-519-3484

On behalf of Deark E&C Inc (Bidder's name), I Dong K Jin (Name of Bidder's authorized representative), certify that the information contained in this Bidder's Organization Affidavit is true and correct to the best of my information and belief.

Signature Dong K Jin Internal Revenue Service EIN 83-1987278

Title president California Business License Number 582599

Date 4-28-2006

00 65 19 False Claims

Bidders/Proposers shall provide either the certification requested below or the information requested on the next page. **Failure to certify or provide the requested information may result in a determination that the Bidder/Proposer is non-responsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

"False Claims Act", as used herein, is defined as either or both the Federal False Claims Act, 31 U.S.C. Sections 3729 et seq., and the California False Claims Act, Government Code Sections 12650 et seq.

FALSE CLAIMS ACT CERTIFICATION

If the Bidder/Proposer has no False Claims Act violations as described above, complete the following:

I, Dong K Jin, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

Deark E&C, Inc
(Bidder/Proposer name as shown on Bid/Proposal)

nor Dong K Jin
(name of responsible managing person licensed by Contractors' State License Board)
has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act as defined above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 28th day April, 2026 at Fullerton, CA
(month and year) (city and state)

by Dong K Jin
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

FALSE CLAIMS ACT VIOLATIONS

With regard to any determinations by a tribunal or court of competent jurisdiction that the False Claims Act, as defined above, has been violated by (1) the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) the qualifying person licensed by the State Contractors' License Board to perform the work described in the Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal, Bidder/Proposer shall provide on the following page labeled "False

CITY OF MURRIETA, DEPARTMENT OF MUNICIPAL SERVICES
MURRIETA FIRE & RESCUE STATION 1 LIVING QUARTERS IMPROVEMENT PROJECT

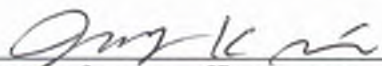
Claim Act Violations Information: (1) the date of the determination of the violation, (2) the identity of tribunal or court and the case name or number, if any, (3) the identity of government contract or project involved, (4) the identity of government agency involved, 5) the amount of fine imposed, and (6) any exculpatory information of which the City should be aware.

FALSE CLAIMS ACT VIOLATIONS INFORMATION

- (1) Date of determination of the violation: N/A
- (2) Identity of tribunal or court and the case name or number, if any:
- (3) Government contract or project involved:
- (4) Government agency involved:
- (5) Amount of fine imposed:
- (6) Exculpatory information:

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this 28th day of April, 2026 at Fullerton, CA
(month and year) (city and state)

by 
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

BID BOND

KNOW ALL BY THESE PRESENTS, That we, DeARK E&C, INC.

1335 W. VALENCIA DRIVE SUITE P, FULLERTON, CA 92833 (hereinafter called the Principal),

as Principal, and EMPLOYERS MUTUAL CASUALTY COMPANY

(hereinafter called the Surety), as Surety are held and firmly bound unto CITY OF MURRIETA

(hereinafter called the Obligees) in the penal sum of TEN PERCENT OF AMOUNT BID

Dollars (\$ 10%)

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligees on a contract for MURRIETA FIRE & RESCUE STATION 1 LIVING QUARTERS IMPROVEMENT

NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligees for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 27TH day of APRIL, 2028.

Witness

Witness

DeARK E&C, INC. (Seal)

Principal

[Signature], President
Title

EMPLOYERS MUTUAL CASUALTY COMPANY

By

KEVIN VEGA

[Signature]
Attorney-in-Fact

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Los Angeles)On 4/28/26 before me, Ko Aihara Notary Public

Date

Here Insert Name and Title of the Officer

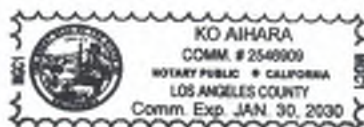
personally appeared Dong Keun Jin

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

 Corporate Officer — Title(s): _____ Partner — Limited General Individual Attorney in Fact Trustee Guardian or Conservator Other: _____

Signer is Representing: _____

Signer's Name: _____

 Corporate Officer — Title(s): _____ Partner — Limited General Individual Attorney in Fact Trustee Guardian or Conservator Other: _____

Signer is Representing: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss.
 County of LOS ANGELES)

On April 27th, 2026 before me, Philip Vega, Notary Public
Here Insert Name and Title of the Officer
 personally appeared Kevin Vega, Attorney-in-Fact
Name(s) of Signer(s)



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title of Type of Document: _____
 Document Date: _____ Number of Pages: _____
 Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ <input type="checkbox"/> Individual <input type="checkbox"/> Corporate Officer Title(s): _____ <input type="checkbox"/> Partner - <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> Attorney in Fact <input type="checkbox"/> Trustee <input type="checkbox"/> Guardian or Conservator <input type="checkbox"/> Other: _____ Signer is Representing: _____ _____ _____	Right Thumbprint of Signer Top of thumb here	Signer's Name: _____ <input type="checkbox"/> Individual <input type="checkbox"/> Corporate Officer Title(s): _____ <input type="checkbox"/> Partner - <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> Attorney in Fact <input type="checkbox"/> Trustee <input type="checkbox"/> Guardian or Conservator <input type="checkbox"/> Other: _____ Signer is Representing: _____ _____ _____	Right Thumbprint of Signer Top of thumb here
--	---	--	---

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

- | | |
|---|--|
| 1. Employers Mutual Casualty Company, an Iowa Corporation | 4. Illinois EMCASCO Insurance Company, an Iowa Corporation |
| 2. EMCASCO Insurance Company, an Iowa Corporation | 5. Dakota Fire Insurance Company, a North Dakota Corporation |
| 3. Union Insurance Company of Providence, an Iowa Corporation | 6. EMC Property & Casualty Company, an Iowa Corporation |

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

KEVIN VEGA, BRITTON CHRISTIANSEN, PHILIP VEGA

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the Bid Bond

Any and All Bonds

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

AUTHORITY FOR POWER OF ATTORNEY

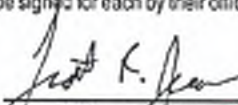
This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

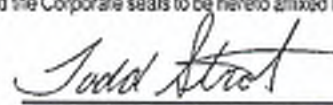
RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 22nd day of September, 2022.

Seals

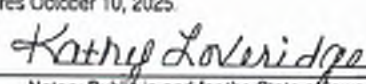



 Scott R. Jean, President & CEO
 of Company 1; Chairman, President
 & CEO of Companies 2, 3, 4, 5 & 6


 Todd Strother, Executive Vice President
 Chief Legal Officer & Secretary of
 Companies 1, 2, 3, 4, 5 & 6

On this 22nd day of September, 2022 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2025.


 Notary Public in and for the State of Iowa

CERTIFICATE

I, Ryan J. Springer, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 22nd day of September, 2022, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 27th day of April, 2026.


 Vice President

ADDENDUM NO. 1



4-28-2026

[Handwritten signature]

**CITY OF MURRIETA
DEPARTMENT OF MUNICIPAL SERVICES
PLANS, SPECIFICATIONS, AND CONTRACT DOCUMENTS
FOR THE
*MURRIETA FIRE & RESCUE STATION 1
LIVING QUARTERS IMPROVEMENT PROJECT
CIP NO. 21037, MSD PROJECT NO. 26-001*
APRIL 16, 2026**

The following change(s) have been made to the bid documents, plans, and/or specifications posted on Planetbids and shall be incorporated into the bid. The referenced change(s) are as follows:

Item No. 1: Pre-Bid Job Walk – Agenda and Sign-In Sheet

The City hosted the mandatory project Pre-Bid Meeting at Fire Station 1 located at 41825 Juniper St. Murrieta, CA. 92562 on April 14, 2026, at 9:00 a.m. In accordance with the project specifications, all contractors intending to bid as the Prime/General Contractor were required to attend the Pre-Bid Meeting. The Pre-Bid Meeting agenda and sign-in sheet are included in Addendum No. 1 as **Attachment No. 1**.

Item No. 2: Question Set No. 1 Release

Question Set No. 1 has been released and is available for viewing on the project Planetbids portal under the Q&A tab.

The Bid Date and Time remains unchanged on:
TUESDAY, APRIL 28, 2026 at 2:00:00 P.M.

ADDENDUM NO. 2



4-28-2026
J. K. R.

**CITY OF MURRIETA
DEPARTMENT OF MUNICIPAL SERVICES
PLANS, SPECIFICATIONS, AND CONTRACT DOCUMENTS
FOR THE
*MURRIETA FIRE & RESCUE STATION 1
LIVING QUARTERS IMPROVEMENT PROJECT*
CIP NO. 21037, MSD PROJECT NO. 26-001
APRIL 22, 2026**

The following change(s) have been made to the bid documents, plans, and/or specifications posted on Planetbids and shall be incorporated into the bid. The referenced change(s) are as follows:

Item No. 1: Issuance of updated Plan Sheets

The following plan sheets included in this Addendum as "**Attachment No. 1**" have been updated to incorporate a number of changes that have been made since bid advertisement. The following plan sheets are hereby **reissued in their entirety** and shall **supersede and replace** the previously issued versions of the same sheet numbers:

1. T-1.0, TITLE SHEET AND SHEET INDEX
City of Murrieta Fire Alarm and Sprinkler providers and preferred vendors added to Deferred Submittal list.
2. AD-1.0, DEMOLITION FLOOR PLAN
Added scope to remove and save for re-use the recently City-added Generator Panel.
Added scope to remove and save for re-use the existing Fire Alerting System Panel in the Captain's Bedroom.
3. M-2.0, HVAC DEMO PLAN
Added General Note to describe compliant removal of refrigerant/coolant gases.

All other plan sheets not specifically identified in this Addendum shall remain unchanged and in full force. Bidders are directed to use the revised plan sheets identified herein in preparation of their bids. Any references to the above-listed sheets in the original bid documents shall be understood to refer to the revised versions issued under this Addendum.

Item No. 2: Question Set No. 2 Release

Question set No. 2 has been released and is available for viewing on the project Planetbids Portal under the Q&A tab.

Item No. 3: Miscellaneous Bid Clarifications

The following bid clarifications shall be acknowledged and taken into consideration for preparing all bids:

1. Temporary housing for firefighters during the course of construction is not apart of the project scope of work and will be handled by the City.
 2. City recognized Holidays/non-working days should be referenced on the City website.
 3. The Contractor will be required to use the Construction Management firm's Project Management Software by Autodesk for all project deliverables, submittals, RFI's, Change Orders, etc. This will **NOT** require purchasing of a license to use the platform.
 4. Construction access and deliveries will be handled through the B Street site access point. Access will not be allowed via Juniper Street with special written approval from the City.
 5. A site map has been provided as part of this Addendum to identify the Contractor's staging/laydown area. Included in this Addendum as Attachment No. 2.
-

The Bid Date and Time remains unchanged on:
TUESDAY, APRIL 28, 2026 at 2:00:00 P.M.

DEARK E&C INC,



INJURY AND ILLNESS PREVENTION PROGRAM

EFFECTIVE | REVISION DATE: 01/01/2025

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Purpose

The purpose of the IIPP (Injury and Illness Prevention Program) is to ensure employee safety and health while achieving compliance with California Department of Industrial Relations | Title 8 (T8), of the *California Code of Regulations* (CCR), Section 3203.

Scope

This IIPP applies to all employees working in The State of California and to all operations performed in The State of California.

Policy Statement

The personal safety and health of each [DEARK E&C INC.] employee is paramount. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

Responsibilities

[SEAN LEE] is the [DEARK E&C INC.] Injury and Illness Prevention Program (IIPP) administrator, who has the authority, responsibility and overall accountability for the comprehensive implementation of this IIPP.

Managers and Supervisors shall implement and maintain the IIPP in the work area and answer all employee inquiries about the IIPP. Each manager and supervisor will have a copy of this IIPP, and will ensure that each employee has a copy of this IIPP.

Safety Communication

Open, two-way communication between management and employees concerning health and safety is required in order to have a workplace that is both productive and free from hazards.

The system of communication as outlined below will facilitate an uninterrupted flow of health and safety information between management and employees in a manner that is easy to understand.

The communication system should be comprised of the following elements:

- New hire orientation will provide new employees with the proper information about safety and health policies and procedures,
- IIPPs, workplace safety and health training programs will be regularly reviewed with the staff,
- Safety meetings will occur on a regularly scheduled basis,
- Employees and supervisors will effectively communicate safety and health concerns,
- Safety information will be posted in visible areas and/or distributed,
- A system must be implemented so that employees can report safety and health problems or hazards effectively and anonymously without fear reprisal or reprimand,

When required, a labor and management safety committee will meet on a regular basis:

- A written record of the health and safety committee meetings will be composed and retained,
- The committee will review results of scheduled periodic inspections, investigation reports of accidents and exposures, and alleged hazardous conditions,
- The committee will make recommendations to prevent future accidents and exposures, in addition to recommending ways to implement employee's safety suggestions.

Periodic inspections to assess identified workplace hazards will be performed by competent observers in the following workplace areas:

- The Project Manager or Safety Representative shall serve as inspector, and provide daily safety review of the project sites.
- A Safety Group or Committee will be responsible for performing safety evaluations of the project sites on an as

needed basis.

Periodic inspections involve the identification and assessment of workplace hazards. Applicable documentation must be used, along with other methods that have been deemed effective in the identification and evaluation of workplace hazards.

Periodic inspections are to be conducted according to the following:

- Any time that potentially hazardous substances, procedures or equipment is introduced into the workplace,
- When previously unidentified hazards are recognized,
- Whenever a work-related injury or illness occurs,
- When employees (both temporary and permanent) are hired or reassigned to processes, operations or tasks that have yet to undergo a hazard evaluation,
- Any time the company feels that workplace conditions warrant an inspection.

Employee Compliance

- Management holds the responsibility of ensuring that all safety and health related policies and procedures have been communicated to all employees and that the employees understand all information provided to them.
- Both managers and supervisors will enforce all rules fairly and uniformly.
- Employees will comply with the IIPP by taking advantage of all applicable incentives, training and retraining.

The systems used to ensure all employees comply with rules to maintain a safe work environment include:

- Providing employees with the provisions of the IIPP,
- Making sure that the safety of each employee's work is properly evaluated,
- Recognizing those employees who engage in safe and healthful work practices,
- Training employees who fail to adhere to safety performance guidelines,
- Taking disciplinary action against employees who fail to comply with the safety guidelines.

Code of Safe Practices

The following "Code of Safe Practices" shall be observed and complied with by "all" employees, supervisors and managers:

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
18. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
21. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the foreman and repaired before use.
22. All tools and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
24. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
25. Only appropriate tools shall be used for the job.
26. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
27. Files shall be equipped with handles and not used to punch or pry.
28. A screwdriver shall not be used as a chisel.
29. Wheelbarrows shall not be pushed with handles in an upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
31. Electric cords shall not be exposed to damage from vehicles.
32. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.
33. Only authorized persons shall operate machinery or equipment.
34. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
35. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
36. All subcontractors (if applicable) shall adhere to these safe practices and their own during their course of work.
37. All employees shall be trained at least annually on the hazards associated with their course of work.
38. Each employee reserves the right to refuse to work if a hazard is present and shall notify their supervisor of the hazard immediately.
39. Each employee reserves the right to bypass supervisors if they are ordered to work when a hazard is present by calling the next supervisory individual in their chain of command.
40. Each employee is responsible for reporting unsafe practices by other workers to their supervisor.

Inspections, Hazard Assessment, Control & Correction

Site-specific inspections for each non high-hazard location where employees are present shall be conducted and recorded at least monthly. Site's, which are considered high-hazard, shall be inspected either on a weekly or daily basis (determined by safety administrator) generating inspection records with each inspection. Based upon the severity of the hazard, unsafe or unhealthy work conditions will be corrected in a timely fashion according to the following procedures:

- When an imminent hazard exists that cannot be abolished immediately without posing risk to employees and/or property occurs, employees are to be removed from the area. Only those employees who are needed to correct the condition are exempt,
- Those employees needed to correct the hazardous condition will be provided with the required protection equipment,

- All actions and dated of completion will be documented on the designated forms.

Incident (Accident) Investigation

The following procedures will be implemented to investigate workplace accidents and possible substance exposures:

- The accident scene must be visited as soon as possible,
- Injured workers and witnesses will be interviewed,
- The cause of the accident and/or exposure will be determined,
- Corrective actions will be taken to prevent recurrence of the accident or exposure,
- The findings of the investigation will be documented and the appropriate corrective actions will be taken.

Training and Instruction

Employees, managers, and supervisors must have training and instruction in both general and job specific safety and health practices before or at the time of their initial job assignments.

Training and instruction will be provided as follows:

- At the time when the IIPP is first established,
- For every new employee as they undergo new hire training,
- Employees who are in construction are provided training through a Cal/OSHA approved construction industry occupational safety and health training program,
- All employees that have new job assignments for which they have not been previously trained,
- When new substances, processes, procedures and/or equipment that poses new hazards are introduced to the workplace,
- When the employer has been advised of a new or previously unidentified hazard.

All supervisors will have training to familiarize them with the health and safety hazards that pose potential risks to workers who are under their immediate direction and control. Every employee will receive training on the particular hazards involved in their job assignment. Workplace safety and health training shall include, but are not limited to, the following:

- Disclosure of the IIPP, action plan for emergencies, fire prevention plan and methods for reporting injuries as well as unsafe working conditions and practices,
- Proper use of protective clothing including gloves, footwear and personal protection equipment,
- Disclosure of the chemical hazards to which employees may be potentially exposed, along with other hazard program information,
- The location of toilets, hand washing stations and water drinking facilities,
- The provision of medical services, first aid and emergency procedures,
- Specific instruction to all employees about hazards, which are unique to their job assignment, in instances where the information was not provided in other training.

Record Keeping | Documentation

The following steps have been taken or are being taken to implement and maintain the IIPP:

- Records of hazard inspections detailing the person(s) who conducted the inspections, the unsafe conditions and work practices that have been identified and the corrective action implemented to ameliorate the unsafe conditions and work practices, all of which is recorded on the hazard assessment and correction forms,
- Documentation of safety and health training for each employee, including the names of each employee, the dates of training, the type of training and the training providers,
- Inspection records and training documentation will be maintained for one year, except for those employees that have worked for less than one year.

Appendix

The following IIPP supporting forms are located at the end of this document. Each document shall be used in conjunction with the IIPP and shall be used to record all IIPP actions:

- [Hazard Identification Checklist](#)
- [Hazard Assessment | Abatement Record](#)
- [Incident Investigation Record](#)
- [Training and Instruction Record](#)
- [Mandatory Training Subject List](#)

HAZARD IDENTIFICATION CHECKLIST

The following checklist and abatement record (at bottom of this document) can be used to identify, evaluate and abate (correct) hazards in your workplace. The checklist covers a wide variety of workplace safety and health hazards. All of the topics covered in the checklist may not apply to your particular workplace. When evaluating your workplace use the sections of the checklist that “do” apply to your workplace and work activities.

GENERAL WORK ENVIRONMENT

- Are all worksites clean and orderly?
- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled materials or liquids cleaned up immediately?
- Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?
- Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?
- Are covered metal waste cans used for oily and paint-soaked waste?
- Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- Are paint spray booths, dip tanks and the like cleaned regularly?
- Are the minimum number of toilets and washing facilities provided?
- Are all toilets and washing facilities clean and sanitary?
- Are all work areas adequately illuminated?
- Are pits and floor openings covered or otherwise guarded?

PERSONAL PROTECTIVE EQUIPMENT

- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- Are employees who need corrective lenses (glasses or contacts lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
- Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?

- Are hard hats provided and worn where danger of falling objects exists?
- Are hard hats inspected periodically for damage to the shell and suspension system?
- Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
- Are approved respirators provided for regular or emergency use where needed?
- Is all protective equipment maintained in a sanitary condition and ready for use?
- Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
- Where special equipment is needed for electrical workers, is it available?
- When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?

WALKWAYS

- Are aisles and passageways kept clear?
- Are aisles and walkways marked as appropriate?
- Are wet surfaces covered with non-slip materials?
- Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating.
- Are spilled materials cleaned up immediately?
- Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- Are changes of direction or elevations readily identifiable?
- Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
- Is adequate headroom provided for the entire length of any aisle or walkway?
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL STAIRWAYS

- Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
- Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
- Is the glass in windows, doors, glass walls that are subject to human impact, of sufficient thickness and type for the condition of use?
- Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
- Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
- Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing feature when appropriate?

STAIRS & STAIRWAYS

- Are standard stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least a 6'6" overhead clearance?
- Do stairs angle no more than 50 and no less than 30 degrees?
- Are stairs of hollow-pan type treads and landings filled to noising level with solid material?
- Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?
- Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the

stairway?

- Is the vertical distance between stairway landings limited to 12 feet or less?

ELEVATED SURFACES

- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
- Is a permanent means of access and egress provided to elevated storage and work surfaces?
- Is required headroom provided where necessary?
- Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS

- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", and the like?
- Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- Are there sufficient exits to permit prompt escape in case of emergency?
- Are special precautions taken to protect employees during construction and repair operations?
- Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
- Are exit stairways which are required to be separated from other parts of a building enclosed by at least two hour fire-resistive construction in buildings more than four stories in height, and not less than one-hour fire resistive construction elsewhere?
- When ramps are used as part of required exiting from a building, is the ramp slope limited to 1-foot vertical and 12 feet horizontal?
- Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

- Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied?
- Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided

with viewing panels in each door?

PORTABLE LADDERS

- Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- Are non-slip safety feet provided on each ladder?
- Are non-slip safety feet provided on each metal or rung ladder?
- Are ladder rungs and steps free of grease and oil?
- Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- Are employees instructed to face the ladder when ascending or descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 feet above the elevated surface?
- Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?
- Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- Are metal ladders inspected for damage?
- Are the rungs of ladders uniformly spaced at 12 inches, center to center?

HAND TOOLS & EQUIPMENT

- Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?
- Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- Are worn or bent wrenches replaced regularly?
- Are appropriate handles used on files and similar tools?
- Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?
- Are jacks checked periodically to assure they are in good operating condition?
- Are tool handles wedged tightly in the head of all tools?
- Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- Are tools stored in dry, secure location where they won't be tampered with?
- Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT

- Are grinders, saws, and similar equipment provided with appropriate safety guards?
- Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
- Are portable circular saws equipped with guards above and below the base shoe?
- Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?

Are rotating or moving parts of equipment guarded to prevent physical contact?

- Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as concrete mixers, air compressors, and the like?
- Are portable fans provided with full guards or screens having openings 1/2 inch or less?
- Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
- Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

- Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- Are bench and pedestal grinders permanently mounted?
- Are goggles or face shields always worn when grinding?
- Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- Does each grinder have an individual on and off control switch?
- Is each electrically operated grinder effectively grounded?
- Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- Are splashguards mounted on grinders that use coolant, to prevent the coolant reaching employees?
- Is cleanliness maintained around grinder?

POWDER ACTUATED TOOLS

- Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
- Do the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health?
- Is each powder-actuated tool stored in its own locked container when not being used?
- Is a sign at least 7" by 10" with bold type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
- Are powder-actuated tools left unloaded until they are actually ready to be used?
- Are powder-actuated tools inspected for obstructions or defects each day before use?
- Do powder-actuated tools operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

- Is there a training program to instruct employees on safe methods of machine operation?
- Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- Is there a regular program of safety inspection of machinery and equipment?
- Is all machinery and equipment kept clean and properly maintained?
- Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?
- Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?

- Is there a power shut-off switch within reach of the operator's position at each machine?
- Can electric power to each machine be locked out for maintenance, repair, or security?

- Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling
- Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- Are all emergency stop buttons colored red?
- Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- Are all moving chains and gears properly guarded?
- Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?
- Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?
- Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- If special hand tools are used for placing and removing material, do they protect the operator's hands?
- Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?
- Do arbors and mandrels have firm and secure bearings and are they free from play?
- Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
- Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
- Are saws used for ripping, equipped with anti-kick back devices and spreaders?
- Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT BLOCKOUT PROCEDURES

- Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
- Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- Are all equipment control valve handles provided with a means for locking-out?
- Does the lockout procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?
- Are appropriate employees provided with individually keyed personal safety locks?
- Are employees required to keep personal control of their key(s) while they have safety locks in use?
- Is it required that employees check the safety of the lock out by attempting a start up after making sure no one is exposed?
- Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
- Are the appropriate electrical enclosures identified?
- Is means provide to assure the control circuit can also be disconnected and locked out?

WELDING, CUTTING & BRAZING

- Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
- Do all operator have a copy of the appropriate operating instructions and are they directed to follow them?
- Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
- Is care used in handling and storage of cylinders, safety valves, relief valves, and the like, to prevent damage?
- Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a

standard torch?

- Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?
- Are cylinders kept away from sources of heat?
- Is it prohibited to use cylinders as rollers or supports?
- Are empty cylinders appropriately marked their valves closed and valve-protection caps on?
- Are signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted?
- Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus keep free of oily or greasy substances?
- Is care taken not to drop or strike cylinders?
- Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?
- Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?
- Are liquefied gases stored and shipped valve-end up with valve covers in place?
- Are employees instructed to never crack a fuel-gas cylinder valve near sources of ignition?
- Before a regulator is removed, is the valve closed and gas released from the regulator?
- Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- Under wet conditions, are automatic controls for reducing no-load voltage used?
- Is grounding of the machine frame and safety ground connections of portable machines checked periodically?

- Are electrodes removed from the holders when not in use?
- Is it required that electric power to the welder be shut off when no one is in attendance?
- Is suitable fire extinguishing equipment available for immediate use?
- Is the welder forbidden to coil or loop welding electrode cable around his body?
- Are wet machines thoroughly dried and tested before being used?
- Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- Do means for connecting cables' lengths have adequate insulation?
- When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- Are firewatchers assigned when welding or cutting is performed, in locations where a serious fire might develop?
- Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?
- When floors are wet down, are personnel protected from possible electrical shock?
- When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?
- Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?
- Are employees exposed to the hazards created by welding, cutting, or bracing operations protected with personal protective equipment and clothing?
- Is a check made for adequate ventilation in and where welding or cutting is preformed?
- When working in confined places are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

COMPRESSORS & COMPRESSED AIR

- Are compressors equipped with pressure relief valves, and pressure gauges?
- Are compressor air intakes installed and equipped to ensure that only clean uncontaminated air enters the

compressor?

- Are air filters installed on the compressor intake?

- Are compressors operated and lubricated in accordance with the manufacturer's recommendations?
- Are safety devices on compressed air systems checked frequently?
- Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- Are signs posted to warn of the automatic starting feature of the compressors?
- Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
- Is it strictly prohibited to direct compressed air towards a person?
- Are employees prohibited from using highly compressed air for cleaning purposes?
- If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?
- When using compressed air for cleaning, do employees use personal protective equipment?
- Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
- When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
- Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSED AIR RECEIVERS

- Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
- Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
- Is every air receiver provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?
- Are compressed air receivers periodically drained of moisture and oil?
- Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- Is there a current operating permit issued by the Division of Occupational Safety and Health?
- Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS & CYLINDERS

- Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
- Are cylinders legibly marked to clearly identify the gas contained?
- Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
- Are cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons?
- Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?
- Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
- Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?

Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

HOIST & AUXILIARY EQUIPMENT

- Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?
- Is the rated load of each hoist legibly marked and visible to the operator?
- Are stops provided at the safe limits of travel for trolley hoist?
- Are the controls of hoists plainly marked to indicate the direction of travel or motion?
- Is each cage-controlled hoist equipped with an effective warning device?
- Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave grooves?
- Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?
- Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform, guarded?
- Is it prohibited to use chains or rope slings that are kinked or twisted?
- Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- Is the operator instructed to avoid carrying loads over people?
- Are only employees who have been trained in the proper use of hoists allowed to operate them?

INDUSTRIAL TRUCKS - FORKLIFTS

- Are only trained personnel allowed to operate industrial trucks?
- Is substantial overhead protective equipment provided on high lift rider equipment?
- Are the required lift truck operating rules posted and enforced?
- Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?
- Does each industrial truck have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
- Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?
- Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the travel?
- Are industrial trucks with internal combustion engine operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

SPRAYING OPERATIONS

- Is adequate ventilation assured before spray operations are started?
- Is mechanical ventilation provided when spraying operation is done in enclosed areas?
- When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- Is the spray area free of hot surfaces?
- Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- Is approved respiratory equipment provided and used when appropriate during spraying operations?
- Do solvents used for cleaning have a flash point of 100E F or more?

Are fire control sprinkler heads kept clean?

- Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- Is the spray area kept clean of combustible residue?
- Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
- Are spray booth floors and baffles noncombustible and easily cleaned?
- Is infrared drying apparatus kept out of the spray area during spraying operations?
- Is the spray booth completely ventilated before using the drying apparatus?
- Is the electric drying apparatus properly grounded?
- Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- Are the electric motors for exhaust fans placed outside booths or ducts?
- Are belts and pulleys inside the booth fully enclosed?
- Do ducts have access doors to allow cleaning?
- Do all drying spaces have adequate ventilation?

ENTERING CONFINED SPACES

- Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?
- Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?
- Is either natural or mechanical ventilation provided prior to confined space entry?
- Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?
- Is adequate illumination provided for the work to be performed in the confined space?
- Is the atmosphere inside the confined space frequently tested or continuously monitor during conduct of work?

- Is there an assigned safety standby employee outside of the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
- Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any questions as to the cause of an emergency?
- In addition to the standby employee, is there at least one other trained rescuer in the vicinity?
- Are all rescuers appropriately trained and using approved, recently inspected equipment?
- Does all rescue equipment allow for lifting employees vertically from a top opening?
- Are there trained personnel in First Aid and CPR immediately available?
- Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby person?
- Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
- If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- Whenever combustion-type equipment is used in confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
- Is each confined space checked for decaying vegetation or animal matter, which may produce methane?

Is the confined space checked for possible industrial waste, which could contain toxic properties?

- If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

ENVIRONMENTAL CONTROLS

- Are all work areas properly illuminated?
- Are employees instructed in proper first aid and other emergency procedures?
- Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
- Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?
- Is employee exposure to chemicals in the workplace kept within acceptable levels?
- Can a less harmful method or product be used?
- Is the work area's ventilation system appropriate for the work being performed?
- Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?
- Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?
- Are welders and other workers nearby provided with flash shields during welding operations?
- If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?
- Has there been a determination that noise levels in the facilities are within acceptable levels?
- Are steps being taken to use engineering controls to reduce excessive noise levels?
- Are proper precautions being taken when handling asbestos and other fibrous materials?
- Are caution labels and signs used to warn of asbestos?
- Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
- Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?
- Is personal protective equipment provided, used and maintained wherever required?
- Are there written standard operating procedures for the selection and use of respirators where needed?
- Are restrooms and washrooms kept clean and sanitary?
- Is all water provided for drinking, washing, and cooking potable?
- Are all outlets for water not suitable for drinking clearly identified?
- Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- Are employees instructed in the proper manner of lifting heavy objects?
- Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
- Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vest?
- Are exhaust stacks and air intakes located that contaminated air will not be recirculated within a building or other enclosed area?
- Is equipment producing ultra-violet radiation properly shielded?

FLAMMABLE & COMBUSTIBLE MATERIALS

- Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?
- Is proper storage practiced to minimize the risk of fire including spontaneous combustion?

Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?

- Are all connections on drums and combustible liquid piping, vapor and liquid tight?
- Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Do storage rooms for flammable and combustible liquids have explosion-proof lights?
- Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
- Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
- Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
- Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
- Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?
- Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
- Class A: Ordinary combustible material fires.
- Class B: Flammable liquid, gas or grease fires.
- Class C: Energized-electrical equipment fires.
- If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?
- Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
- Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?
- Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?
- Are employees trained in the use of fire extinguishers?
- Are extinguishers free from obstructions or blockage?
- Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- Are all extinguishers fully charged and in their designated places?
- Is a record maintained of required monthly checks of extinguishers?
- Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
- Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
- Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?
- Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- Are spare portable or butane tanks, which are used by industrial trucks stored in accord with regulations?

FIRE PROTECTION

- Do you have a fire prevention plan?
- Does your plan describe the type of fire protection equipment and/or systems?
- Have you established practices and procedures to control potential fire hazards and ignition sources?
- Are employees aware of the fire hazards of the material and processes to which they are exposed?
- Is your local fire department well acquainted with your facilities, location and specific hazards?

If you have a fire alarm system, is it tested at least annually?

- If you have a fire alarm system, is it certified as required?
- If you have interior standpipes and valves, are they inspected regularly?
- If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- Are fire doors and shutters in good operating condition?
- Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Are fire door and shutter fusible links in place?
- Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?
- Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?
- Are sprinkler heads protected by metal guards, when exposed to physical damage?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly and noted on the inspection tag?
- Are employees periodically instructed in the use of extinguishers and fire protection procedures?

HAZARDOUS CHEMICAL EXPOSURES

- Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?
- Are employees aware of the potential hazards involving various chemicals stored or used in the workplace-- such as acids, bases, caustics, epoxies, and phenols?
- Is employee exposure to chemicals kept within acceptable levels?
- Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- Are all containers, such as vats and storage tanks labeled as to their contents--e.g. "CAUSTICS"?
- Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, and respirators)?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Are chemical piping systems clearly marked as to their content?
- Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- Are employees prohibited from eating in areas where hazardous chemicals are present?
- Is personal protective equipment provided, used and maintained whenever necessary?
- Are there written standard operating procedures for the selection and use of respirators where needed?
- If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
- Are the respirators NIOSH approved for this particular application?
- Are they regularly inspected and cleaned sanitized and maintained?
- If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
- Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
- Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, and the like?
- Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?

- Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?

- Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor decreasing, and is it operating properly?
- Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- Is there a dermatitis problem--do employees complain about skin dryness, irritation, or sensitization?
- Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
- If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean up?
- Are materials, which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

HAZARDOUS SUBSTANCES COMMUNICATION

- Is there a list of hazardous substances used in your workplace?
- Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS) labeling, and employee training?
- Who is responsible for MSDSs, container labeling, employee training?
- Is each container for a hazardous substance (i.e. vats, bottles, storage tanks,) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- Is there a Material Safety Data Sheet readily available for each hazardous substance used?
- How will you inform other employers whose employees share the same work area where the hazardous substances are used?
- Is there an employee training program for hazardous substances?
- Does this program include:
 - An explanation of what an MSDS is and how to use and obtain one?
 - MSDS contents for each hazardous substance or class of substances?
 - Explanation of "Right to Know"?
 - Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?
 - The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?
 - Details of the hazard communication program, including how to use the labeling system and MSDSs?
- How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?

ELECTRICAL

- Are your workplace electricians familiar with the Cal/OSHA Electrical Safety Orders?
- Do you specify compliance with Cal/OSHA for all contract electrical work?
- Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?
- Are portable electrical tools and equipment grounded or of the double insulated type?
- Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?
- Do extension cords being used have a grounding conductor?
- Are multiple plug adapters prohibited?
- Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
- Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with

permanent wiring?

- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

- Are flexible cords and cables free of splices or taps?
- Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, and equipment and is the cord jacket securely held in place?
- Are all cord, cable and raceway connections intact and secure?
- In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?
- Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
- Is the use of metal ladders prohibited in area where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Are disconnecting means always opened before fuses are replaced?
- Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- Are all electrical raceways and enclosures securely fastened in place?
- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating).
- Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?
- Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
- Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
- Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor is serves?
- Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
- Are employees prohibited from working alone on energized lines or equipment over 600 volts?

NOISE

- Are there areas in the workplace where continuous noise levels exceed 85 dBA? (To determine maximum allowable levels for intermittent or impact noise, see Title 8, Section 5097.)
- Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?
- Have you tried isolating noisy machinery from the rest of your operation?
- Have engineering controls been used to reduce excessive noise levels?
- Where engineering controls are determined not feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?
- Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?
- Is the training repeated annually for employees exposed to continuous noise above 85 dBA?

- Have work areas where noise levels make voice communication between employees difficult been identified and posted?

- Is approved hearing protective equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA?
- If you use ear protectors, are employees properly fitted and instructed in their use and care?
- Are employees exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that you have an effective hearing protection system?

FUELING

- Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
- Are fueling operations done in such a manner that likelihood of spillage will be minimal?
- When spillage occurs during fueling operations, is the spilled fuel cleaned up completely, evaporated, or other measures taken to control vapors before restarting the engine?
- Are fuel tank caps replaced and secured before starting the engine?
- In fueling operations is there always metal contact between the container and fuel tank?
- Are fueling hoses of a type designed to handle the specific type of fuel?
- Is it prohibited to handle or transfer gasoline in open containers?
- Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations?
- Is smoking prohibited in the vicinity of fueling operations?
- Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
- Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION OF PIPING SYSTEMS

- When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
- When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- When pipelines are identified by color painting, are all visible parts of the line so identified?
- When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
- When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?
- When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

MATERIAL HANDLING

- Is there safe clearance for equipment through aisles and doorways?
- Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?
- Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- Are vehicles shut off and brakes set prior to loading or unloading?
- Are containers or combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?

Are trucks and trailers secured from movement during loading and unloading operations?

- Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
- Are hand trucks maintained in safe operating condition?
- Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials.

- Are pallets usually inspected before being loaded or moved?
- Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
- Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- Are Material Safety Data Sheets available to employees handling hazardous substances?

TRANSPORTING EMPLOYEES & MATERIALS

- Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?

- When employees are transported by truck, are provision provided to prevent their falling from the vehicle?
- Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?
- Are employee transport vehicles equipped at all times with at least two reflective type flares?
- Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?
- When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?
- Are employees prohibited from riding on top of any load, which can shift, topple, or otherwise become unstable?

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

- Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?

- Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?
- Is adequate makeup air provided to areas where exhaust systems are operating?
- Is the intake for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?
- Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT & CLOTHING

- Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?
- Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?
- Are machines and equipment, which processes, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?
- Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?
- When employees are required to change from street clothing into protective clothing, is a clean changeroom with separate storage facility for street and protective clothing provided?
- Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?
- When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?

TIRE INFLATION

- Where tires are mounted and/or inflated on drop center wheels is a safe practice procedure posted and enforced?
- Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings is a safe practice procedure posted and enforced?
- Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?
- Does the tire inflation control valve automatically shut off the airflow when the valve is released?
- Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?
- Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

EMERGENCY ACTION PLAN

- Are you required to have an emergency action plan?
- Does the emergency action plan comply with requirements of T8CCR 3220(a)?
- Have emergency escape procedures and routes been developed and communicated to all employees?
- Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?
- Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
- Are alarm systems properly maintained and tested regularly?
- Is the emergency action plan reviewed and revised periodically?
- Do employees know their responsibilities:
 - For reporting emergencies?
 - During an emergency?
 - For conducting rescue and medical duties?

INFECTION CONTROL

- Are employees potentially exposed to infectious agents in body fluids?
- Have occasions of potential occupational exposure been identified and documented?
- Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
- Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?

- Are employees aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)

- Is personal protective equipment provided to employees, and in all appropriate locations?
- Is the necessary equipment (i.e. mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?
- Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?
- Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?
- Training on universal precautions?
- Training on personal protective equipment?
- Training on workplace practices, which should include blood drawing, room cleaning, laundry handling, clean up of blood spills?
- Training on needlestick exposure/management?
- Hepatitis B vaccinations?

ERGONOMICS

- Can the work be performed without eyestrain or glare to the employees?
- Does the task require prolonged raising of the arms?
- Do the neck and shoulders have to be stooped to view the task?
- Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
- Can the work be done using the larger muscles of the body?
- Can the work be done without twisting or overly bending the lower back?
- Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
- Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
- Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?

VENTILATION FOR INDOOR AIR QUALITY

- Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?
- Is the HVAC system inspected at least annually, and problems corrected?
- Are inspection records retained for at least 5 years?

CRANE CHECKLIST

- Are the cranes visually inspected for defective components prior to the beginning of any work shift?
- Are all electrically operated cranes effectively grounded?
- Is a crane preventive maintenance program established?
- Is the load chart clearly visible to the operator?
- Are operating controls clearly identified?
- Is a fire extinguisher provided at the operator's station?
- Is the rated capacity visibly marked on each crane?
- Is an audible warning device mounted on each crane?
- Is sufficient illumination provided for the operator to perform the work safely?
- Are cranes of such design, that the boom could fall over backward, equipped with boomstops?

- Does each crane have a certificate indicating that required testing and examinations have been performed?
- Are crane inspection and maintenance records maintained and available for inspection?

HAZARD ASSESSMENT | ABATEMENT RECORD

This hazard assessment | abatement record shall be kept on file for at least 3 years after the hazard has been abated or mitigated.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, evacuate personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name: _____ Telephone: _____

Supervisor/Safety Coordinator Signature: _____ Date: _____

Description and Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual

INCIDENT INVESTIGATION RECORD

This incident (accident, illness, exposure, etc.) investigation record shall be kept on file for at least 3 years after the date of occurrence. All affected employees and applicable third parties shall be provide a copy of incident records upon request.

Incident Information	
Name(s) of Affected Employee(s):	Date of Incident:
Work Area of Affected Employee(s):	Date Investigation Began:
Describe Nature of Incident:	
Part(s) of Body Affected:	
Describe Medical Treatment Administered:	
Witness Information	
Witness #1 Name:	Phone:
Witness's Description of Incident:	
Witness's Signature:	
Witness #2 Name:	Phone:
Witness's Description of Incident:	
Witness's Signature:	

Investigation Results

List contributing factors/root causes:

Was a mandatory safe work practice violated?

Yes

No

Was the unsafe condition, practice or protective equipment problem corrected immediately?

Yes

No

If no, what has been done to ensure correction?

Do additional mandatory safe work practices need to be implemented?

Yes

No

If yes, please describe safe work practice:

List corrective actions taken and date implemented:

Signature of Investigator:

Date:

Signature of Person Responsible for Corrective Actions:

Date:

Mandatory Training Subjects for All Employees

Training Subject	Method of Instruction	Instructor Training Source Name
IIPP (Injury & Illness Prevention Program)	on-site	Safety Manager
Code of Safe Work Practices	on-site	Safety Manager
Emergency Action Plan	on-site	Safety Manager
Ergonomics	on-site	Safety Manager
Hazard Communication	on-site	Safety Manager
Materials Handling	on-site	Safety Manager
Office Safety (general)	on-site	Safety Manager
New Hire Safety Orientation	on-site	Safety Manager

Additional Training Subjects (make any of the following subjects mandatory training)

Training Subject	Applicable Standards	Course No.	Affected Employees	Frequency	Estimated Hours	Instructor Training Source Name
Accident Prevention Signs and Tags	145	N/A	Field Employees	Initial / Periodic	1	Update as necessary
Asbestos Abatement Training (OSHA Class I and II)	1001	N/A	Employees exposed to asbestos	Initial / Annual	1	Update as necessary
Asbestos Awareness Training (OSHA Class IV)	1001	N/A	Employees potentially exposed to asbestos	Initial / Annual	1	Update as necessary
Asbestos Operations and Maintenance Training (OSHA Class III)	1001	N/A	Employees exposed to asbestos	Initial / Annual	1	Update as necessary
Bloodborne Pathogens	1030	N/A	Employees with occupational exposure, first aid responders, police	Initial / Annual	1	Update as necessary
Chainsaw Safety	266	N/A	Employees using chainsaws as part of their job	Initial	1	Update as necessary
Compressed Gas Safety	101	N/A	Employees using compressed gases	Initial	1	Update as necessary
Control of Hazardous Energy (Lockout/Tagout)	147	N/A	Employees that may service or maintain equipment	Initial / Periodic	1	Update as necessary
Crane, derrick, and hoist safety	Subpart N	N/A	Employees using/operating applicable equipment	Initial/Regularly thereafter	1	Update as necessary
Diving Safety	410	N/A	Employees involved in underwater diving	Initial / Periodic	1	Update as necessary
Drivers Safety	UAF mandated	N/A	Any employee who drives a UAF vehicle or rents one for UAF related work	If taken after January 1, 2003 - no refresher needed.	1	Update as necessary
Electrical Safety-Related Work	332	N/A	Employees working with electrical equipment	Initial / Periodic	1	Update as necessary
Emergency Action Plan	38	N/A	All	Initial / Periodic Change in Plan	1	Update as necessary
Ethylene Oxide (ETO)	1047	N/A	Employees exposed to ETO	Initial / Annual	1	Update as necessary

Explosive or Blasting Agents	109	N/A	Employees that use, handle, store, or transport, these products	Initial / Periodic	1	Update as necessary
Fall Protection	66 App C	N/A	All exposed workers	Initial / Periodic New Hazard or Equipment	1	Update as necessary
Fire Extinguishing System(s)	160	N/A	Employees who inspect and/or maintain these systems	Initial / Annual	1	Update as necessary
Fire Prevention Plan	38	N/A	All	Initial / Periodic	1	Update as necessary
Formaldehyde	1048(n)	N/A	Employees with exposure at or above 0.1 ppm	Initial / Annual	1	Update as necessary
Hazard Communication	1200	N/A	All employees exposed to hazardous chemicals (excluding labs), infectious agents, or pesticides	Initial / Periodic New Hazard	1	Update as necessary
Hazardous Waste Management		N/A	All employees working with chemicals and generating hazardous waste	Initial	1	Update as necessary
Hazardous Waste Operations and Emergency Response	120	N/A	Personnel expected to respond to an uncontrolled release	Initial/Annual	1	Update as necessary
Hearing Protection	95	N/A	Employees working in high noise areas	Initial / Annual	1	Update as necessary
Hydrofluoric Acid		N/A	Employees and students who use hydrofluoric acid	Initial	1	Update as necessary
Job Hazard Analysis	Subpart I, App B	N/A	Employees exposed to workplace hazard	Initial/New Hazards	1	Update as necessary
Laboratory Safety	1450	N/A	All laboratory employees, new exposures	Initial / refresher every 2 yrs	1	Update as necessary
Ladder Safety	25, 26, 27	N/A	Employees using applicable ladders	Initial/Change in equipment	1	Update as necessary
Laser Safety		N/A	All employees that use lasers (Class 2 or higher)	Initial	1	Update as necessary
Lead	1025	N/A	Employees exposed to lead	Initial Assignment / Annual at or above Action Level	1	Update as necessary
Mechanical Power Presses	217	N/A	Employees exposed to power presses	Initial / Periodic	1	Update as necessary
Medical Services and First Aid (recommended for general employees)	151	N/A	First aid providers and any other employee	Every 2 years for providers; 1 year for others	1	Update as necessary
Methylene Chloride	1052	N/A	Employees with exposure	Initial / Annual	1	Update as necessary
New Employee Orientation		N/A	All	Initial	1	Update as necessary
Ergonomics, Office and Labs (recommended)		N/A	Any	Initial	1	Update as necessary
Operations of Powered Platforms	66	N/A	Employees using powered platforms	Initial / Periodic	1	Update as necessary
Permit Required Confined Space	146	N/A	1. Authorized entrants/attendants, 2. rescue personnel	1. Initial / Periodic 2. Initial/Annual	1	Update as necessary
Personal Protective Equipment	132	N/A	Employees required to use PPE	Initial / Change in work place/PPE use	1	Supervisor (For large groups, EHS&RM can be of assistance)

Pesticide Safety	EPA mandated	N/A	All agricultural workers and pesticide handlers	Initial / refresher every 5 years	1	Update as necessary
Portable Fire Extinguishers	157	N/A	Employees with extinguishers in their work area	Initial / Annual	1	Update as necessary
Powered Industrial Trucks	178	N/A	All designated operators or forklifts	Initial / Every 3 years	1	Update as necessary
Process Safety Management of Highly Hazardous Chemicals	119	N/A	Employees with processes involving a flammable liquid or gas in excess of 10,000 lbs or a chemical at or above the threshold amount (App A)	Call EHS&RM if your department is in this category	1	Update as necessary
Radiation Safety	NRC requirement	N/A	Employees using radioactive materials	Initial	1	Update as necessary
Record keeping		N/A	(Included in New Employee Orientation)		1	
Respiratory Protection	134	N/A	All employees required to wear a respirator of any type	Initial / Annually New Hazard	1	Update as necessary
Scaffold User Safety		N/A	All employees required to build or work on scaffolds	Initial	1	Update as necessary
Servicing of Multi-Piece and Single-Piece Rim Wheels	177	N/A	Maintenance garage employees	Initial / Periodic	1	Update as necessary
Storage and Handling of LP Gases	110	N/A	All personnel who perform installation, removal, operation or maintenance	Initial / Periodic	1	Update as necessary
Storage of Flammable and Combustible Liquids	106	N/A	Employees who handle, store, or dispense these products	Initial / Periodic	1	Update as necessary
Toxic and Hazardous Substances	1000	N/A	Employees that are exposed at or above the limits for air contaminant listed in Table Z-1*. Call EHS&RM for monitoring	Initial / Periodic	1	Update as necessary
Trenching		N/A	Employees who work in excavations	Initial / Periodic	1	Update as necessary
Tuberculosis	OSHA Draft Standard 10/1997	N/A	All employees at risk i.e. medical, fire, and police personnel, some maintenance staff	Initial / Periodic	1	Update as necessary
Violence in the Workplace (recommended)	General Duty Clause	N/A	Any	Initial	1	Update as necessary
Welding	253	N/A	All employees who perform welding /cutting operations	Initial / Periodic	1	Update as necessary

Yellow indicates training that is mandatory for all employees. For training ideas or materials, contact IIPP administrator.

The term periodic training generally means training that occurs at regular intervals (e.g. 1 to 3 years). Annual refresher training is recommended in order to maintain the understanding/skill level required by most performance-based standards. The estimated times needed to provide training for each course, type of activity or exposure is the amount of time needed for the employee to obtain a minimum level of proficiency. More or less time may be needed depending on class size and the experience level of attendees. **All training must be documented.**

DEARK E&C INC .

Code of Safe Practices

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or safety coordinator.
2. Report accidents, injuries and illnesses to your supervisor or safety coordinator.
3. Persons known to be under the influence of intoxicating liquor or drugs shall not be permitted to be on the job.
4. Horseplay and other acts that have an adverse influence on the safety or well being of other employees are strictly prohibited.
5. Means of egress shall never be blocked, shall be well lighted and unlocked during working hours.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the " ALL CLEAR " signal is given.
8. ONLY trained workers may attempt to respond to a fire or other emergency.
9. All exit doors shall comply with fire safety regulations during business hours.
10. There shall be no storage of any type permitted in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
11. All work areas shall be maintained in a safe, clean, neat and orderly manner.
12. All spills shall be cleaned up promptly.
13. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy for you. Contact your supervisor when help is necessary.

14. Never stack material on top of lockers, file cabinets or other high places. Do not store any material in an unstable manner.
15. Report frayed electrical cords or exposed wiring to your supervisor immediately.
16. Never use a metal ladder when working on or near electrical components and systems.
17. Do not use electrical tools or equipment that is not properly grounded.
18. All electrical equipment and appliances shall be plugged into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
19. All electrical cords installed in or across traffic areas shall be installed in appropriate rubber protectors to prevent electrical shock, trip hazards and allow wheelchair access.
20. Do not use compressed air for cleaning off clothing.
21. Do not store compressed gas cylinders in areas that are exposed to extreme heat sources, electric arcs or high temperature lines. All cylinders shall be chained in an upright position to prevent falling or tipping over.
22. All pipelines shall be identified and appropriately labeled as to their contents.
23. Hearing protection shall be worn in all areas identified as having high noise exposure.
24. Goggles or face shields shall be worn when performing grinding operations.
25. Report all faulty or excessively worn hand tools to your supervisor. Do not use.
26. Do not enter confined spaces unless tests for toxic substances and oxygen deficiency have been provided.
27. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.
28. Consuming food in areas where hazardous chemicals are present is prohibited.
29. Poisonous solutions not intended for consumption shall be appropriately labeled and stored.
30. A written Lock-out-Tag-out program must be complied with at all times.

TAILGATE TRAINING SIGN-IN

▶ Training Date _____ ▶ Jobsite Location Name _____

▶ Training Time Spent _____ ▶ Location Address _____

▶ Training Topic(s) _____

▶ Training Done By _____ *Signature* _____

▶ Trainer's Position _____

▶ Actions to Do _____

▶ Names of workers attending

Print Name

Signature

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____



► **Names of workers attending** *(continued from front side)*

Print Name

Signature

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____



TAILGATE TOPIC:

Things to do before giving this tailgate training

- ▶ _____
- ▶ _____
- ▶ _____
- ▶ _____

Introduction

Show the Video (if there is one)

QUESTIONS TO ASK

1. _____

2. _____

3. _____

➔ Key training points

- _____

- _____

- _____

- _____

- _____

- _____

- _____

AFTER THE TRAINING, EMPLOYER ACTIONS TO TAKE:

1. _____
2. _____
3. _____

AFTER THE TRAINING, SAFE WORK PRACTICES THAT WORKERS CAN DO:

1. _____
2. _____
3. _____