

Exhibit O



**SITE SAFETY
AND
HEALTH PLAN**

Submitted by: Kajima Building & Design Group, Inc.

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INTRODUCTION

This Site Safety and Health Plan for Kajima Building & Design Group, Inc. /PMD (KBDG), has been established, and the safety policies and regulations contained herein have been adopted in order to:

1. Minimize, with intent to eliminate, personal injury, property damage and loss of productive time.
2. Minimize all direct and indirect accident costs.
3. Increase employee skills, morale, and efficiency.
4. Provide for the safety of the public and the protection of employees and adjacent property.

Each Subcontractor shall conform to the guidelines and procedures of this Site Safety Plan and all applicable Federal, State, or Local Safety Codes or Standards. In the event of a discrepancy between any of the aforementioned requirements, the most stringent shall be enforced.

Each Subcontractor is responsible for the Safety of his own employees.

Each Subcontractor selected to work on KBDG sites must have, maintain and enforce their own Safety Programs in compliance with current OSHA Standards and with this Site Safety Plan.

Subcontractor's Supervisors who are unable or unwilling to secure personnel performance in compliance with the contractual obligations of safety shall not be acceptable as Supervisors and shall be removed from the project.

KBDG shall have the responsibility to monitor all Subcontractors' safety compliance by the contents of the Site Safety Plan.

KBDG shall have the responsibility and authority to order immediate cessation and correction of any hazards caused by a non-compliant Subcontractor, and each Subcontractor shall have the same responsibility and authority for its lower tier Subcontractors under its control.

Each Subcontractor shall provide KBDG with the following documents prior to mobilizing on the site:

Completed Emergency/Contact Personnel form

Written Safety Program

Written Substance Program

Written Hazard Communication Program and MAINTAINED appropriate Material Safety Data Sheets (MSDS/SDS)

Updated MSDS/SDS shall be provided to KBDG.

Written Site Specific Fall Protection Plan.

Site-Specific Steel Erection Plan (this applies to Steel Erectors only)

SUBCONTRACTOR SAFETY PROGRAM

Prior to commencing work at the site, each Subcontractor shall submit a copy of their Company's Safety Program and Site Specific Safety Plan to KBDG. Safety Policies and Procedures pertaining to their scope of work shall be included at a minimum. The name of the on-site Safety Representative, on-site "Competent Person" and Corporate Individual responsible for the implementation and enforcement of the Subcontractor Safety Program shall be included. The **Emergency/Contact Personnel** Form shall be provided to KBDG prior to the commencement of work operations.

Subcontractor's Supervisors who are unable or unwilling to secure personnel performance in compliance with the contractual obligations of safety shall not be acceptable as Supervisors and shall be removed from the project by KBDG.

PROJECT RULES WHICH EXCEED OSHA MINIMUM REQUIREMENTS

OSHA regulations are a **minimum** standard. Each Subcontractor shall comply with any federal, state, and local safety requirements. The **most stringent** safety rules/regulations shall be followed and, in some cases, the Site Safety requirements are the most stringent.

1. **Fall prevention and/or protection is required for all work activities at and above 6 feet!**
2. **Hard hats and safety glasses with side shields are required at all times.**
3. **Scaffold Inspection/Tagging.**
4. **Personal fall arrest / restraint systems shall be utilized when occupying any type of aerial lift (including scissors lifts). See also "Fall Protection" and/or "Aerial Work Platforms."**
5. **No Employee shall be permitted to ride on mobile scaffolds.**
6. **Fines will be issued for non-compliance of Safety Rules (See "Disciplinary Action Procedures").**
7. **Contractor that creates Hazardous conditions must ABATE those conditions per OSHA standards**

SECURITY

NO PERSONNEL SHALL BE PERMITTED ON THE PROJECT AFTER HOURS UNLESS AUTHORIZED BY KBDG SUPERVISION.

Visitors

Any person not directly involved with the on-site construction of this Project, shall not be permitted to enter the site without first notifying the KBDG site office, signing a **Visitor Waiver and Release** Form.

All visitors are required to wear appropriate personal protective equipment (PPE) while in construction areas (truck drivers included). At a minimum, all visitors are required to wear: Hard hats, safety glasses with side shields, proper foot protection, etc.

Material/Deliveries

Deliveries shall only be permitted during work hours designated by KBDG.

Upon leaving the cab of their truck, all delivery truck drivers are required to wear appropriate Personal Protective Equipment (PPE) while in construction areas. At a minimum, truck drivers are required to wear: Hard hats, safety glasses with side shields, proper foot protection, etc. Each Subcontractor is required to enforce this policy.

KBDG

General Safety Requirements (Exhibit 1)

The safe and efficient completion of this Project requires a spirit of teamwork and cooperation from all workers. Also required are uniform standards of expected behavior. Subcontractor's employees who fail to comply with the project rules shall not be acceptable and shall be removed from site. Such employees who are removed from the project for noncompliance with the project safety rules shall not be eligible for re-employment on the project.

1. Willful and/or repeated violations of safety rules or safe work practices shall not be tolerated.
2. All injuries, no matter how slight, must be reported to the KBDG Supervisor immediately.
3. Submitting false or fraudulent information regarding an accident/injury shall not be permitted.
4. Fighting, gambling, horseplay, and other misconduct are not permitted, nor shall threatening another worker be tolerated.
5. This Site Safety Plan prohibits the manufacture, possession, sale or use of illegal substances and alcohol in the workplace. KBDG reserves the right to bar from site any employee convicted of a criminal drug offense in the workplace. All Employees must abide by the provisions of the Federal Drug-Free Workplace Act of 1988.
6. Sexual Harassment shall not be tolerated.
7. Keep clear of all equipment. Avoid pinch points and blind areas. Be alert to avoid swinging or suspended loads.
8. Be alert for and heed all warning / traffic signs at all times.
9. Approved hard hats and safety glasses with side shields must be worn while in construction and other designated areas. At a minimum, sturdy work shoes or boots are required for foot protection.
10. Shirts and long pants are required. T-shirts with a minimum of 3-inch sleeves are required.
11. Do not use compressed air to "dust-off" clothes or hair. Cleaning of concrete or concrete forms with compressed air requires the usage of goggles, face shield and protection for surrounding personnel.
12. There will be no unauthorized use or possession of tools, equipment, or materials owned by others.
13. Damaged/defective tools and equipment shall be removed from service and tagged "Unsafe- Do Not Use" or rendered inoperable.
14. Whenever anyone is required to work on or in the proximity of electrical or mechanical equipment or circuitry, appropriate tagging shall be placed to identify all controls deactivating the circuit, and the circuit shall be locked out.
15. Any worker exposed to a fall of 6' or greater shall be properly protected by means of guardrails, covers, safety nets or personal fall arrest systems.
16. Do not use makeshift or "jury-rigged" tools or equipment to perform your job.

17. All fire protection and emergency equipment shall be plainly marked and must be kept free of obstructions for emergency use. Tampering with or unauthorized removal of fire extinguishers from assigned locations shall result in disciplinary action.
18. Unless specifically authorized, firearms and explosives are prohibited within the construction area.
19. Report all unsafe practices and conditions to your Supervisor at once. All site personnel are encouraged to approach other personnel with regard to safety infractions.
20. Only authorized and properly trained personnel are permitted to operate equipment, vehicles, valves, electrical switches and similar machinery.
21. Do not transport passengers in the rear of a dump truck, on tractors, forklifts, or similar equipment. Personnel riding in the bed of pick up trucks must be seated on the floor of the truck with their entire body inside the truck bed.
22. Do not smoke in areas marked "No Smoking" or near flammable or combustible materials.
23. Store and use gas cylinders in a secured, upright position. Oxygen and acetylene are to be stored 20' apart or separated by a firewall.
24. Maintain good housekeeping at all times. Keep waste, debris, and rubbish cleaned up. Place all lunch papers, cups, cans and other litter in trash receptacles. Discard and/or store all oily rags, waste and similar combustible materials in metal containers.
25. Employees shall not ride loads, slings, the ball, crane hook or other material hoisting equipment.
26. Keep all machinery guards, guardrails and other protective devices in place.
27. Be alert to conditions, work processes, other workers and equipment in order to avoid possible dangers.
28. Ground-fault circuit interrupters (GFCIs) shall be used on all wiring systems- (including generators and welders).
29. Personal protective equipment (PPE) shall be worn in all operations where there is an exposure to hazardous conditions or where the use of such equipment will reduce the hazard.
30. Misuse or willful destruction of property and/or equipment shall not be tolerated.
31. Any openings in floors, slabs, decks, walking surfaces, working surfaces, platforms, etc. which are created by the subcontractor, any of its sub-subcontractor or others whom the subcontractor is responsible for shall be properly protected by the subcontractor to prevent accidents or injury.

HAZARD COMMUNICATION ("RIGHT-TO-KNOW") PROGRAM

Each Subcontractor shall provide copies of MSDS/SDS (in an organized binder) for products/chemicals anticipated to be used at KBDG sites to the KBDG Supervisor. A copy of the Subcontractors supplied MSDS/SDS shall be retained in the field office and updated by the Subcontractor as necessary for the duration of the Project. Each Subcontractor shall be required to keep a set in the job trailer (for the use of their employees).

Each Subcontractor shall be responsible for training his/her own employees in Hazard Communication.

CONSTRUCTION SAFETY EVALUATIONS

KBDG Supervision shall make a daily tour of the jobsite to monitor work operations and take corrective action as necessary. A formal weekly tour shall be performed and documented on the ***KBDG Safety Audit Checklist*** form (available upon request). The dates of the Formal and Documented Inspections shall be transferred to the ***KBDG Monthly Safety Activity Report*** and forwarded to KBDG Safety Director by the 4th of each month.

The results of the Evaluation shall be reviewed with the appropriate Subcontractor and corrective action taken. Ways to prevent recurrence shall be implemented.

SAFETY REVIEW/MEETINGS

Pre-Project Safety Meeting

Each Subcontractor's Foreman shall meet with the KBDG Project Superintendent prior to the commencement of work. The safe way of performing the work and the nature of the hazards should be featured. The meeting shall be documented on the ***KBDG Pre-Project Safety Checklist***.

Weekly Job Meetings

Weekly scheduled Job Meetings shall be held and coordinated by the KBDG Supervisor. Each Subcontractor working on this project shall delegate one representative to attend this meeting which will cover jobsite issues. Safety concerns along with other jobsite issues shall be addressed and ways to eliminate/minimize the hazards/exposure shall be discussed. Appropriate scheduling may resolve the safety items in question. This representative shall have the authority and responsibility to make decisions and corrections and maintain all safety requirements for the Subcontractor.

The KBDG Supervisor may require special Safety Meetings. Each Subcontractor's Representative shall be required to attend.

Weekly Safety Meetings

Each Subcontractor's representative shall conduct a QUALITY Weekly Safety Meeting. Attendance is mandatory.

Accidents and near misses during the previous week shall be reviewed, discussed, and action to prevent recurrence discussed. The safe way of performing the work and the nature of the hazards should be featured. The meeting should be open to general discussion. Ideas brought up by workers should, if practical, be put into practice. If not practical, reasons should be given as to why the idea cannot be used.

Each meeting shall be documented stating: Topic, date, content, meeting presenter and attendees. The Subcontractor shall retain training documentation and a copy forwarded to the KBDG Supervisor.

SUBSTANCE ABUSE PREVENTION PROGRAM

This Site Safety Plan prohibits the manufacture, possession, sale or workers under the influence of illegal substances and alcohol in the workplace. KBDG reserves the right to bar from site any employee convicted of a criminal drug offense in the workplace. All employees must abide by the provisions of the Federal Drug-Free Workplace Act of 1988.

Any worker receiving medical attention due to a work related injury shall be required to submit to a drug screen.

Any worker involved in an incident where property damage is in excess of \$100.00 shall be required to submit to a drug screen.

If there is a "reasonable suspicion" of illegal drug use in the workplace, a worker may be required to submit to a drug screen.

Any worker who tests positive for illegal drugs and/or alcohol shall not be permitted to work on any KBDG project.

Any worker refusing to submit to a drug screen shall not be permitted to work on any KBDG site.

FIRST AID AND EMERGENCY PROCEDURES/ INCIDENT REPORTING, INVESTIGATION & RECORDKEEPING

All injuries, no matter how slight, shall be reported to the KBDG Superintendent.

Emergency phone numbers the job site address shall be posted at every phone.

Each Subcontractor shall be responsible for providing and maintaining appropriate first aid supplies. Only individuals currently certified by the American Red Cross (or equivalent) should administer first aid. The names of these individuals shall be submitted to the KBDG Supervisor. Each Subcontractor shall have at least one certified individual.

Each Subcontractor shall be responsible for providing transportation for any employee requiring outside medical attention.

Each Subcontractor shall be responsible for providing First Aid Attention to "his" workers.

At times, accidents "almost" happen. A matter of inches closer or seconds sooner would have resulted in injury or property loss. Any incident resulting in a "Near-miss" shall be reported to the KBDG Supervisor prior to the end of the work shift. Any incident resulting in a serious injury or property damage shall be reported **IMMEDIATELY!**

An incident resulting in Property/Vehicle Damage will be reported to the KBDG Supervisor IMMEDIATELY. The ***KBDG Incident Report*** Form shall be completed by the Subcontractor and forwarded to the KBDG Supervisor within 24 hours.

Any incident resulting in off-site medical treatment, property damage or "Near Miss" shall be investigated within 24 hours. The Subcontractor shall coordinate the investigation using the ***KBDG Incident Report*** Form within 24 hours. Copies shall be provided to the KBDG Supervisor. Corrective action shall be taken to prevent recurrence.

Each Subcontractor and lower *tier* subcontractors are required to complete the ***Subcontractor Man Hour / Accident Report Form*** (KBDG-01). The completed form shall be provided to the KBDG Supervisor by the Second (2nd) of each month.

DISCIPLINARY ACTION PROCEDURES

The success of KBDG Projects will be to a large extent, dependent upon the cooperation from both KBDG and subcontractor employees, and strict compliance with established safety rules, regulations, policies, etc. All employees are required to comply with the safety rules that apply to the task they are assigned. The purpose of discipline is not to penalize the employee, but to assist in changing undesirable work habits into good ones, thereby eliminating the potential for injury or damage.

In order to be effective, the disciplinary program must be enforced in a fair and consistent manner, taking into account the severity of the undesirable act or condition, which occurred or was present, and any previous disciplinary problems. Fines may be issued to KBDG and subcontractor employees for non-compliance with the Safety Program including violations such as, but not limited to hard hats, eye protection, face protection, etc. Each repeat violation will result in a minimum fine of **\$50.00**.

To insure compliance, infractions of the safety rules, or acts committed by an employee should be handled according to the following progressive discipline guidelines.

Enforcement Procedure:

I. First Offense

A. Verbal Warning

In those instances where an employee is observed committing an undesirable act or condition, the employee is to be informed that his/her actions are jeopardizing his/her or other's safety. The exact nature of the hazard and what is acceptable is to be thoroughly explained to the employee. The violation is to be brought to the attention of the employee's Supervisor and an informal written note made and filed in the Project's Safety file.

If the undesirable act is of a serious nature, a written reprimand may be issued for a first offense.

II. Second Offense

A. Formal Warning Reprimand- *Safety Hazard Notification* Issued.

In the event an employee is observed committing a second undesirable act of the same offense, a [completed] ***Safety Hazard Notification*** shall be issued. This notification will explain in detail, the nature of the hazard and a fine of \$50.00 (minimum per each observation).

Example:

(*) Five (5) Subcontractor employees are observed in the construction area without eye protection. The KBDG Supervisor verbally warns the workers and informs them that eye protection is required at all times. The violation is also to be brought to the attention of the employees' Supervisor. Later that afternoon, the KBDG Supervisor observes the same workers without the proper eye protection. The Subcontractor will receive a ***Safety Hazard Notification*** and a fine in the amount of \$250.00 (5 repeat infractions X \$50.00 each = \$250.00). A copy shall be filed in the Project Safety file.

A deduct Change Order will be issued to the subcontractor for the fines accumulated over the duration of the project.

(*) ALL money collected by KBDG for these violations will be donated to a local charity.

III. Third Offense

- A. A second [completed] **Safety Hazards Notification** issued for the same safety violation by an employee shall result in the employee being removed from the Project and shall not be permitted to return to the site.

Three formal written safety reprimands of various offenses shall result in the employee being removed from the Project and shall not be permitted to return to the site.

An employee may be banned from the jobsite at any time if the violation is flagrant or involves a serious offense (i.e. Riding the headache ball, failure to use required fall protection, etc.).

Subcontractor's Supervisors who are unable or unwilling to secure personnel performance in compliance with the contractual obligations of safety shall not be acceptable as Supervisors and shall be removed from the project.

PERSONAL PROTECTIVE EQUIPMENT

Each Subcontractor shall be required to provide and enforce the use of all personal protective equipment.

Hard hats are required for all individuals and shall be worn as approved by the manufacturer and shall meet the ANSI Standard Z89.1.

Safety glasses with side shields shall be worn while on this Project and shall meet the ANSI Standard Z87.1.

Dark tinted lenses are not permitted while working indoors.

Long pants- No shorts.

Hearing protection shall be required when noise levels exceed 85 decibels.

As a minimum, sturdy work shoes or boots are required for foot protection. No tennis shoes, soft soled shoes or steel toe sneakers shall be permitted.

Shirts with at least 3" sleeves are required.

Work gloves shall be required where hand injuries may occur.

Face shields, in addition to safety glasses, shall be worn when using tools such as grinders, partner saws, block saws and any other similar equipment.

Body Harnesses attached to shock absorbing lanyards/retractable lanyards shall be worn for fall protection-
No Safety Belts.

CONCRETE AND MASONRY

Each Subcontractor shall have available at the jobsite, formwork, shoring erection and removal plans as required.

All masonry and concrete walls greater than 8 feet high shall be adequately braced to prevent overturning and to prevent collapse.

A limited access zone shall be established prior to the start of concrete construction. This zone shall be equal to the height of the wall plus four feet.

All protruding rebar which employees can fall into/onto shall be guarded to eliminate the hazard of impalement. This includes stubbed up conduit and pins driven into the ground for bracing.

Mushroom style rebar caps do not provide adequate protection and shall not be permitted as protection from impalement. These caps shall only be used for scratch protection only.

Employees placing rebar at elevations over six (6) feet above the ground, slab, or other working surface shall be required to use appropriate positioning and fall arrest equipment.

Reinforcing steel may not be hoisted by #9 wire- properly rigged chokers must be used. No overhead hoisting with shake out hooks.

ELECTRICAL

Only trained and qualified personnel shall be permitted to work on electrical/mechanical equipment and installations.

Ground Fault Circuit Interrupters (GFCI) shall be used on all wiring systems - (including generators and welders).

Damaged electrical tools and equipment shall not be permitted on site.

Cords and cables shall either be suspended a minimum of 7 feet above the walking surface (with an insulated hanger) or shall be placed in such a manner to prevent damage or constitute a tripping hazard.

All temporary lights and lighting in trailers shall be protected by guards or shatterproof bulbs.

ENERGY CONTROL/LOCKOUT

Each Subcontractor shall at all times, enforce an energy lockout program when working on or nearby machinery or equipment where the unexpected movement or release of stored energy could endanger employees. Subcontractors shall provide a copy of their Company's Lockout/Tag out Program to the KBDG Supervisor prior to work operations for review.

All energized equipment shall be locked out / tagged out prior to the commencement of work operations. The equipment shall be tested prior to the work operation to ensure that all stored energy has been released.

EXCAVATION & TRENCHING

The Subcontractor shall submit the name of the responsible "Competent Person" regarding Excavations to the KBDG Supervisor. The Subcontractor's Supervisor and the Competent Person shall be responsible for ensuring that his employees and lower tier subcontractors comply with all applicable standards.

Prior to any excavation operation, all underground utilities shall be located.

All trenches and excavations greater than four (4) feet deep shall have an access ladder placed every twenty-five (25) feet of lateral travel.

All excavations greater than 5 feet deep shall be inspected and documented daily on the ***KBDG Daily Excavation Inspection*** form (or equivalent) by the "Competent Person." If environmental conditions change, such as heavy rains, the excavation may warrant additional documented inspections.

All excavations greater than 5 feet deep shall be protected from cave-ins by benching, sloping, shoring or other protective means such as trench boxes.

All spoils shall be kept at least two (2) feet from the edges of the excavation.

Guardrails, fencing, barricades or covers shall protect all excavations.

FALL PROTECTION

The Subcontractor shall submit the name of the responsible "Competent Person" regarding fall protection to the KBDG Supervisor. This individual shall be responsible for ensuring that his employees and lower tier subcontractors comply with the KBDG Site Safety and Health Plan.

All employees working at elevations or exposed to a fall of 6 feet or greater shall be trained in the proper use, inspection and storage of fall protection equipment.

All employees exposed to a fall of six (6) feet or greater shall be protected from falling by using guardrail systems, safety nets, or personal fall arrest systems. This includes steel erection, decking installation, roofing operations and work performed from scaffolds.

Personal fall arrest/restraint systems shall be utilized when occupying any type of aerial lift (**including scissors lifts**).

All personal fall arrest systems shall be attached to an anchorage point capable of supporting a minimum of 5000 pounds or engineered to support twice the maximum intended load.

All lanyards shall be equipped with shock absorbers and locking type snap hooks.

All "holes" or openings greater than 2 inches shall be covered, barricaded by guardrails, or other means that are in compliance with the OSHA standards. If covered, the cover must be secured in place and the marked with "FLOOR COVER – DO NOT REMOVE"

All employees working from ladders exposed to a fall of 6 feet or greater shall be protected from falling by using an appropriate fall arrest system unless the Subcontractor can show that it is not feasible or it creates a greater hazard.

During scaffold erection and dismantling, employees exposed to a fall of 6 feet or greater shall be protected from falls when an appropriate anchorage point is reasonably available unless the Subcontractor can show that such protection creates a greater hazard. Documentation shall be provided to the KBDG Supervisor prior to such operations.

FIRE PROTECTION/PREVENTION

Each Subcontractor shall be responsible for ensuring that all employees and lower tier subcontractors comply with all applicable standards.

All employees shall be trained in the proper type and use of fire extinguishers. Training documentation shall be made available upon request.

Emergency phone numbers shall be posted at phones and personnel entrances.

All spark producing operation shall require the use of fire extinguishing equipment rated not less than 2A-20B:C.

All tarps and blankets shall be constructed of a fire retardant material.

Open fires shall not be permitted.

Use of gas or diesel powered tools and equipment in enclosed spaces shall be avoided at all times. Exceptions may be made only if the use of the power tool(s) and/or equipment is determined necessary by and is authorized by the KBDG Supervisor. In the case of such exceptions, measures shall be taken to ensure adequate ventilation to prevent buildup of exhaust fumes and fuel vapors.

All gasoline and diesel powered equipment adjacent to, or inside a building or structure shall have a fire extinguisher rated not less than 2A-20B:C available for use.

The travel distance from any point to the nearest fire extinguisher shall not exceed 100 feet.

WELDING AND CUTTING

Hot Work Permits may be required for some work operations and shall be issued at the discretion of the KBDG Supervisor.

Proper eye protection shall be worn for welding and cutting operations. Tinted lens safety glasses do not provide adequate protection and shall not be worn.

Torches shall be lighted by friction lighters or other devices, not by matches or from other hot work.

When practical, objects to be welded, cut or heated should be moved to an area free of fire hazards, or if the object cannot be moved, all movable fire hazards shall be moved out of the area, and all other hazards protected.

When the welding, cutting or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel (fire watch) shall be assigned to guard against fire while the operation is being performed and for a sufficient period of time after the completion of the work to insure that no possibility of fire exists. When operations are conducted on walls, floors, and ceilings, steps shall be taken to insure against fire hazards on the opposite side from the work.

A fire extinguisher rated not less than 2A-20B:C shall be immediately available wherever welding or cutting operations are being conducted.

MOBILE MATERIAL HANDLING EQUIPMENT

Absorbent diapers shall be utilized on all equipment where a chance of an oil leak exists.

Damaged/defective equipment shall not be permitted on any KBDG Project.

No Free rigging material off the forks of lifts is allowed on KBDG projects

All vehicles/material handling equipment shall be equipped with functioning backup alarms and warning horns.

Only properly trained and authorized personnel shall be permitted to operate hoisting equipment and mobile equipment. This shall also include powered industrial trucks and forklifts.

Operators of cranes and mobile equipment shall be required to inspect their equipment prior to start up each day to insure that the equipment is in safe operating condition. Defective equipment shall not be used.

Seat belts shall be worn while operating all types of material handling equipment.

Fire Extinguishers shall be located on all types of material handling equipment

CRANES

The Subcontractor shall submit the name of the "Competent Person" for the inspection of rigging, to the KBDG Supervisor. This individual shall be responsible for ensuring that all employees and lower tier subcontractors comply with all standards covered under 29 CFR 1926 Subpart H.

Current annual crane inspections must accompany all cranes. Copies shall be forwarded to the KBDG Supervisor. This document shall remain on file at the jobsite for duration of the project.

Crane operators shall sound the crane's horn to warn individuals of the overhead hazard. Loads shall be routed as to minimize exposure to workers.

Tag lines shall be used when hoisting all material overhead. Exception: Loading and unloading trucks.

Shake-out hooks shall be used for loading/unloading trailers and not used for swinging loads overhead.

Hand signals for crane use shall be posted. Only trained personnel shall be permitted to signal the crane operator. Subcontractors using cranes shall post standard crane signals at the jobsite.

A ***Critical lift Questionnaire*** (or equivalent) shall be completed when the materials being hoisted meet or exceed 75% of the cranes rated capacity.

Crane or Derrick suspended personnel platforms shall not be used unless the erection, use, and dismantling of conventional means of reaching the work site would be more hazardous or not possible.

No hoisting of personnel should be done without the approval of the KBDG Supervisor.

The operation of hoisting equipment in the vicinity of high voltage lines is a recognized construction hazard and as such adequate planning shall eliminate or reduce the exposure as much as possible. The use of hoisting equipment in the vicinity of high voltage lines shall be kept to an absolute minimum. Whenever operating in the vicinity of power lines is unavoidable, measures to safeguard the operation and other employees in the vicinity must be taken and may include:

- instructing employees of hazard;
- deactivation of energized lines;
- installing insulating material on power lines;
- Providing employee as "spotter" to insure that the proper clearance is maintained.

However, when the operation of hoisting equipment in the vicinity of power lines is unavoidable, the requirements under 29 CFR 1926 Subpart N, must be maintained.

MOTOR VEHICLES

All vehicles brought on to any KBDG Project shall be insured per KBDG Insurance requirements specifications.

Operators of motor vehicles shall carry a valid driver's license.

All vehicles entering/leaving the Project shall be subject to search.

HOUSEKEEPING

Rubbish, Debris, waste, and useless material constitute fire and accident hazards and shall be removed from the work area as fast as they accumulate, but no less often than daily.

Nails shall be bent over or removed from all construction material.

All formwork shall be promptly removed to storage/staging areas after stripping operations are completed.

All stairways, corridors, ladders, catwalks, ramps, passageways and work platforms shall be kept clear of loose material and trash.

Hoses, welding leads, electrical cords, etc. shall be placed overhead or out of walkways in such a manner as to eliminate tripping hazards.

Oily rags, flammable liquids and other similar materials subject to spontaneous combustion shall be placed in fire resistant covered containers and disposed of daily.

Materials and supplies shall be kept from edges of hoist ways, stairways, floor openings and when exterior walls are being built away from the perimeter of the building.

Tools shall not be strewn about where they may cause tripping and/or falling hazards and shall be properly collected and stored at the end of the day.

Upon completion of work in an area, thorough clean-up shall be done prior to relocating to another work area.

Access areas and work surfaces are to be maintained in a mud/rut free condition by use of stones or other aggregate material to eliminate the possibility of slips, trips, or falls.

Workers shall be instructed to practice required housekeeping as part of their assigned duties.

Subcontractors shall maintain an orderly worksite free from accumulations of construction debris. Clean up shall be performed on an ongoing basis. Any trash, debris, or liquid that poses a possible threat of fire or safety shall be removed from the premises immediately. If, after 24 hours' notice by KBDG to the Subcontractor, the Subcontractor has not diligently proceeded with the clean-up work as outlined in this section, then KBDG has the right to proceed with the clean-up work at the Subcontractor's cost and expense.

SIGNS AND SIGNAGE

Each Subcontractor shall provide and properly locate and maintain warning signs, lights, barricades, railings and other safeguards for the protection of workers and others on, about, or adjacent to their work, as required.

AERIAL WORK PLATFORMS

Each Subcontractor shall ensure that aerial lift platform operators have been trained in accordance with the manufacturer's operation manual before operating the aerial lift platforms.

Personal fall arrest/restraint systems shall be utilized when occupying any type of aerial lift (**including scissors lifts**). Lanyards attached to scissors lifts shall be adjusted to restrain the worker from falls.

All personal fall arrest systems shall be attached to an anchorage point capable of supporting a minimum of 5000 pounds or engineered to support twice the maximum intended load.

Barricades, signs or spotters shall be used below any overhead work area in aerial lifts or in scissors lifts when working outside lifts footprint.

Steps, ladders, or similar items shall not be placed on platforms to provide additional reach.

Aerial work platforms shall not be "field modified" for uses other than those intended by the manufacturer unless the modification has been certified in writing by the manufacturer.

Gates and mid-chains shall be kept closed and locked when in use.

OVERHEAD WORK OPERATIONS

When overhead work poses a hazard, the floor/ground area below shall be barricaded and posted with a sign to read "DANGER, KEEP CLEAR, and PERSONNEL WORKING OVERHEAD."

CONFINED SPACE ENTRY

Subcontractors who anticipate entering confined spaces must first provide the KBDG Supervisor with a copy of their Company's Confined Space Program in accordance with 29 CFR 1910-General Industry Standards.

No worker shall be permitted to enter a Permit Required Confined Space unless the atmosphere has been tested and the worker is properly trained.

An approved confined space entry permit shall be utilized.

LADDERS & SCAFFOLDS

Each Subcontractor shall submit the name of the "Competent Person" regarding ladders and scaffolds to the KBDG Supervisor. This individual shall be responsible for ensuring that "his" employees and lower tier subcontractor employees comply with all applicable standards.

All Scaffolds shall be erected, moved, or dismantled only under the supervision of his employer's "Competent Person."

Each Subcontractor shall provide safe access to all scaffolds/work platforms.

All scaffolds shall be inspected and TAGGED by the Competent Person prior to use and following any modifications.

Employees working from scaffolds, exposed to a fall of 6 feet or greater, shall be protected by guardrails, safety nets, or personal fall arrest systems.

Employees are not permitted to ride mobile scaffolds.

During scaffold erection and dismantling, employees exposed to a fall of 6 feet or greater shall be protected from falls when an appropriate anchorage point is reasonably available unless the Subcontractor can show that such protection creates a greater hazard. Documentation shall be provided to the KBDG Supervisor prior to such operations.

Periodically, the Subcontractor's "Competent Person" shall inspect ladders for visible defects. Damaged ladders shall be withdrawn from service until repaired.

Approved access ladders (No stepladders) shall be provided on all scaffolds. Climbing the scaffold bucks or cross bracing shall not be permitted.

Metal ladders shall not be used around electrical installations and at the discretion of the KBDG Superintendent.

When ladders are used to access upper elevations, the side rails shall extend at least three (3) feet above the landing.

Stepladders shall not be used as straight ladders - stepladders shall be fully opened with the spreaders locked.

All straight ladders shall have "safety feet" and must be secured against displacement.

Employees working from ladders, exposed to a fall of 6 feet or greater, shall be required to wear and use appropriate fall protection unless the Subcontractor can show that it is not feasible or creates a greater hazard.

RESPIRATORY PROTECTION

Each Subcontractor using respiratory protection shall submit the name of the "Qualified Person" regarding respiratory protection to the KBDG Supervisor. This person shall be responsible for ensuring that "his" employees and lower tier subcontractor employees comply with all applicable standards.

When possible, all hazards shall be eliminated by accepted engineering controls. When not feasible, appropriate respiratory protection shall be provided by the Subcontractor.

Employees performing tasks that require the use of respiratory protection shall receive a medical evaluation and appropriate training prior to donning the respirator.

Each respirator wearer shall be properly fit-tested. Documentation shall be kept on file at the job site.

TOOLS - HAND / POWER / AIR

The Subcontractor Supervisor shall be responsible for ensuring that all workers and lower tier subcontractors comply with all applicable standards.

Damaged/Defective tools shall not be permitted on KBDG sites.

Guards and/or safety devices shall not be removed, altered, blocked, or circumvented in any way.

Makeshift or jury-rigged tools shall not be permitted on any KBDG Project.

Face shields, in addition to safety glasses, shall be worn when using tools such as grinders, partner saws, block saws, or similar tools or equipment.

All personnel using powder-actuated tools shall be able to provide documentation (cards) of adequate training, by the manufacturer' representative.

Powder actuated tools shall not be loaded until immediately before use. "Spent" loads shall be discarded in trash receptacles and not on the ground.

Pneumatic air and power tools shall be secured to the hose or whip in a positive manner to prevent accidental disconnection.

Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.

BULK STORAGE AREAS

The KBDG Supervisor shall designate fuel storage and lay down areas.

“No Smoking or Open Flame” signs shall be conspicuously posted at fuel storage areas. Appropriate fire extinguishers shall be located in the immediate area.

Fuel storage tanks shall be placed in containments or diked to contain spills. Two (2) layers of six- (6) mil plastic shall protect the ground area inside the berm/dike. All seams of the plastic layers shall be sealed so not to allow leakage of fluids.

All large fuel storage tanks shall be grounded.

All containers shall be clearly marked to show the contents.

Unless in the original container, only UL approved metal (no plastic) safety cans with flash arrestors shall be used for the handling and use of flammable and combustible liquids of five (5) gallons or less.

Oxygen and Acetylene bottles shall be stored at least twenty (20) feet apart or separated by a firewall. A fire extinguisher shall be located within seventy-five (75) feet of travel.

All stored compressed cylinders shall be capped and secured in an upright position. “No Smoking” signs shall be posted.

HAZARDOUS MATERIALS

Subcontractors shall be required to IMMEDIATELY notify the KBDG Supervisor of any spillage of hazardous materials, regardless of the quantity.

Drums or other containers uncovered during excavation operations shall be reported immediately to the KBDG Supervisor.

When the disposal of hazardous waste is necessary, a proper manifest shall be required. Copies of all manifests shall be forwarded to the KBDG Supervisor.



Kajima Building & Design Group, Inc.

**EMERGENCY/CONTACT
PERSONNEL**

Subcontractor Name _____

Project Name/Address _____

Subcontractor's Project Manager:

Name _____

Phone/Pager _____

Subcontractor's Project Foreman:

Name _____

Phone/Pager _____

Subcontractor's On-Site Safety Rep:

Name _____

Phone/Pager _____

Subcontractor's On-Site Employee with a current certification in First aid/ CPR

Name _____

Phone/Pager _____

Name of Subcontractor's On-Site "Competent Person" (if applicable) regarding:

Trenching/Excavation _____

Fall Protection _____

Rigging _____

Ladders/Scaffolds _____

Name of Subcontractor's On-Site Qualified Person for Steel Erection



Jobsite: _____ Date: _____

Competent Person: _____

If evidence of cave-ins or slides is apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard workers.

Use a "checkmark" to indicate yes or fill in blank with applicable information or description.

<input type="checkbox"/>	Utilities Contacted
<input type="checkbox"/>	Excavation/trench four (4) or more feet deep. If so; adequate means of exit such as ladders, steps or ramp located within 25 feet of lateral travel.
<input type="checkbox"/>	Excavation/trench five (5) or more feet deep. If so; shoring, sloping or guarding in place.
<input type="checkbox"/>	Spoils retained a minimum of two (2) feet from edge of excavation.

Soil Type and Conditions				
Soil Type:	<input type="checkbox"/> Stable Rock	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C
Description:	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Stable	<input type="checkbox"/> Unstable
Soil Conditions:	<input type="checkbox"/> Frost	<input type="checkbox"/> Dry	<input type="checkbox"/> Saturation	<input type="checkbox"/> Partial Saturation

Excavation Site Description	
Location : _____	Area Congested: <input type="checkbox"/> Yes <input type="checkbox"/> No
Trench: Depth _____	Width _____ Length _____ Intersect or Angular (circle one)
Utilities Stake Date: _____	Open Date/Time _____ <input type="checkbox"/> Right-of-Way Access OK
Crossing Trench: <input type="checkbox"/> Lines	<input type="checkbox"/> Road/Alley
Parallel to Trench: <input type="checkbox"/> Lines	<input type="checkbox"/> Road/Alley <input type="checkbox"/> Building(s) <input type="checkbox"/> Pole Bracing
<input type="checkbox"/> Overhead Lines (clearance) _____	<input type="checkbox"/> Structural Bracing
<input type="checkbox"/> Registered Professional Engineer (RPE) Consulted (reason): _____	<input type="checkbox"/> required for excavations over 20 feet deep
Other: _____	
Describe any changing conditions, plans, or shoring equipment damage: _____	

Protection System Selected		
<input type="checkbox"/> Hydraulic Shoring System	<input type="checkbox"/> Timber Shoring System	<input type="checkbox"/> Trench Shield
<input type="checkbox"/> Sloped Angle of Repose	<input type="checkbox"/> Benched	<input type="checkbox"/> Unsupported Wall - Height _____ (max 5" only for stable rock or Type A soil)

KBDG-Daily Excavation Inspection Form Page 2

Soil Conditions			
Manual Tests:	<u>Cohesive</u>	<u>Fissured Cohesive</u>	<u>Granular</u>
*Will normally be performed by a testing lab			
Plasticity & Pat Tests:			
Thread Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ribbon Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Dry Strength	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thumb Penetration	<input type="checkbox"/> Type A (1/4" or less)	<input type="checkbox"/> Type B (1/4" to 1")	<input type="checkbox"/> Type C (1" or more)
*Pocket Penetrometer Test: _____			
*Other Test: _____			
Note: If one manual & visual test for each is not done, trench must be sloped or shored for Type "C" Soil,			
Visual Tests (recommend doing as many as possible):			
	<u>Cohesive</u>		<u>Granular</u>
Soil Pile:	<input type="checkbox"/> Remains in clumps		<input type="checkbox"/> Breaks up easily
	<input type="checkbox"/> Fine grained clay		<input type="checkbox"/> Coarse grained silt, sand or gravel
Trench Sides	<input type="checkbox"/> Stands vertical over 2 hours		<input type="checkbox"/> Sloughs into trench
	<input type="checkbox"/> Fine grained clay		<input type="checkbox"/> Coarse grained silt, sand or gravel

Hazard Indicators
Fissures: <input type="checkbox"/> Trench side (cracks or spalls) <input type="checkbox"/> Top of trench (cracks, openings)
<input type="checkbox"/> Soil layers slope into trench 4:1 or steeper (possible wedge failure)
<input type="checkbox"/> Rock layer above soil layer
<input type="checkbox"/> Seepage into trench from sides, surface or bottom (circle applicable area)
<input type="checkbox"/> Water up to ½ of trench depth within last 24 hours (trench should be visually inspected prior to workers entering)
<input type="checkbox"/> Vibration sources may effect trench stability (pile driving, heavy traffic)
<input type="checkbox"/> Prior or existing excavation: crossing trench or parallel (circle one)
<input type="checkbox"/> Sloughing of sides into trench at 3:1 slope or steeper (shoring or trench box should be used)
<input type="checkbox"/> Crane setting up near trench/excavation (check for fissures and soil stability even at distances far from the trench)

Weather Conditions					
Date of Inspection:	Clear	Overcast	Rain	Other	Inspected By:
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

KBDG INCIDENT REPORT – TYPE OF INCIDENT:

- PERSONAL INJURY
 ILLNESS
 HOSPITALIZATION OR FATALITY: PRIVILEGED AND CONFIDENTIAL – ATTORNEY WORK PRODUCT PREPARED IN ANTICIPATION OF LITIGATION

JOB NAME _____ JOB NO. _____ OSHA 300 LOG CASE NUMBER _____

JOB ADDRESS _____

DATE AND TIME OF ACCIDENT _____ A.M. P.M.

PHOTOGRAPHS TAKEN YES NO IF YES, BY WHOM _____

PERSON INJURY REPORTED TO _____ DATE REPORTED _____

1. INJURED PERSON MALE FEMALE

INJURED'S NAME _____ SOCIAL SECURITY NO. _____

DATE OF BIRTH _____ NO. OF DEPENDENTS _____

MARITAL STATUS _____ HOME TELEPHONE NO. _____

HOME ADDRESS _____ CRAFT/YRS EXPERIENCE _____

DATE OF HIRE/ON JOB _____

2. ABOUT THE INJURY/ILLNESS (CHECK ALL THAT APPLY)

INJURY CLASSIFICATION	CAUSE OF INJURY	TYPE OF INJURY
<input type="checkbox"/> NOTIFICATION ONLY <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> MEDICAL TREATMENT <input type="checkbox"/> EMERGENCY ROOM TREATMENT <input type="checkbox"/> HOSPITALIZED OVERNIGHT-INPATIENT <input type="checkbox"/> OSHA RECORDABLE <input type="checkbox"/> FATALITY- DATE/TIME _____ <input type="checkbox"/> OTHER _____	<input type="checkbox"/> STRUCK BY <input type="checkbox"/> STRUCK AGAINST <input type="checkbox"/> CAUGHT BETWEEN <input type="checkbox"/> FALL/SLIP/TRIP <input type="checkbox"/> LIFTING <input type="checkbox"/> CONTACT WITH SUBSTANCE OR MATERIAL <input type="checkbox"/> REPETITIVE MOTION <input type="checkbox"/> WORKPLACE VIOLENCE <input type="checkbox"/> AUTO WITH INJURY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> BURN <input type="checkbox"/> LACERATION <input type="checkbox"/> ABRASION <input type="checkbox"/> CONTUSION <input type="checkbox"/> DERMATITIS <input type="checkbox"/> FOREIGN BODY <input type="checkbox"/> PUNCTURE <input type="checkbox"/> FRACTURE <input type="checkbox"/> MUSCLE STRAIN/SPRAIN <input type="checkbox"/> DISLOCATION <input type="checkbox"/> ALLERGIC REACTION <input type="checkbox"/> OTHER _____

NAME OF MEDICAL PROVIDER _____

ADDRESS OF MEDICAL PROVIDER _____

(CHECK AND CIRCLE APPROPRIATE LETTER - WORD - NUMBER)	CHECK PERSONAL PROTECTIVE EQUIPMENT USED
<input type="checkbox"/> EYE (R. L. BOTH) <input type="checkbox"/> HEAD, NECK, FACE <input type="checkbox"/> KNEE (R. L. BOTH) <input type="checkbox"/> CHEST <input type="checkbox"/> BACK (UPPER – MIDDLE - LOWER) <input type="checkbox"/> JOINT (SPECIFY R. L.) _____	<input type="checkbox"/> ARM (R. L. BOTH) <input type="checkbox"/> HAND (R. L. BOTH) <input type="checkbox"/> FINGERS (R. L.) TH-1-2-3-4 <input type="checkbox"/> FEET (R. L. BOTH) <input type="checkbox"/> TOES (R. L.) 1-2-3-4-5 <input type="checkbox"/> LEG (R. L. BOTH) <input type="checkbox"/> ABDOMEN <input type="checkbox"/> BUTTOCKS <input type="checkbox"/> ANKLE (R. L. BOTH) <input type="checkbox"/> GROIN <input type="checkbox"/> HARD HAT <input type="checkbox"/> SAFETY GALSSES <input type="checkbox"/> GLOVES <input type="checkbox"/> RESPIRATOR <input type="checkbox"/> BODY HARNESS <input type="checkbox"/> OTHER _____

3. NARRATIVE (Use Additional Paper If Necessary)

What was the employee doing just before the incident occurred? Describe the activity as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

What happened? How did injury occur? *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

What was the injury or illness? What part of the body was affected and how was it affected. Be more specific than "hurt"; "pain"; or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

What object or substance directly harmed the employee? *Example:* "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

4. EMPLOYER'S INFORMATION

WAS THE EMPLOYEE'S FIRST REPORT OF INJURY FORM GIVEN TO KBDG (IF SO, ATTACH TO REPORT)

NO

YES

DATE: _____

EMPLOYEE'S OSHA 300 LOG CASE # _____

NAME OF EMPLOYER _____

TELEPHONE #.
OF EMPLOYER _____

ADDRESS OF EMPLOYER _____

SUPERINTENDENT/
FORMAN'S NAME _____

SAFETY CONTACT PERSON _____

DO YOU KNOW OF ANY REASON THIS CLAIM SHOULD BE CONTESTED?

NO

YES

REASON _____

5. ABOUT THE ACCIDENT

WITNESS: NAME _____

ADDRESS _____

TELEPHONE # _____

EMPLOYER _____

WERE STATEMENTS OBTAINED

NO

YES (PLEASE ATTACH)

WERE ANY OTHER EMPLOYER'S TOOLS, PERSONNEL, OR EQUIPMENT CONTRIBUTING FACTORS

NO

YES

IF YES, COMPLETE
BELOW

EMPLOYER'S NAME _____

EMPLOYER'S ADDRESS _____

EMPLOYER'S TELEPHONE _____

USE SEPARATE SHEETS FOR ANY OTHER WITNESSES OR ADDITIONAL INFORMATION YOU FEEL MAY BE PERTINENT.

NARRATIVE – NATURE OF INVOLVEMENT

HAS THIS INCIDENT BEEN REPORTED TO OSHA? YES NO

DATE/TIME _____

CONTACT NAME _____

NOTE: Follow accident reporting instructions listed in the Accident Reporting Procedures Manual for all accidents. Follow Catastrophic Accident Reporting Procedures in the event of hospitalization and/or fatality. Any hospitalization and/or property damage in excess of \$500.00 requires the employer to implement substance abuse testing per the drug and alcohol policy.

Send one copy via fax to the Safety Director and one copy via fax to the National Safety Coordinator @ (201) 518-1532.

SIGNATURES:

SUPERINTENDENT _____

DATE _____

PREPARER _____

DATE _____

"Job Hindrances interrupt or interfere with the orderly progress of the job."

SUPERVISOR'S INVESTIGATION REPORT

Name		Age	Time	Date																		
Department - Shift		Job		How long on this job?																		
What Happened?			Describe what took place or what caused you to make this investigation.																			
Why Did It Happen?			Get all the facts by studying the job and situation involved. Question by use of WHY - WHAT - WHERE - WHEN - WHO - HOW																			
What Should Be Done and Who Is Assigned To Correct?			Determine which of the 12 items under EMP require additional attention. <table border="0"> <tr> <td><u>Equipment</u></td> <td><u>Material People</u></td> </tr> <tr> <td>Select</td> <td>Select</td> </tr> <tr> <td></td> <td>Select</td> </tr> <tr> <td>Arrange</td> <td>Place</td> </tr> <tr> <td></td> <td>Place</td> </tr> <tr> <td>Use</td> <td>Handle</td> </tr> <tr> <td></td> <td>Train</td> </tr> <tr> <td>Maintain</td> <td>Process</td> </tr> <tr> <td></td> <td>Lead</td> </tr> </table>		<u>Equipment</u>	<u>Material People</u>	Select	Select		Select	Arrange	Place		Place	Use	Handle		Train	Maintain	Process		Lead
<u>Equipment</u>	<u>Material People</u>																					
Select	Select																					
	Select																					
Arrange	Place																					
	Place																					
Use	Handle																					
	Train																					
Maintain	Process																					
	Lead																					
What Have You Done Thus Far And What Is The Anticipated Completion Date?			Take or recommend action, depending upon your authority. Follow up - was action effective?																			
How Will This Improve Operations?			OBJECTIVE Eliminate job hindrances																			
Investigated by	Date	Reviewed by	Date																			



Kajima Building & Design Group, Inc.

**SAFETY HAZARDS
NOTIFICATION FORM**

To: **Company:** **Title:**
From: **Company:** **Title:**
Project: _____

SAFETY HAZARD: The following unsafe actions or conditions were noted and must be corrected.

Received by: **Date:**

CONTRACTOR RESPONSE: I have taken the following action(s) to correct the above noted items:

Signed: _____ Date: _____

The above listed items must be corrected within 24 hours of receipt of this form unless specified. **IMMEDIATELY** return this form to the Superintendent – keep a copy for your file.

DISCLAIMER:

The report of the above items are not intended to indicate that other unsafe conditions do not exist nor is it intended to imply that other violations and/or hazards not observed or reported thereon are safe and under control at the time of this survey. You are not in any way relieved of your complete responsibility for compliance with OSHA regulations for safety, health, and security of your employees or work areas under your control.

cc: Project file
 Safety Director



Kajima Building & Design Group, Inc.

**VISITOR WAIVER
AND RELEASE**

This WAIVER AND Release if entered into this _____ day of _____
by _____ (hereinafter
"VISITOR") AND KAJIMA BUILDING & DESIGN GROUP, INC., (HEREINAFTER "CONTRACTOR").

WHEREAS, CONTRACTOR has advised VISITOR that the construction site is not ordinarily suitable for visits or inspections by persons other than construction personnel, building inspectors or similar individuals and that the site may not, due to the nature of the construction, be completely free of any obstacles, obstructions or other hazards which may cause injury to visitor and, _____.

WHEREAS, VISITOR understands that the construction site is not risk free and that he/she has been advised that in order to access the site a Waiver and Release must be provided to CONTRACTOR agreeing to hold the CONTRACTOR harmless and free from any fault or responsibility for any injury, damage or harm which might result because of any condition or construction operation ongoing at the site, _____.

NOW THEREFORE, the parties, in exchange for their mutual agreements, hereby agree as follows:

1. The representations set forth above are true and correct.
2. VISITOR agrees to hold the CONTRACTOR harmless from any and all damage caused by any accident, injury or other harm which visitor may incur as a result of a visit to the project site which is to occur on or about _____.
3. VISITOR hereby waives any claim against CONTRACTOR, its parent and affiliated companies, and/or its insurance carriers for any action, cause of action or entitlement which VISITOR may have which arises or might arise as a result of the VISITOR, visiting, inspecting or viewing the project site at which the CONTRACTOR is currently working or has performed work.
4. This Agreement is intended to be a full waiver of claims against the CONTRACTOR, its parent and affiliated companies, and its insurance carrier, it being understood and agreed that the CONTRACTOR would not ordinarily permit VIISITOR to inspect the project site but is doing so only in consideration of it being granted a full release from any potential claim which might arise as a result of such a visit.

KAJIMA BUILDING & DESIGN GROUP, INC.

VISITOR:

By: _____

By: _____

Witness: _____

By: _____

Date: _____

Date: _____



- 1. CRITERIA
 - ___ LOAD EXCEEDS 75% OF LOAD CHART FOR CRANE OR DERRICK
 - ___ TWO OR MORE CRANES/BOOMS REQUIRED
 - ___ SPECIAL HOISTING/RIGGING EQUIPMENT WILL BE UTILIZED
 - ___ OTHER - SPECIFY _____

- 2. DESCRIPTION OF OBJECT TO BE RAISED _____

- 3. HOW WEIGHT OF OBJECT WAS OBTAINED
 - A. CERTIFIED SCALE WEIGHT _____ TICKET # _____
 - B. CALCULATED INDEPENDENTLY BY MORE THAN ONE SOURCE
 - 1. SOURCE _____ WEIGHT _____
 - 2. SOURCE _____ WEIGHT _____
 - C. IF LIFT IS AN EXISTING ITEM (BEING REMOVED OR DEMOLISHED), THE WEIGHT IS TO BE RECALCULATED, TAKING INTO ACCOUNT ALL MODIFICATIONS INCLUDING INTERNAL, AS WELL AS AN ALLOWANCE FOR SCALE, SEDIMENT, SLUDGE, INSULATION, LIQUID, ETC.
 - 1. SOURCE _____ WEIGHT _____
 - 2. SOURCE _____ WEIGHT _____

- 4. DESCRIPTION & WEIGHT OF ALL RIGGING EQUIPMENT & CRANE ATTACHMENT DEDUCTIONS FROM LOAD CHARTS. _____

SOURCE _____ WEIGHT _____

- 5. TOTAL WEIGHT OF OBJECT, RIGGING & LOAD CHART DEDUCTIONS.
SOURCE _____ WEIGHT _____

- 6. EQUIPMENT AND LIFT RELATIONSHIP
 - A. CRANE MAKE _____
 - B. MODEL _____
 - C. MAXIMUM OPERATING RADIUS _____
 - D. PLANNED OPERATING RADIUS _____
 - E. ALLOWABLE LOAD (FROM LOAD CHART) _____
 - F. RATIO OF LIFT TO ALLOWABLE LOAD _____
 - G. CLEARANCE BETWEEN BOOM & LIFT _____
 - H. CLEARANCE TO SURROUNDING FACILITIES _____
 - I. CLEAR PATH FOR LOAD MOVEMENT _____

CRITICAL LIFT QUESTIONNAIRE
PAGE 2 OF 2

7. HAS ALL LIFTING EQUIPMENT AND RIGGING BEEN INSPECTED AND FOUND IN ACCEPTABLE CONDITION FOR THIS LIFT _____

8. STABILITY OF GROUND AREA:
 - A. SOIL BEARING CAPACITY _____ SOURCE _____
 - B. ARE MATS REQUIRED _____ SIZE & NUMBER _____
 - C. ANY UNDERGROUND INSTALLATIONS NEED SPECIAL TRTMNT _____
 - D. RATIO OF SOIL BEARING CAPACITY TO ACTUAL _____
9. WILL A WRITTEN LIFT PLAN & LIFT DRAWINGS BE REQUIRED FOR THIS LIFT _____
10. TYPE OF COMMUNICATIONS TO BE UTILIZED AND SPECIFIC RESPONSIBILITIES OF COMMUNICATORS _____
11. WHAT ARE WIND & WEATHER RESTRICTIONS _____

12. HOW WILL LIFT AREA BE KEPT CLEAR OF UNNECESSARY PERSONNEL

13. ANY SPECIAL CONDITIONS THAT LIFT PERSONNEL NEED TO BE AWARE OF _____

CRITICAL LIFT APPROVALS

1. CRANE INSPECTORS - NAME _____
2. RIGGING INSPECTORS - NAME _____
3. RIGGING SUPERINTENDENT - NAME _____
4. LIFT SUPERVISOR - NAME _____
5. PROJECT ENGINEERING - NAME _____
6. PROJECT MANAGER - NAME _____
7. SIGNAL MEN-NAME _____
8. CRANE OPERATORS - NAME _____

DON'T FORGET THE LAW OF GRAVITY!!

