

# Section 10 Brieser Construction SH&E Manual

January

# 2018

Education and training are the foundations of a Safety and Health Management System. If the hazards aren't known, prevention can't be practiced. New employees must be trained, and continuing education is a fact of today's business world. Safety is no exception. All employees are properly trained for their assigned tasks while working at Brieser Construction.

## Safety Education & Training

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## Safety Education & Training Brieser Construction

### Purpose

The purpose of this program is to address the types of training and educational classes that a Brieser employee is expected to complete during their time here. Brieser recognizes several functional responsibilities as it relates to field craft. They are:

- SSE employees
- Transitional Employees
- Established Employees
- Competent Person
- Field Manager (Under development)

### Responsibilities

*The Program Administrator: Brieser Safety Manager*

This person is responsible for:

- Issuing and administering this program and making sure that it satisfies all applicable requirements in Section 10 of Brieser Construction Safety Manual.
- The Safety Manager or his designee will conduct Orientation I Training needed by the Short Service Employee (SSE) by job description
- Adequately training all designees to properly administer Orientation I Training
- Ensuring that (SSE) employees receive “new” composition handbook identifying the Date, Site, Foreman and Mentor assigned to new employee at each job location.
- Maintaining training records for all employees included in the training sessions

*Project Managers, Superintendents and Foreman*

These people are responsible for:

- Ensuring the Short Service Employee is appropriately identified as per this plan, and makes initial assignment of Mentor/Coach.
- Ensuring that the Short Service Employee mentor maintains proper knowledge and skills in particular jobs he assigns to the SSE.

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- Will assign and serves as a mentor and has reviews with the Short Service Employee regarding any additional hazards associated with any specific task, as well as any emergency equipment of procedures under his job responsibilities.
- Ensure that Short Service Employee Mentor is adequately training SSE.
- Ensure Short Service Employee is gaining the particular knowledge and skills listed in Brieser Safety Manual, Section 10, for SSE- I, SSE-II and SSE-III.
- Will notify customer of SSE Program and SSE personnel on site when required.
- Ensure SSE's are receiving at least an hour of contact time with a mentor
- Follow all Brieser Construction Company safety rules and policies.
- Ensure that all Brieser subcontractors adhere to this policy

### *Mentors*

These people are responsible for:

- Mentors should have the complete and thorough understanding of their role, responsibility and accountability for the SSE.
- Have the desire, a patient disposition, and be willing to devote the necessary time to succeed as a mentor.
- Will be the designated person(s) at the site who is responsible and accountable for guiding and monitoring the performance of the Short Service Employee.
- Possess the knowledge and skills in the job tasks that are assigned a Short Service Employee.
- Be willing and able to effectively listen to SSE to determine if the SSE is learning and retaining the knowledge being shared.
- Provide a "Positive" Safety Attitude, avoid criticism, and strive to build confidence and self-esteem in the SSE.
- Be able to teach SSE Brieser Construction Safety and Health policies and Safety Culture.
- Refrain from taking short cuts and doing anything hazardous to health or safety.
- Write down your name and contact hours in the SSE's composition handbook each time you help, train or otherwise instruct an SSE.
- Follow all Brieser Construction Company safety rules and policies.

### *Short Service Employee*

These people are responsible for:

- The SSE will attend Orientation I training. He will follow instructions as set forth by the SSE Mentor and the site Foreman or Superintendent.

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- SSE must complete all three phases of the SSE program and pass with a minimum score of 80% on each section test. Only after meeting these prerequisites, will an employee be removed from the Short Service Employee process.
- Will be required to wear a green hardhat signifying he/she is a Short Service Employee until such time as his Short Service term has lapsed and successfully completed.
- Be willing to gain the knowledge and skill to be able to perform in a safe and environmentally sound manner
- Stop and report unsafe conditions at any time.
- Report all injuries immediately.
- Participate in safety meetings, TSTI's/JHA.
- Have knowledge and documentation in the SSE composition handbook with the Date, Site, Foreman and Mentor that is assigned to SSE.
- Carry at all times the Brieser Employee Safety Handbook
- Follow all of Brieser Construction Company safety rules and policies.

## Definitions

Short Service Employee (SSE) - Employees who apply to Brieser with less than 6 months of experience working for Brieser Construction and has completed the Brieser Orientation I

Transitional Employee- An employee who has completed the SSE program

Established Employee- An employee who has completed the SSE program and Brieser Orientation II or has over 1800 hours of experience working in the field for Brieser Construction

Competent Person- Employees, who have met the requirements of an Established Employee, completed the Brieser Job Supervisor class and have also completed the required Safety training classes such as Excavation or Confined Spaces. All three aspects must be met to be considered a Brieser Competent Person in each employee's area of expertise. Do not confuse the term Brieser Competent Person as being ubiquitous, one employee may be competent in many areas such as Excavation Competent Person or Fall Protection Competent Person.

A record of Brieser Competent Person's is maintained by the Brieser Safety Department and may be requested at any time.

The OSHA definition: "competent person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them". By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to

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the specific operation, and has the authority to correct them. Some standards add additional specific requirements which must be met by the competent person.

Field Manager- employees who have met the requirements of a Competent Person and have also completed the required Safety training classes as outlined in the Schedule of Brieser Safety & Educational Courses (Yet to be developed)

Mentoring – a process of transferring skills and knowledge from one person to another in a work environment. A mentor must have 1800 hours of service as a Brieser employee as a minimum.

Supervisor/Foreman\_ - This individual shall be responsible for the direct supervision of the employee.

Short Service Employee (SSE) – Person with less than 900 hours of current continuous service with Brieser Construction are considered a “Short Service Employee”, (unless exempt)

This definition is based on recognition of the following:

1. New hires that are fresh to their craft, whether coming fresh from union hall or another line of work, we understand that these individual do not have the knowledge base to immediately recognize and understand the hazard in the workplace.
2. Personnel coming to work for Brieser Construction Company from within the industry may not have the safety focus expected of our employees here at Brieser Construction.
3. When a change in work environment occurs, the ability of an individual to fully recognize all of the hazards in his work environment is diminished due to their unfamiliarity. Time is required, along with coaching and training, for the (SSE) to safely acclimate to the Brieser Safety Culture.

Short Service Employee Mentor - a Brieser employee with no less than 1800 hours of experience is assigned to the SSE by a field Foremen or Superintendent. This employee serves as a mentor and has reviews with the Short Service Employee regarding any additional hazards associated with any specific task as well as any emergency equipment or procedures under his job responsibilities. This employee will also administer Orientation I in the field upon being assigned an SSE employee.

Composition Handbook – a 4½ in x 3¼ in narrow ruled composition book. This booklet is given to the SSE at Orientation I. The book is to be kept available for inspection at the jobsite at all times. The booklet must contain the date, site name, active foreman and SSE mentors name.

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Safety Trainer Designee – A trained Established Brieser employee or 3<sup>rd</sup> party safety consultant that have been trained by the Brieser Safety Department to administer the Brieser Orientation I

### **Program Elements**

#### **SSE Employee**

The purpose of this program is to identify, adequately supervise, train and manage Brieser Construction field SSE's who have less than 900 hours of experience in order to prevent injury and harm to themselves, others, the property which they are servicing and the surrounding.

#### **Policy**

Any Brieser Construction field employee or subcontractor of Brieser Construction who has less than 900 hours of service in the same job/position with Brieser Construction is considered to be a Short Service Employee (SSE).

#### **Training- Orientation I**

A minimum level of orientation training will be provided for all Short-Service Employees regardless of job assignment. The training content known as; Orientation I will be taken from our Brieser Employee Safety Handbook. In addition, workplace specific training will be necessary based on the hazards at each job-site location and the tasks the SSE is expected to perform. These hazards will be identified by a Brieser Foreman/Superintendent and training of identified hazards will either be addressed in the classroom or out in the field, depending upon the complexity. Topics which are covered in Orientation I are:

- I. INTRODUCTION 4
- II. COMPANY PURPOSE 5
- III. COMPANY VALUES 5
- IV. MISSION STATEMENT 6
- V. RIGHT UNDER OSHA VPP 6
- VI. JOB DESCRIPTION 10
- VII. GENERAL INFORMATION 19
  - A. Personal Safety 19
  - B. Protective Clothing 20
  - C. Incident Reporting 21
  - D. HOUSEKEEPING 22
  - E. CONDUCT 22
- VIII. TOOLS, EQUIPMENT & MACHINERY 24
  - F. General 24

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G. Hand operated	25
H. Electric Driven	25
I. Pneumatic or Air Driven	26
J. Fuel Powered & Generators	27
K. Powder Actuated	27
L. Welding, Soldering & Burning (Cutting)	27
M. ABRASIVE WHEELS & TOOLS	28
IX. HIGH WORK	29
N. Personal Fall Protection	29
O. LADDERS	32
P. SCAFFOLDING	32
Q. POWER LIFTS	34
R. SWINGING SCAFFOLD & BOATSWAIN CHAIR	34
X. TRANSPORTATION & LIFTING	34
S. PERSONAL PROTECTION	34
T. MOTORIZED VEHICLES	34
U. RIGGING AND HOISTING	35
XI. OTHER SAFE WORK PRACTICES	35
V. EXCAVATION & TRENCHING	35
W. FLOOR/WALL OPENING	36
X. FIRE AND EXPLOSION PREVENTION	36
Y. ELECTRICITY	38
Z. HAZARD COMMUNICATON PROGRAM	38
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BB. <b>IN-PLANT RAIL SAFETY</b>	<b>44</b>
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### SSE Field Ratio

An SSE is not permitted to work alone and crew sizes of less than five shall have no more than one SSE. Brieser Supervision will notify customer of SSE Program and SSE personnel on site when required.

### Visible Identifier

Short Service Employees will wear a distinctive **green** hard hat whenever they are in the field. Until such time as his Short Service term has lapsed and successfully completed. This allows a quick and sure identification of the SSE by other team members and serves as a reminder of each person's responsibility for the safety of others.

### SSE Graduation

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In order to remove an employee from Short Service Employee status, the Brieser Mentor must be convinced that the Short Service Employee has a good working knowledge of both our Company as well as the Client’s safety policies and has demonstrated safe work behavior for 900 hours of service. In addition to the mentors verbal approval the SSE must complete all three phases of the program and pass with a minimum score of 80% when the test is applied. Only after meeting these prerequisites, will an employee be removed from the Short Service Employee process and be considered a Transitional employee.

## **RECORD KEEPING**

- The site Superintendent or site Foreman shall maintain a current file of all SSE and Mentors who are assigned to one another at their jobsite.
- The SSE shall keep record of his current and past mentors, project sites and foreman arranged by date in their “new” composition booklets.
- All contact hours must be logged into the SSE’s composition booklets from each of his mentors along with any recommendations
- All SSE employees are tracked by Brieser office and tests are administered at the end of each phase of the program.
  - SSE I- 300 hrs.
  - SSE II- 600 hrs.
  - SSE III- 900 hours.
- At the end of 900 hours of service, assuming the SSE past all requirements, the SSE will be sent a congratulatory letter and considered a Transitional Employee.



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## **Transitional Employee**

The purpose of this program is to identify, adequately supervise, train and manage Brieser Construction field employees (Transitional Employees) who have completed the SSE program.

## **Policy**

Any Brieser Construction SSE who has 900 hours of service in the same job/position with Brieser Construction is considered to be a Transition Employee (TE). A TE will continue their education and training series here at Brieser Construction by attending and successfully completing Brieser Orientation II. Orientation II will be administered between 900 and 1800 hours of service. Transitional Employees are not considered Competent and will not serve as mentors in the field.

## **Definitions**

Transitional Employee- an SSE who has completed the SSE program or who has accumulated 900 hours of service.

## **Responsibilities**

*The Program Administrator: Brieser Safety Manager*

This person is responsible for:

- Issuing and administering this program and making sure that it satisfies all applicable requirements in Section 10 of Brieser Construction Safety Manual.
- Ensuring that the TE employee has successfully passed all the requirements of the SSE program.
- Maintaining employee status records for all employees included in this program. All TE employees will be maintained on a list and distributed to the V.P. of Field Operations on a regular basis.

*Project Managers, Superintendents and Foreman*

These people are responsible for:

- Ensuring the Transitional employee is appropriately identified as per this plan.

*V.P. Field Operations*

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These people are responsible for:

- Ensuring the TE employee is scheduled to participate in Brieser Orientation II within 900 to 1800 hours of service.

### *Transitional Employee*

These persons are responsible for:

- The TE will attend Orientation II training between 900 and 1800 hours of service at Brieser Construction
- Be willing to gain the knowledge and skill to be able to perform all duties in a safe and environmentally sound manner
- Stop activity and report unsafe conditions at any time.
- Report all injuries immediately.
- Participate in safety meetings, TSTI's/JHA.
- Carry at all times the Brieser Employee Safety Handbook
- Follow all Brieser Construction Company safety rules and policies.

### **Training- Orientation II**

- A minimum level of orientation training will be provided for all Transitional Employees regardless of job assignment. The training content known as Orientation II will be taken from our Brieser Company Safety Manual. In addition, workplace specific training will be necessary based on the hazards at each job-site location and the tasks the TE is expected to perform. These hazards will be identified by a Brieser Foreman/Superintendent and training of identified hazards will either be addressed in the classroom or out in the field, depending upon the complexity. Topics which are covered in Orientation II are:

1. INTRODUCTION
2. SAFETY AND HEALTH POLICY
3. JOB DESCRIPTIONS
4. JOB HAZARD ANALYSIS & INCIDENT REPORTING
5. DISASTER PLANNING AND EMERGENCY EVACUATION
6. HAZARD COMMUNICATION PROGRAM
7. RESPIRATORY PROTECTION PROGRAM
8. DEMOLITION
9. JOBSITE SURVEY & BEHAVIOR OBSERVATION
10. SAFETY EDUCATION
11. OSHA INSPECTION PROCEDURE

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12. LOCK OUT/TAG OUT PROCEDURE
13. SCAFFOLDING
14. LADDERS
15. MATERIAL HANDLING AND STORAGE
16. COMPANY VEHICLES
17. HEAT ILLNESS PREVENTION
18. CONFINED SPACES
19. NUCLEAR REGULATORY COMPLIANCE
20. FIRE PROTECTION AND FIRE PREVENTION
21. HEARING CONSERVATION
22. FALL PROTECTION PROGRAM
23. HOT WORK
24. EXCAVATION AND TRENCHING
25. PROCESS SAFETY MANAGEMENT
26. INDUSTRIAL HYGIENE
27. AERIAL AND SCISSOR LIFT
28. ELECTRICAL SAFETY
29. BLOODBORNE PATHOGENS
30. PPE PERSONAL PROTECTIVE EQUIPMENT
31. SUBCONTRACTOR POLICY
32. FIRST AID
33. LIFING & RIGGING
34. GENERAL WASTE MANAGEMENT
35. COMPRESSED GAS SAFETY
36. BENZENE EXPOSURE
37. HYDROGEN SULFIDE
38. SPILL PREVENTION & RESPONSE
39. BEST PRACTICES GUIDELINES
40. POWERED INDUSTRIAL TRUCKS
41. MATERIAL HANDLING EQUIPMENT
42. COLD STRESS PREVENTION
43. STOP WORK AUTHORITY
44. IN PLANT RAIL SAFETY
45. SILICA EXPOSURE CONTROL PLAN
46. TOXIC & HAZARDOUS SUBSTANCES
47. FALLING OBJECT PROTECTION

### **Visible Identifier**

Transitional Employees are graduates of the Brieser SSE program and will wear our normal white hard hat.

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**TE Graduation**

Successful completion of the Brieser Orientation II signifies graduation. A certificate will be given to each student who passes the Orientation II test with an 80% or higher grade.

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## **Established Employee**

The purpose of this program is to identify, adequately supervise, train and manage Brieser Construction field employees (Established Employees) who has completed the SSE program and Brieser Orientation II (Transitional Employee) or has over 1800 hours of experience working in the field for Brieser Construction.

## **Policy**

Any Brieser Construction field employee who has completed the SSE program and Brieser Orientation II or has over 1800 hours of experience working in the field for the same job/position with Brieser Construction is considered to be an Established Employee (EE). Established employees are considered to have met the core competency and are considered competent for general hazards on the jobsite.

## **Definitions**

Established Employee- An employee who has completed the SSE program and Brieser Orientation II or has over 1800 hours of experience working in the field for Brieser Construction

## **Responsibilities**

*The Program Administrator: Brieser Safety Manager*

This person is responsible for:

- Issuing and administering this program and making sure that it satisfies all applicable requirements in Section 10 of Brieser Construction Safety Manual.
- The safety Manager or his designee will conduct Orientation II Training needed by the Established Employee (EE)
- Adequately training all designees to properly administer Orientation II Training
- Maintaining training records for all employees included in the training sessions

*Project Managers, Superintendents and Foremen*

These people are responsible for:

- Knowing the hazards in their areas that require specific training such as; Confined Spaces, Excavation competent person or Lockout/Tagout
- Assuring that employees are trained before a job task can be completed

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- Verify that training is current

### *V.P. Field Operations*

These people are responsible for:

- Ensuring the Established Employee is scheduled to participate in Brieser person training on an as needed basis.

### *Established Employee*

These persons are responsible for:

- Be willing to gain the knowledge and skill to be able to perform in a safe and environmentally sound manner
- Stop activity and report unsafe conditions at any time.
- Report all injuries immediately.
- Participate in safety meetings, TSTI's/JHA.
- Carry at all times the Brieser Employee Safety Handbook
- Follow all Brieser Construction Company safety rules and policies.
- Update their core safety training to remain qualified to make critical safety decisions in the field.

### **Visible Identifier**

Established Employees will wear a white hard hat whenever they are in the field.

### **EE Graduation**

In order to consider an Established Employee, one must complete all phases of the SSE program as well as the TE program and pass with a minimum score of 80% whenever knowledge is tested. Only after meeting these prerequisites, will an employee be considered an Established Employee.

### **RECORDKEEPING**

- All Established Employee training shall be tracked by Brieser office.

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## **Brieser Competent Person**

The purpose of this program is to identify, adequately supervise, train and manage Brieser Construction Field Supervision employees who meet the requirements of an Established Employee.

## **Policy**

Any Brieser Construction field employee who has met the requirements of an Establish Employee and wishes to further their safety education and be considered a Brieser Job Foreman/Supervisor may apply to their supervisor to be placed in the Brieser Competent Person program. The employee should ask to be place in the Brieser Job Foreman/Supervisor class. Successful completion of the Job Foreman/Supervisor training as well general training in an area of discipline would then qualify the employees as Competent in their area of discipline.

However; Brieser understands that each area of discipline requires additional training such as; Confined Spaces or Excavation. Each Brieser employee will be required to attend a class in each discipline area in order to be considered Competent in a specialized area. Example; Jim Jones is an Establish Employee and is considered competent for general hazards on the jobsite. Jim also has training certificates in Fall Protection and Excavations. Therefore Jim would be considered Competent in those two areas mentioned but not in another area that he is not trained in, such as Confined Spaces. Jim would need to take a class or show certification of past Confined Space training. Only the VP of Operations can override the training certification qualification if the individual is considered competent through experience on the job.

## **Definitions**

Employees, who have met the requirements of an Established Employee, completed the Brieser Job Supervisor class and have also completed the required Safety training classes such as Excavation or Confined Spaces. All three aspects must be met to be considered a Brieser Competent Person in each employee's area of expertise. Do not confuse the term Brieser Competent Person as being ubiquitous, one employee may be competent in many areas such as Excavation Competent Person or Fall Protection Competent Person.

## **Responsibilities**

*The Program Administrator: Brieser Safety Manager*

This person is responsible for:

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		<b>1-9-18</b>	<b>Safety Training</b>
<b>CORPORATE SAFETY, HEALTH &amp; ENVIRONMENTAL MANUAL</b>		Revision:	PAGE:
		<b>17</b>	<b>16</b>
STANDARD OPERATING PROCEDURE:		<b>Safety Education &amp; Training</b>	
CROSS REFERENCE:		<b>29 CFR 1926.21 Safety Training &amp; Education OSHA Publication 2254 Training Requirements in OSHA Standards</b>	

- Issuing and administering this program and making sure that it satisfies all applicable requirements in Section 10 of Brieser Construction Safety Manual.
- The safety Manager or his designee will conduct Job Foreman/Supervisor Training needed by the Established Employee (EE)
- Adequately training all designees to properly administer Job Foreman/Supervisor Training
- Maintaining training records for all employees included in the training sessions

*Project Managers, Superintendents and Foremen*

These people are responsible for:

- Knowing the hazards in their areas that require specific training such as; Confined Spaces, Excavation competent person or Lockout/Tagout
- Assuring that employees are trained before a job task can be completed
- Verify that training is current

*V.P. Field Operations*

These people are responsible for:

- Ensuring that Job Foreman or Job Supervisors are properly trained and has completed the definition of Competent Person listed in this policy.

*Competent Person Employee*

These persons are responsible for:

- Be willing to gain the knowledge and skill to be able to perform in a safe and environmentally sound manner
- Stop activity and report unsafe conditions at any time.
- Report all injuries immediately.
- Participate in safety meetings, TSTI's/JHA.
- Carry at all times the Brieser Employee Safety Handbook
- Follow all Brieser Construction Company safety rules and policies.
- Update their core safety training to remain qualified to make critical safety decisions in the field.
- Sign off on all Brieser Specialized Permits, that you are trained for, located in various sections of this Safety Manual and indicated on the Brieser TSTI form that is completed for each work task.



<b>BRIESER CONSTRUCTION GENERAL CONTRACTORS</b>		DATE:	PROCEDURE:
		<b>1-9-18</b>	<b>Safety Training</b>
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## Visible Identifier

Competent Employees will wear a white hard hat whenever they are in the field.

## Competent Person Graduation

In order to consider an Competent Employee, one must complete all phases of the Competent Person program program and pass with a minimum score of 80% whenever knowledge is tested. Only after meeting these prerequisites, will an employee be considered a Competent Employee.

## RECORDKEEPING

- All Established Employee training shall be tracked by Brieser office.

## ONGOING TRAINING

The following list must be completed by any Brieser employee within the first year of employment (Initial) and in some circumstances annually (Refresher). In some circumstances training may be repeated if the employee does not demonstrate competency in the area of instruction while performing tasks in the field. Some classes may be limited to a specific craft, change of tool or equipment.

### Initial

- Asbestos Awareness
- Back Safety
- Basic Construction Safety
- Behavior-based Safety Training for Supervisors-Orientation II
- Blood-borne Pathogens
- Compressed Gas Safety
- Confined Space Entry General Awareness
  - Specific to duties and activities-Changes
- Defensive Driving
- Drug & Alcohol Awareness 60/60
- Electrical Safety
  - Unqualified
  - Qualified
- Emergency and Disaster Preparedness
  - Retraining if plan changes
- Ergonomics/Fatigue Mgt
- Ergonomics/Fatigue Mgt for Supervisors
- Eye and Face Protection
  - When necessary after changes in the workplace warrant it, changes to type of PPE when employee has not retained the requisite understanding and skill.

<b>BRIESER CONSTRUCTION GENERAL CONTRACTORS</b>		DATE:	PROCEDURE:
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- Fall Protection Program
- Fire Prevention and Safety
- First Aid, CPR & AED
- Forklift Safety Program
  - (Equipment Specific)
- Hand and Finger Safety
  - When necessary after changes in the workplace warrant it, changes to type of PPE when employee has not retained the requisite understanding and skill.
- Hand and Power Tool Safety
  - Equipment Specific
- Hazard Communication General & Site Specific
- Hearing Conservation
- Hoisting and Rigging
  - Specific to Qualified Riggers only
- Indoor Air Quality
- Indoor Crane and Sling Safety
  - Specific to Qualified Riggers only
- Ladder and Scaffolding Safety
- Lead Safety Awareness
- Lockout/Tagout
- Machine Guarding Safety-Annually-  
Types of & Specific equipment
- Material Handling and Storage  
Procedures- Initial / Orientation II
- Office Safety- Initial
- OSHA 10 hr. (no expiration)
- Personal Protective
- Preventing Discrimination in the  
Workplace
- Preventing Strains and Sprains
- Process Safety Management  
Program
- Respiratory Protection- Initial &  
Annual Refresher
- Safety Data Sheets-Initial
- Sexual Harassment Prevention
- Slips, Trips, and Falls
- Spill Prevention and Control
- Stress Management
- Trenching and Excavation Safety
- Welding, Cutting and Brazing
  - Specific to Iron Workers only
- Winter Driving Safety
- Working In Extreme Temperatures
- Working Safely: Job Safety Analysis
- Working Safely: Job Safety Analysis  
for Supervisors
- Workplace Safety Orientation
- Workplace Violence

### Annually

- Asbestos Awareness
- Blood-borne Pathogens Refresher
- Ergonomics/Fatigue Mgt
- Fall Protection Program
- Ergonomics/Fatigue Mgt for Supervisors
- Hearing Conservation
- Lead Safety Awareness

<b>BRIESER CONSTRUCTION GENERAL CONTRACTORS</b>		DATE:	PROCEDURE:
		<b>1-9-18</b>	<b>Safety Training</b>
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- Lockout/Tagout Awareness
- Respiratory Protection

Every 3 Years

- First Aid & CPR
- Process Safety Management Program

Every 5 Years

- Hoisting and Rigging

**BRIESER CONSTRUCTION  
SAFETY & HEALTH MANUAL  
SECTION 10  
SAFETY EDUCATION & TRAINING  
SUB-SECTION  
TRAINING**

**EMPLOYEE TRAINING CERTIFICATION & ACKNOWLEDGMENT**  
*Brieser Construction*

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Trainer's Name and Title: \_\_\_\_\_

Trainer Qualifications: \_\_\_\_\_

Length of Training: \_\_\_\_\_ Hours/Minutes Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

Purpose of Training (check one):

- |                                 |                                  |
|---------------------------------|----------------------------------|
| _____ Orientation I             | _____ Short Service Employee III |
| _____ Short Service Employee I  | _____ Orientation II             |
| _____ Short Service Employee II | _____ Other                      |

TITLE: Orientation I  
*Note: Please consult the Brieser Employee Safety Handbook*

Discussed and/or Viewed:

- ✓ Brieser Employee Safety Handbook

TITLE: Orientation II

Discussed and/or Viewed:

- ✓ Brieser Orientation II PowerPoint Presentation
- ✓ V.P. of Operations Talk

TITLE: Short Service Employee I, II & III

Discussed and/or Viewed:

<u>SSE I</u>	<u>SSE II</u>	<u>SSE III</u>
TSTI (Introduction)	Specialized Safety Permits (Advanced)	Safety Manual Sect. 9 Jobsite survey & Behavior Observation
Specialized Safety Permits	TSTI (Advanced)	OSHA VPP
Equipment Safety Training	Safety Manual	Mentoring Program

<b>ROUTING</b>	<b>PERSONEL MANAGER</b>	Add to Training Database
	<b>SCAN</b>	SAFETY/*insert purpose of training*/TRAINING/MMDDYY TRAINING CERTIFICATION

Signature of Instructor \_\_\_\_\_ Employee Signature \_\_\_\_\_

*Please Note: If more than one employee is being trained use Attendance Roster pg. 15 Sect. 10 Safety Edu.*

# ATTENDANCE ROSTER

## Brieser Construction

EMPLOYEE NAME (Print or Type)	EMPLOYEE SIGNATURE	TRADE	JOB TITLE
1.			
2.			
3.			
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18.			
19.			
20.			

<b>ROUTING</b>	<b>PERSONEL MANAGER</b>	Add to Training Database
	<b>SCAN</b>	<b>SAFETY/*insert purpose of training*/TRAINING/MMDDYY TRAINING CERTIFICATION</b>

## Short Service Employee I Brieser Construction

**Score:** \_\_\_\_\_ **%**

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	
		<b>Job Title:</b>	

- 1) What section of the Brieser SH&E Manual contains our Company Values & Mission Statement?
  - a) Section 2
  - b) Section 10
  - c) Section 3
  - d) Section 12
- 2) What does the acronym V.P.P. stand for?
  - a) Valuable Protection Program
  - b) Valued Personal Protection
  - c) Voluntary Protection Program
  - d) Voluntary Personal Protection
- 3) Brieser Construction Safety, Health & Environmental Committee is made up of::
  - a) Brieser Management and Foreman.
  - b) Hourly representatives and Foreman
  - c) Steve Brieser & Management.
  - d) Just hourly representatives (foreman are not allowed on the committee)
- 4) Before any job task is started for Brieser Construction what form must be completed?
  - a) Pre-task evaluation sheet
  - b) 2-minute drill
  - c) Pre-lift form
  - d) TSTI
- 5) During a user inspection of the tools and equipment that will be used for a job, you find that a saw appears to have a guard missing. What is your next step?
  - a) Use the saw if it appears to be in good condition even without the guard
  - b) Put it back in the job box and get one that is in good working condition
  - c) Tell my supervisor
  - d) Tell my supervisor and tag the tool out of service so nobody else uses it.
- 6) If you are going to be performing operations that may produce a spark or ignition source what permit must be filled out?
  - a) Hot Work Permit
  - b) Fire Permit
  - c) Low Energy Permit
  - d) High Energy Permit

**Score:** \_\_\_\_\_ **%**

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	

**Short Service Employee I  
Brieser Construction**

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	<b>Job Title:</b>	
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- 7) How many days in a row are employees allowed to work at Brieser?
  - a) 10
  - b) 11
  - c) 12
  - d) 14
- 8) If the employee identifies a condition that appears to be hazardous or has a safety suggestion, besides telling their supervisor, what form is available to you in order to ensure a timely response to your concern?
  - a) How it happened & Safety Alert
  - b) Safety Bullet & Right to Know
  - c) Hazardous Condition/Safety Suggestion
  - d) None of the Above
- 9) How many specialized permits are listed on the TSTI?
  - a) 4
  - b) 9
  - c) 10
  - d) 6
- 10) Before I use any piece of equipment or tool at Brieser Construction I must be trained to properly and safely use that tool or equipment.
  - a) True
  - b) False



## Short Service Employee I Brieser Construction

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### Answer Key

1. A
2. C
3. B
4. D
5. D
6. A
7. D
8. C
9. C
10. A

## Short Service Employee II Brieser Construction

**Score:** \_\_\_\_\_ **%**

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	
		<b>Job Title:</b>	

- 1) Who would be an example of an “Affected Employee” under the Lockout/Tagout Program?
  - a) The person locking out
  - b) A machine operator whose machine is being serviced and thus locked out
  - c) A Forklift driver whose job is to pickup material produced by the machine being locked out
  - d) Both B & C
- 2) Which is the correct sequence to follow when performing a LOTO, what are the energy control procedures?
  - a) Preparation for Shutdown, Machine or Equipment Shutdown, Machine or Equipment Isolation, Lockout Device Application, Stored Energy, Verification of Isolation
  - b) Preparation for Shutdown, Machine or Equipment Isolation, Machine or Equipment Shutdown, Lockout Device Application, Stored Energy, Verification of Isolation
  - c) Verification of Isolation, Preparation for Shutdown, Machine or Equipment Shutdown, Machine or Equipment Isolation, Lockout Device Application, Stored Energy
  - d) None of the Above
- 3) What level must I be trained to in order to perform LOTO?
  - a) Other Employee
  - b) Affected Employee
  - c) Authorized Employee
  - d) Electrician
- 4) A Confined Space is defined as:
  - a) Limited means of access
  - b) Not designed for occupancy
  - c) Large enough for an employee to enter
  - d) All of the above
- 5) Confined Spaces always require a permit to enter?
  - a) True
  - b) False
- 6) Which one of these hazards will require a confined space to be permit-required?
  - a) An excavation with no additional hazards beyond normal hazards associated with an excavation
  - b) An excavation with atmospheric hazards, such as; low oxygen content
  - c) A vessel with converging walls that could potentially entrap an entrant
  - d) Both B&C
- 7) A confined space Attendant is always needed when working with confined spaces, even non-permit space?
  - a) True
  - b) False

## Short Service Employee II Brieser Construction

Score: \_\_\_\_\_ %

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	
		<b>Job Title:</b>	

- 8) Who determines whether a “space” will be classified as a Permit Required Confined Space or a Non-Permit Required Confined Space?
  - a) Attendant
  - b) Entrant
  - c) Anyone
  - d) Brieser Foreman who is qualified in Confined Spaces
- 9) Who can act as an Entry Supervisor once a Confined Space has been classified as a Permit Required Confined Space for Brieser Construction?
  - a) Entrant
  - b) Attendant
  - c) Brieser Foreman
  - d) None of the above
- 10) Before any employee of ***Brieser Construction*** enters the space, the internal atmosphere shall be tested with a calibrated, direct reading instrument for the following conditions in the following order:
  - a) Flammable gases & vapors, Oxygen content, other toxic contaminants
  - b) Oxygen content, Flammable gases & vapors, other toxic contaminants
  - c) Other toxic contaminants, Oxygen content, Flammable gases & vapors
  - d) Oxygen content, Other toxic contaminants, Flammable gases & vapors
- 11) How long is a permit good for during a confined space entry?
  - a) 8 hours
  - b) Expires when the task is completed or 12 hours whichever comes first
  - c) 10 hours
  - d) Only when the entry supervisor cancels it.
- 12) For vertical entry confined spaces, the detector (air monitoring equipment) shall be lowered into the space to test each \_\_\_\_\_ section for \_\_\_\_ minutes in each position.
  - a) Third – 3
  - b) Half – 2
  - c) Third – 4
  - d) Quarter – 4
- 13) After a Permit Required Confined Space has been issued a permit and all items have been documented on that permit. Who must sign the permit to make it valid for work to begin?
  - a) Attendant
  - b) Entrant
  - c) Entry Supervisor (Brieser Foreman)
  - d) None of the above

**Short Service Employee II  
Brieser Construction**

---

**Score:** \_\_\_\_\_ **%**

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	
		<b>Job Title:</b>	

- 14) How close is powered equipment allowed to dig before hand digging is required within a known interference (e.g. utility lines)?
- a) 6 inches
  - b) 1 foot
  - c) 2 feet
  - d) 6 feet
- 15) How far back from the slope of an excavation must a piece of heavy equipment be?
- a) 6 inches
  - b) 1 foot
  - c) 2 feet
  - d) 5 feet
- 16) How far back must a spoil pile be from the slope of an excavation?
- a) 6 inches
  - b) 1 foot
  - c) 2 feet
  - d) 6 feet
- 17) In trenches/excavation equal to or greater than 4 feet what precautions must a competent person take to perform the work safely if an employee enters the hole?
- a) A means of egress/ingress, Atmospheric testing, Cave-in protection
  - b) Nothing needs to be done
  - c) Atmospheric Testing is sufficient
  - d) None of the above
- 18) Every excavation regardless of depth must have...
- a) Competent Person
  - b) A permit
  - c) Julie/Brieser locate performed
  - d) All of the Above
- 19) Which of the following would be examples of "Hot Work"?
- a) Welding
  - b) Grinding
  - c) Use of Battery Operated tools
  - d) Only A & B
- 20) Hot work is any operation that generates \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_.
- a) Low voltage, Radiation or Corrosion
  - b) Heat, Spark, or open flame
  - c) Low voltage, High Voltage, or Electrical Current
  - d) None of the Above

**Short Service Employee II  
Brieser Construction**

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**Score:** \_\_\_\_\_ **%**

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	
		<b>Job Title:</b>	

- 21) What is the minimum number of 2A:20BC portable fire extinguishers allowed while performing under a Hot Work permit?
- a) 3
  - b) 0
  - c) 1
  - d) 2
- 22) How far out must you go from the center of your Hot Work activity in order to protect against potential fire hazards?
- a) 10 feet
  - b) 25 feet
  - c) 35 feet
  - d) 100 feet
- 23) A Fire Watch is always required when performing Hot Work activities?
- a) True
  - b) False
- 24) A pre-lift permit is required for:
- a) Lifting a load with a powered industrial truck equipped with forks where the load is secured to a pallet
  - b) Lifting a load with a crawler excavator by way of rigging.
  - c) Lifting a load with a powered industrial truck where the load is secured to a jib attachment and nylon sling
  - d) Both b & c
- 25) Training requirements for powered industrial truck operators must include the following:
- a) Formal instruction, practical training and evaluation
  - b) Only evaluation for operators that have had previous certification on like machines
  - c) After training is completed a certificate must be kept for recordkeeping purposes
  - d) All of the Above
- 26) Daily inspection of equipment on the pre-lift permit means...
- a) Walk around and kick the tires
  - b) At a minimum the manufacturers recommendation for daily inspections
  - c) Just the Brakes
  - d) This is Maintenance's job
- 27) When identifying the load weight to be picked that includes;
- a) Weight of the load
  - b) Weight of the rigging equipment (slings, shackles, lifting beams, etc.)
  - c) Components, (blocks, jibs, etc.)
  - d) All of the above

**Short Service Employee II  
Brieser Construction**

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**Score:** \_\_\_\_\_ **%**

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	
		<b>Job Title:</b>	

- 28) Two ways to identify the weight of a load are;
- a) Assumed & Measured
  - b) Presumed & Calculated
  - c) Calculated Only
  - d) Measured & Calculated
- 29) When verifying if a machine can perform the lift safely what safety factor is a good one to use? Meaning the weight of the load should have a percentage added to it as a safety factor.
- a) 5%
  - b) 10%
  - c) 20%
  - d) 25%
- 30) A lift of a load becomes critical, and therefore not allowed, when the boom passes over or within \_\_\_\_\_ feet of electrical power lines rated at 50kV or less.
- a) 5
  - b) 25
  - c) 15
  - d) 10
- 31) All rigging equipment must have a tag identifying the types of sling configurations and associated load limits before using in a lifting operation
- a) True
  - b) False
- 32) A tag line is required 100% of the time during a lift?
- a) True
  - b) False
- 33) What is the purpose of the PPE Matrix sheet?
- a) It list all Health hazards for any job task
  - b) It is a list of selected tools & equipment and required Personal Protective Equipment
  - c) It's a list of Environmental hazards that I might encounter on the jobsite
  - d) None of the above
- 34) The PPE Matrix can be found...
- a) Both C & D
  - b) In the OSHA Construction Standards
  - c) Section 30 of the Brieser SH&E Manual
  - d) In the front cover of a Brieser safety paperwork binder
- 35) When operating a Jumping Jack the following PPE is required in addition to Hardhat & Safety glasses.
- a) Face shield
  - b) Toe clips
  - c) Hearing Protection & Gloves
  - d) Both B & C

**Short Service Employee II  
Brieser Construction**

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**Score:** \_\_\_\_\_ **%**

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	
		<b>Job Title:</b>	

- 36) Within Section 22 of the Brieser SH&E Manual contains a definition of the following: “a system used to arrest an employee in a fall from working level. It consists of an anchorage, connectors, a body/safety belt or body harness, and may include a lanyard, deceleration device, lifeline or suitable combination of these.” What fall protection term is this defining?
- a) Anchor Point
  - b) Fall Restraint
  - c) Safety Monitoring System
  - d) Personal Fall Arrest System
- 37) Referring to the Fall Protection policy what is the Employees responsibility(s)?
- a) Participating in fall protection training
  - b) Reviewing and understanding the components of the written program.
  - c) Following the requirements of this program
  - d) All of the Above
- 38) At what height must a fall protective system be employed?
- a) 4 ft.
  - b) 5 ft.
  - c) 6 ft.
  - d) 7 ft.
- 39) Anytime anyone puts on a full body harness for the use of fall protection, a competent person must fill out what form?
- a) Fall Protection list
  - b) Fall Arrest System form
  - c) Fall Protection/Body Harness Permit
  - d) None of the above
- 40) There are two exceptions to the Fall Protection/Body Harness Permit, they are:
- a) Aerial Lifts
  - b) Scissors Lifts
  - c) Both A & B
  - d) No exceptions, always fill out the permit when wearing a body harness
- 41) Within Section 7 of the Brieser SH&E Manual. The following definition matches what term?  
“A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.”
- a) Air-purifying respirator
  - b) Demand Respirator
  - c) Filtering Facepiece
  - d) Escape only respirator

Short Service Employee II  
Brieser Construction

---

Score: \_\_\_\_\_ %

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Mentor:</b>	
		<b>Job Title:</b>	

- 42) Employees Who Are Required To Wear Respiratory Protection are responsible for:
- a) Wearing appropriate respiratory protection
  - b) Properly maintaining their respiratory protection equipment and keeping it clean and in an operable condition. Reporting any problems associated with the use of respirators and new conditions that may require investigation
  - c) Conducting self fit tests of their respirators each time a respirator is worn.
  - d) All of the above
- 43) One exception to voluntary use of respirators under the Brieser policy is the use of what type of respirator?
- a) Filtering Face piece
  - b) SCBA
  - c) Half Mask
  - d) Full Face
- 44) What is the major difference between wearing a respirator voluntarily or when required by the company?
- a) Voluntary use constitutes that a respiratory hazard does not exist or is below OSHA permissible limits and the wearer is simply wearing it for “piece of mind”. Whereas required means a hazard exists and the use of a properly selected respirator is needed to provide acceptable protection from that hazard.
  - b) Voluntary use is allowed under any circumstance, even a hazardous atmosphere, as long as it’s a filtering face piece respirator.
  - c) Anytime I put on a respirator it is considered required under Brieser policy and I must inform my foreman.
  - d) None of the above
- 45) What must you perform on your respirator each time you put it on?
- a) Positive pressure check
  - b) Negative pressure check
  - c) Smoke test
  - d) Both A & B
- 46) In what section of the Brieser SH&E Manual can the Scaffolding section be found?
- a) 10
  - b) 20
  - c) 11
  - d) 13
- 47) The top rail of scaffolding must be how high (inches)?
- a) 35
  - b) 36
  - c) 42
  - d) 46



**Short Service Employee II  
Brieser Construction**

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**Score:** \_\_\_\_\_ **%**

<b>Employees Name:</b>	_____	<b>Date:</b>	_____
<b>Company:</b>	_____	<b>Mentor:</b>	_____
	_____	<b>Job Title:</b>	_____

- 48) Scaffolding Guardrail consists of:
- a) Top Rail
  - b) Mid Rail
  - c) Toe Board
  - d) All of the above
- 49) When using rolling tower scaffolding what is the maximum height you can build to without using outriggers or tying it down to prevent tipping?
- a) 4 times minimum base dimension
  - b) 2 times min. base dimension
  - c) 6 times min. base dimension
  - d) 8 time min. base dimension
- 50) Each end of a platform, unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its support at least \_\_\_ inches.
- a) 4
  - b) 5
  - c) 6
  - d) 7

## Short Service Employee II Brieser Construction

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### Answer Key

1. D	26. B
2. A	27. D
3. C	28. D
4. D	29. D
5. B	30. D
6. D	31. A
7. B	32. B
8. D	33. B
9. C	34. A
10. B	35. D
11. B	36. D
12. D	37. D
13. C	38. C
14. C	39. C
15. D	40. C
16. C	41. C
17. A	42. D
18. D	43. A
19. D	44. A
20. B	45. D
21. D	46. D
22. C	47. C
23. B	48. D
24. D	49. A
25. D	50. C

## Short Service Employee III Brieser Construction

Score: \_\_\_\_\_ %

<b>Employees Name:</b> _____	<b>Date:</b> _____
<b>Company:</b> _____	<b>Mentor:</b> _____
_____	<b>Job Title:</b> _____

- 1) What word defines the “do” part of your work in Section 9 of the SH&E Manual?
  - a. Attitude
  - b. Unsafe Act
  - c. Behavior
  - d. None of the Above
- 2) How many Behavior Observations are you encouraged to perform each week?
  - a) 1
  - b) 2
  - c) 3
  - d) None
- 3) I must be trained by a person that is competent in Jobsite Survey & Behavior Observation before I am able to perform a complete and meaningful job audit?
  - a) True
  - b) False
- 4) How many Behavior Observations must I complete, in addition to classroom training, in the field before I am able to conduct audits on my own?
  - a) 2
  - b) 4
  - c) 3
  - d) 5
- 5) The purpose of a Behavior based observation is too...
  - a) Provide a way for management to discipline employees
  - b) Collect information in case we need it
  - c) To foster a culture that is free of ridicule and provide an environment for the employee to share information between each other that promotes safe and positive behaviors
  - d) None of the above
- 6) Where could you find this phrase? We encourage people to grow as individuals to their full potential and we praise their contribution to the *safety practices, growth and profitability* of our Company.
  - a) Brieser SH&E Manual Section 2
  - b) On the card I was given at orientation
  - c) Both A & B
  - d) None of the Above
- 7) What elements below describe an effective occupational safety & health program under OSHA VPP safety & health management system?
  - a) Management Commitment & Employee Involvement
  - b) Worksite Analysis
  - c) Hazard Prevention & Controls & Safety Training
  - d) All of the above

Short Service Employee III  
Brieser Construction

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## Short Service Employee III Brieser Construction

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**Score:**  %

<b>Employees Name:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Company:</b>	<input type="text"/>	<b>Mentor:</b>	<input type="text"/>
	<input type="text"/>	<b>Job Title:</b>	<input type="text"/>

- 8) Mentoring can be a challenging and rewarding experience. How long must you be an employee at Brieser to be eligible to mentor a new hire?
  - a) After I complete the Short Service Program
  - b) I must have permission from Safety
  - c) After one year of service as a Brieser employee
  - d) After two years as a Brieser employee
- 9) Two levels of Mentoring are practiced at Brieser. They are Leadership & Short Service?
  - a) True
  - b) False
- 10) Leadership mentoring is only given by Brieser Management?
  - a) True
  - b) False

## Short Service Employee III Brieser Construction

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### Answer Key

- 1) C
- 2) A
- 3) A
- 4) D
- 5) C
- 6) C
- 7) D
- 8) C
- 9) A
- 10) A