
# AWAIR and Right-to-Know Training

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# 360 Wall Systems Safety Statement

Welcome to the 2025 AWAIR and Right-to-Know Training for 360 Wall Systems. We are committed to providing a safe and healthy work environment for all of our employees, subcontractors, and clients. Our goal is to prevent accidents, injuries, and incidents by adhering to all industry safety standards and regulations. 360 Wall Systems prioritizes proper training, the use of personal protective equipment (PPE), and safe work practices. Every team member is responsible for upholding these safety standards and ensuring that we all go home safely at the end of each day. Together, we can build safely, efficiently, and responsibly.

Look through the electronic version of our 2025 AWAIR and Right-to-Know Training. This manual outlines the essential safety procedures, best practices, and policies that must be followed on the job. Whatever task we are performing, we must understand and follow to these guidelines. This manual will be available to you in both English and Spanish in multiple ways. You are receiving it via email, but there will be QR codes in our gang boxes and on your 2025 Right-to-Know hard hat sticker, your foreman's iPads, and the General Contractors site office. After reading through the AWAIR and Right-to-Know Training, and if something is unclear to you, don't be afraid to ask your coworkers, foreman, or superintendent for help.

Thank you,

*Chad Clare*

Chad Clare
General Superintendent

# 360 Wall Systems AWAIR Statement

A Workplace Accident and Injury Reduction (AWAIR) program is a proactive safety initiative designed to help employers identify and mitigate workplace hazards before they lead to accidents or injuries. The program is meant to establish a comprehensive safety plan that includes regular safety inspections, hazard assessments, employee training, and the development of clear safety procedures. A key element of the AWAIR program is the active involvement of employees in reporting hazards, suggesting safety improvements, and participating in safety meetings. By focusing on prevention, the AWAIR program aims to reduce workplace accidents, improve overall employee health, and ensure compliance with safety regulations. Ultimately creating a safer and more productive work environment.

## Construction Safety and Training

Below are some safety measures that will allow us to build a strong 360 Wall Systems AWAIR program.

**Safety Regulations and Standards**:
Occupational Safety and Health Administration (OSHA): In the U.S., OSHA provides regulations and guidelines to ensure worker safety on construction sites. OSHA standards cover various hazards, including personal protective equipment (PPE), fall protection, and hazard communication.

**Personal Protective Equipment (PPE):**
All Personal Protective Equipment (PPE) will be provided which includes hard hats, hi-vis class II vests, eye protection, ear protection, safety gloves, and fall protection.

**Construction Hazards on Job Sites:**
Common hazards include but are not limited to falls, material substances, equipment and confined spaces. Fall protection, SDS sheets, equipment training and job site safety will be communicated and taught.

**Incident Reporting**
Any incident that occurs on the job site will be documented for the safety of employees.

# 360 Wall Systems General Safety Rules

1. Work Safely! If you don't know the proper way, stop and find out by asking your General Superintendent/Foreman.

2. If you see an employee working in a careless manner which is likely to cause an injury to him/herself or some else, warn this person about the dangerous situation. If it continues, inform the General Superintendent/Foreman

3. If you see an employee using equipment improperly that would cause equipment failure, product damage or whose action constitutes equipment abuse, remind the individual about the proper method of operation. If it continues, inform your General Superintendent/Foreman.

4. When objects are too heavy or too bulky to handle for one person, ask for help or offer your help to lift or to push the objects. Always try to use an mechanical equipment such as a two wheeler and/or hoist to assist in any lifts or moving objects.

5. Always inspect all tools and/or equipment before each use. Only use tools / equipment that are well maintained and are in good working condition.

6. Always keep your mind on the task at hand, stay focused and "Think Safety!" If you feel you or any other co-worker is not up the task just tell your General Superintendent/Foreman.

# Workplace Safety Terminology Definitions

To create a safe working environment, employees must be familiar with key safety terms and concepts. Here are some essential workplace safety terms and their definitions.

**Accident**
An unexpected event that results in bodily injury, illness, or property damage. Employers must investigate accidents to prevent recurrence.

**Property Damage**
Damage, destruction or harm to real or personal property. 360 Wall Systems defines property damage to property valued over $500.00.

**Bodily Injury**
A physical injury to the body, such as a cut, bruise, burn or illness. It can also include pain, disfigurement or impairment of a bodily function.

**Hazard**
Any source of potential damage, harm, or adverse health effects on something or someone under certain conditions at work. Hazards can be physical, chemical, biological, ergonomic, or psychosocial.

**Risk**
The likelihood that a person may be harmed or suffer adverse health effects if exposed to a hazard. It involves the probability of the hazard causing harm and the severity of that harm.

**Personal Protective Equipment (PPE)**
Clothing or equipment worn by workers to protect against hazards. Examples include helmets, gloves, eye protection, and respirators.

**Occupational Safety and Health Administration (OSHA)**
A U.S. government agency responsible for enforcing workplace safety and health regulations to ensure safe and healthy working conditions.

**Emergency Action Plan (EAP)**
A written document required by OSHA that outlines the actions employees should take during an emergency, such as a fire, chemical spill, or natural disaster.

**Lockout/Tagout (LOTO)**
Procedures to ensure that machines are properly shut off and not started up again before maintenance or repair work is completed. This prevents accidental release of hazardous energy.

**Ergonomics**
The study of designing workplaces and job tasks to fit the physical capabilities of workers. Proper ergonomics can prevent musculoskeletal disorders.

**Near Miss**
An unplanned event that did not result in injury, illness, or damage but had the potential to do so. Reporting near misses can help identify and correct safety issues before they cause harm.

**Fall Protection**
Methods and equipment used to prevent falls from heights or mitigate the impact of falls. This includes guardrails, safety nets, and personal fall arrest systems.

**First Aid**
Immediate care given to an injured or ill person before professional medical treatment is available. Employers should have trained first aid responders and readily accessible first aid kits.

**Incident Investigation**
The process of analyzing a workplace incident to determine the root causes and identify corrective actions to prevent recurrence.

**Job Hazard Analysis (JHA)**
A technique that focuses on job tasks to identify hazards before they occur. It involves breaking down a job into steps and analyzing each step for potential hazards.

**Respiratory Protection**
Equipment and procedures used to protect workers from inhaling harmful substances. This includes respirators, masks, and proper ventilation systems.

**Machine Guarding**
Safety features on machinery designed to protect workers from injury by providing a physical barrier between them and the machine's moving parts.

**Safety Data Sheet (SDS)**
The modern version of MSDS, providing detailed information about chemicals, including their hazards, safe handling, and emergency control measures.

**Industrial Hygiene**
The science of anticipating, recognizing, evaluating, and controlling workplace conditions that may cause workers' injury or illness.

**Safety Committee**
A group of employees and management representatives who meet regularly to discuss safety issues, review incidents, and develop safety programs and policies.

**Workplace Safety Training**
Education provided to employees to help them understand and follow safety policies, procedures, and practices. Regular training is essential for maintaining a safe workplace.

**Emergency Response Plan (ERP)**
A plan detailing the immediate actions to be taken by employees in the event of an emergency. This includes evacuation procedures, communication strategies, and roles and responsibilities.

**Hazard Communication (HazCom)**
A set of processes and procedures to ensure that employees are aware of the hazardous chemicals they work with and how to protect themselves.

**Ladder Safety**
Guidelines and practices for the proper use, maintenance, and storage of ladders to prevent accidents and injuries.

**Noise Exposure**
The amount of noise a worker is exposed to over a period of time. Excessive noise can cause hearing loss, so employers must implement measures to control noise levels.

**Permissible Exposure Limit (PEL)**
The maximum amount or concentration of a chemical that a worker can be exposed to under OSHA regulations.

**Safety Audit**
A systematic evaluation of workplace safety programs, policies, and procedures to ensure compliance with safety standards and identify areas for improvement.

**Scaffold Safety**
Standards and practices to ensure the safe construction, use, and dismantling of scaffolds to prevent falls and other injuries.

**Toxic Substances**
Chemicals or compounds that can cause harm to health. Employers must ensure proper labeling, storage, and handling of toxic substances.

**Workplace Safety Inspections**
Regular checks of the workplace to identify and correct potential safety hazards. These can be conducted by safety officers, managers, or external auditors.

**Safety Signs and Symbols**
Visual aids that communicate important safety information and warnings. They help prevent accidents by providing clear instructions and warnings.

**Emergency Shower and Eyewash Station**
Equipment designed to wash away hazardous substances that come into contact with the skin or eyes. They must be easily accessible and regularly maintained.

**Hot Work Permit**
A system to control activities that involve open flames or produce heat and sparks, such as welding or cutting. The permit ensures that all necessary safety precautions are taken.

**Respirable Dust**
Dust particles small enough to be inhaled into the lungs. Prolonged exposure to respirable dust can lead to respiratory illnesses.

**Occupational Health**
The branch of healthcare and safety that deals with the physical and mental well-being of employees in the workplace. It includes the prevention and treatment of job-related injuries and illnesses.

**ANSI**
The American National Standards Institute (ANSI) is a private non-profit organization that administers and coordinates the U.S. voluntary standards and conformity assessments system.

**Pictograms**
Simple images that represent ideas or objects and are often used to convey information clearly and concisely.

# 360 Wall Systems Roles and Responsibilities

**360 Wall Systems President**

1. Has overall responsibility for review, enforcing and approving the Safety Program policies and procedures.
2. Promote the importance of safety and health for 360 Wall Systems.
3. Monitor policies, rules and regulations that pertain to safety operations throughout the organization.
4. Development of policies and regulations that relate to the safety function.
5. Assure that all records and documentation required by government agencies are current and properly maintained.

**360 Wall Systems General Superintendent/ Superintendent**

1. Provides guidance to President on policies.
2. Review and adjust the AWAIR and Right-to-Know Training, as needed.
3. Provides the necessary regulatory training/documentation for employees.
4. Records required accident investigations and certification for employee safety training.
5. Communicates the program to all employees on a regular basis.
6. Recommends program changes to the President on updating safety/health, work procedure changes, etc.
7. Enforces the company's AWAIR and Right-to-Know Training through company's disciplinary process. This would include positive observations, discipline, etc.
8. Works with employees in correcting identified hazards. When a hazard cannot be eliminated immediately or completely, it identifies alternate means of minimizing loss until a more permanent repair/fix is established.
9. Responsible for identifying accident potentials.
10. Responsible for accident and employee safety training.
11. Monthly reviews of jobsites and our work areas for physical hazards, improper work habits, and standard operating procedures that can cause personal injury, property or equipment damage.
12. Meets with the Senior Loss Prevention Representative from SFM (our Worker's compensation insurance company) every quarter.
13. Identifies accident trends, costs and common factors with the President and cooperates when performing an overall analysis on incurred losses.
14. Identifies budgetary items needed in the AWAIR and Right-to-Know Training including machine and equipment repairs and alterations, compliance with current safety and health regulations.
15. Ensures that first aid medical kids are available and accessible on the jobsite. Ensures through annual training that all employees will be informed of procedures for responding to major medical emergencies.
16. When practical, attends all employee safety meetings.
17. Recommends annual safety objectives to President.

18. Places all required “OSHA Workplace Posters” in a prominent location for employees to review.
19. Maintains training records and reports, etc.
20. Assures that weekly Toolbox meetings are held and documented.

**360 Wall Systems Foremen/Supervisors**

1. Foreman/Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled toolbox talks.
2. Foreman/Supervisors should address all safety concerns raised by staff members by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the General Superintendent, the safety committee or upper management.
3. Immediately upon learning of an accident or near miss, the Foreman/Supervisors must initiate an investigation and submit the completed accident investigation report to the General Superintendent.
4. Foreman/Supervisors will actively and positively participate in our quarterly insurance walk through, as needed.
5. Foreman/Supervisors will conduct or appoint a 360 Wall System employee to do a job site audit once every two weeks.
6. Foreman/Supervisors restock First-Aid kits, as needed. This includes but is not limited to ointments, band-aids, gauze, medical tape, outdated aspirin, Ibuprofen, eye rinse, etc. See Page 42 for more details.
7. Foreman/Supervisors will arrange transportation if an injured employee needs medical care. The Foreman/Supervisor needs to perform a Accident Investigation and ensure that all injuries are documented on daily reports and it’s reported immediately to the General Superintendent.
8. Foreman/Supervisors are responsible for conducting weekly Toolbox Talks.
9. Foreman/Supervisors will submit all paperwork into the office on a weekly basis.
10. Foreman/Supervisors will continually monitor good housekeeping practices.
11. Fill out daily reports in Procore.

**360 Wall Systems Employees**

1. Understands AWAIR and Right-to-Know Training and cooperates with the AWAIR and Right-to-Know Training and policies.
2. All employees are responsible for complying with 360 Wall Systems Safety Program and policies.
3. Employees are responsible for reporting safety concerns, hazardous conditions and unsafe acts to foreman/supervisor immediately.
4. All employees operating equipment must review and become familiar with the make and model of equipment by reviewing the manufacturer’s manual. Only trained employees can operate the equipment.

5. All employees before operating tools and equipment will inspect them for damage and ware. If something doesn't look right, report it to your Foreman/Supervisor. Take any tool or equipment out of service. Documentation of inspections need to be done electronically or by paper form.
6. An employee's priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she should contact their foreman/supervisor.
7. If equipment is not working properly, employees should contact foreman/supervisor to repair or replace faulty equipment.
8. If the General Contractor we're working for has higher safety standards than 360 Wall Systems, the employees will follow their policies. The employee will also attend any jobsite safety meetings that are required by the General Contractor.
9. Identifies and reports any hazard on jobsite to 360 Foreman/Supervisor, General Superintendent, or safety committee.
10. Exercises care to prevent injury to other employees and to one's self. If you need any instructions or direction, contact 360 Wall System Foreman/Supervisor or General Superintendent.
11. Attends required Skilled/Safety trainings provided by 360 Wall Systems, Inc.
12. Cooperates with the 360 Wall Systems General Superintendent on regulatory safety/health topics, back injury prevention and other ergonomic issues.
13. Report all incidents and injuries to your 360 Wall Systems Foreman/Supervisor. Cooperate in filling out a First Report of Injury or any other necessary documentation by the end of the working day that the incident happened on.
14. If any safety concerns arise at any time bring the issue to a 360 Wall Systems safety committee members attention.
15. Accident Prevention:
    - For all personal injuries with lost time more than one hour, he or she fills out an 360 Wall Systems Accident Investigation Report. For all serious accidents, contact your 360 Wall Systems Foreman/Supervisor or General Superintendent immediately.
    - Document all near misses that may have likely resulted in lost time, work related injury or product/property damage.
    - Cooperates on investigation of all property damage exceeding $500.00.
16. If an employee is going to be late or miss work they need to contact their Foreman/Supervisor.

**360 Wall Systems Safety Committee**

360 Wall Systems Safety Committee consists of one person from each trade – Carpenters, tapers, laborers and painters, and one person from office staff, General Superintendent and our insurance representative.

1. The safety committee will conduct quarterly meetings to review accident reports, identify hazards and address any and all concerns raised by employees.
2. Safety committee members each represent their particular field and should address all safety concerns brought to them by their coworkers.

3. The safety committee members will review the 360 Wall Systems AWAIR and Right-to-Know Training annually and make recommendations concerning safety policies and necessary updates and revisions to the program to the General Superintendent.
4. Bring concerns to the safety committee meeting and discuss, establish and review safety policies.

# Right-to-Know (RTK)

The “Right to Know” refers to the legal and ethical principle that individuals have the right to access information that affects their health, safety, and well-being. This right is particularly relevant to workplace safety, and consumer protection. It ensures that people are informed about risks and can make decisions that protect themselves and their communities.

For example, in the workplace, the “Right-to-Know” might involve employees being informed about hazardous chemicals they might be exposed to. This is often through safety data sheets or labeling. Essentially, the purpose of the Right-to-Know is to empower individuals to take informed actions that promote their safety, health, and informed decision-making.

The Globally Harmonized System (GHS) and the Hazard Communication Standard (HCS) both play a critical role in upholding the “Right to Know” principle, which ensures that workers have access to information about the hazards associated with chemicals in the workplace.

• **GHS**: The Globally Harmonized System is an international approach to classifying chemicals and communicating hazard information. It standardizes labels, safety data sheets (SDS), and hazard classifications, making it easier for workers across different countries to understand chemical hazards.

• **HCS**: The Hazard Communication Standard is a regulation by OSHA (Occupational Safety and Health Administration) in the U.S. that requires employers to inform workers about the chemical hazards they may encounter. It mandates the use of GHS-compliant labeling, proper SDS, and training programs.

Together, GHS and HCS help fulfill the Right-to-Know by ensuring workers are informed about hazardous chemicals, how to handle them safely, and the risks involved. This information empowers workers to protect their health and safety on the job.

HCS is broken down into four different categories to communicate and display the types of hazards we may be working with on the jobsite.

Four Categories

1. Hazard Classification
2. Pictograms
3. Labels
4. Safety Data Sheets (SDS)

**Category #1**

**Heath Hazards:** chemicals which can cause illness right away (acute) or later (chromic).

**Health Hazards are broken down into 10 types:**

Acute Toxicity

Serious Eye Damage/Eye Irritation

Carcinogenicity

Target Organ Systemic Toxicity – Single Exposure

Aspiration Toxicity

Skin Corrosion/Irritation

Germ Cell Mutagenicity

Reproductive Toxicology

Target Organ Systemic Toxicity Repeated Exposure

**Physical Hazards:** Chemical's physical material property that can cause burning, exploding or reacts violently when it encounters another substance.

**Physical Hazards are broken down into 16 types:**

Explosives

Flammable Gases

Flammable Aerosols

Oxidizing Gases

Gases Under Pressure

Flammable Liquids

Self-Reactive Substances

Corrosive Metals

Pyrophoric Liquids

Pyrophoric Solids

Self- Heating Substances

Oxidizing Liquids

Organic Peroxides

Flammable Solids

Oxidizing Solids

**Category #2**

**Pictograms:** Are symbols used to classify chemical hazards.

## HCS Pictograms and Hazards

| Health Hazard | Flame | Exclamation Mark |
|---|---|---|
|  |  |  |
| ▪ Carcinogen<br>▪ Mutagenicity<br>▪ Reproductive Toxicity<br>▪ Respiratory Sensitizer<br>▪ Target Organ Toxicity<br>▪ Aspiration Toxicity | ▪ Flammables<br>▪ Pyrophorics<br>▪ Self-Heating<br>▪ Emits Flammable Gas<br>▪ Self-Reactives<br>▪ Organic Peroxides | ▪ Irritant (skin and eye)<br>▪ Skin Sensitizer<br>▪ Acute Toxicity<br>▪ Narcotic Effects<br>▪ Respiratory Tract Irritant<br>▪ Hazardous to Ozone Layer (Non-Mandatory) |
| **Gas Cylinder** | **Corrosion** | **Exploding Bomb** |
|  |  |  |
| ▪ Gases Under Pressure | ▪ Skin Corrosion/Burns<br>▪ Eye Damage<br>▪ Corrosive to Metals | ▪ Explosives<br>▪ Self-Reactives<br>▪ Organic Peroxides |
| **Flame Over Circle** | **Environment** (Non-Mandatory) | **Skull and Crossbones** |
|  |  |  |
| ▪ Oxidizers | ▪ Aquatic Toxicity | ▪ Acute Toxicity (fatal or toxic) |

**Category #3**

**Labels:** The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) originated in the United Nations. The original intention behind the GHS was to create a single worldwide methodology for chemical classification, labelling and safety data sheets. As the GHS is internationally recognized, it offers significant benefits to industry and can help to improve health and safety for those handling the trade of dangerous goods

Compliant GHS labels must include the following six key elements:

1. **Product Identifier:** This includes the product's name (Turpentine), UN Number and CAS number. These identifiers must match what is recorded on the safety data sheet to maintain clear records and improve information accessibility.

2. **Signal Word:** Two signal words are recognized under the GHS:

    - DANGER – This indicates a severe level of danger and warns handlers to take great caution. Used for hazard categories 1 and 2.

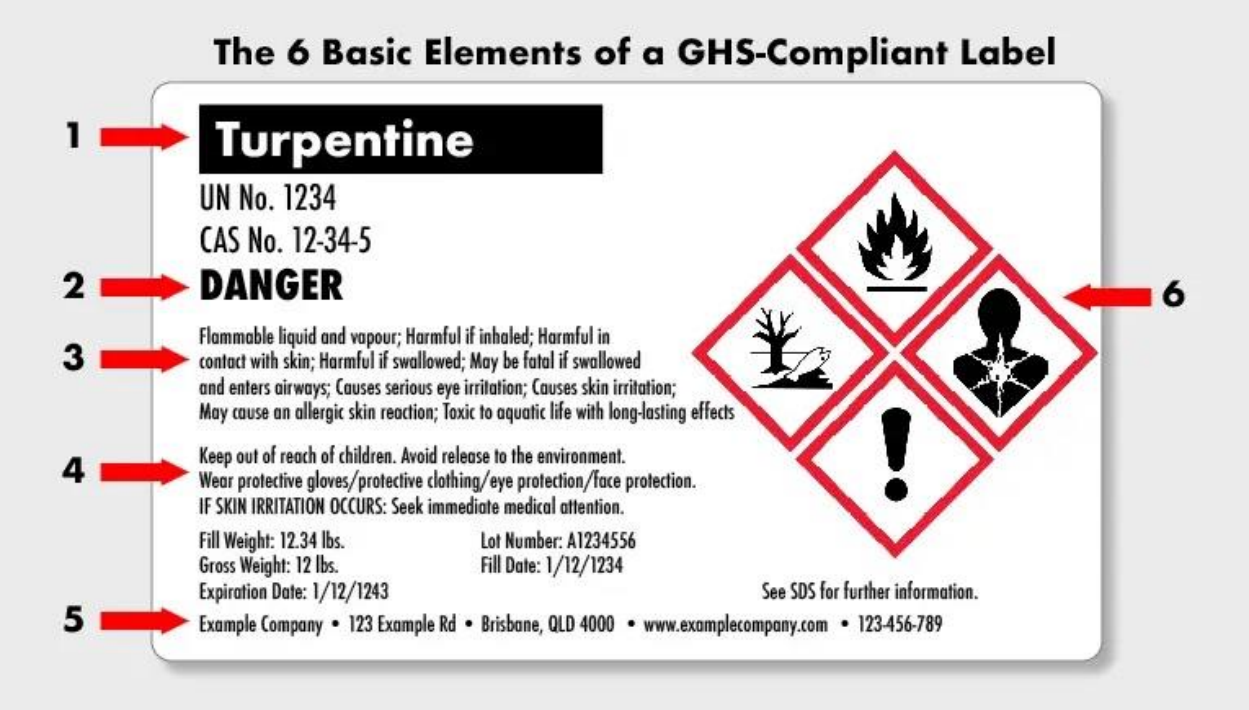
    - WARNING – This indicates a less severe level of danger and warns handlers to take some caution.

3. **Hazard Statement (s):** A hazard statement is a phrase that is assigned to an individual hazard class and category. This statement describes the nature of the hazards associated with that class and category, often in a single short sentence.

4. **Precautionary Statements –** The Precautionary Statement describes the recommended measures that should be taken to minimize or prevent the hazards associated with the substance.

5. **Supplier Identification –** The Supplier information section on a GHS label should provide full disclosure of the chemical history all the way back to its supply, in the case of any issues or emergencies. Supplier information includes the name, address, and telephone number of the manufacturer, importer or supplier of the hazardous chemical.

6. **Pictograms –** GHS pictograms aka diamonds comprise a particular hazard symbol within a red border. To be compliant GHS pictograms will always feature the below diamond shape, and all illustrations must be clearly legible.




**Category #4**

**Safety Data Sheets:** Are sheets used to communicate the hazards of hazardous chemicals and products from the manufacturer to the user. These were formerly called Material Safety Data Sheets (MSDS's) and will be referred to as Safety Data Sheets (SDS's) under the GHS system. As of June 1, 2015, all manufacturers and distributors must provide the new formatted SDS's. Under the old SDS program, there was no consistency in the format and/or how the hazards were classified. All this changed under the GHS format so all sections of the Safety Data Sheet will be in a uniform format to include section numbers, headings, and associated information under each heading. Below is a list in order of each Section Number, Heading and associated information.

**Section 1, Identification –** Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) Identification –** Includes all hazards regarding the chemical; required label elements. This is where one will find the pictograms, category class, signal words, "Danger" or "Warning", Hazard Statements and Precautionary Statements.

**Section 3, Composition/information on ingredients** – includes information on chemical ingredients, trade secret claims.

**Section 4, First-aid measures –** Includes important symptoms/effects, acute, delayed; required treatment.

**Section 5, Fire-Fighting measures –** Lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures –** List emergency procedures; protective equipment; proper methods of containment and clean-up.
**Section 7, Handling and Storage** - List precautions for safe handling and storage, including incompatibilities.
**Section 8, Exposure controls/personal protection** - Lists OSHA's Permissible Exposure Limits (PEL's); Threshold Limit Values (TLV's); appropriate engineering controls; personal protective equipment (PPE).
**Section 9, Physical and Chemical properties** - Lists the chemical's characteristics such as color, form, boiling point, flash point, vapor pressure, etc.
**Section 10, Stability and Reactivity** – Lists chemicals stability and possibility of hazardous reactions.
**Section 11, Toxicological information** – Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
**Section 12, Ecological information** - Includes environmental information hazards
**Section 13, Disposal Considerations** - How to dispose of properly
**Section 14, Transportation Information** - List transportation DOT requirements.
**Section 15, Regulatory Information** - List regulations on use.
**Section 16, Other Information** – Includes the date of preparation or last revision.

**SDS Example (next page)**

# SAFETY DATA SHEET

**Revision Date** 13-May-2015 **Version** 2

## 1. IDENTIFICATION

**Product identifier**
**Product Name** Assure Interior Eggshell TW/B

**Other means of identification**
**Product Code** DE-1655
**SKU(s)** None

**Recommended use of the chemical and restrictions on use**
**Recommended Use** No information available.
**Uses advised against** No information available

**Details of the supplier of the safety data sheet**
**Manufacturer Address**
Diamond Vogel Paint
1020 Albany Place SE
Orange City, IA 51041
Phone: 712-737-4993
Fax: 712-737-4997

**Emergency telephone number**
**Emergency Telephone** Chemtrec 1-800-424-9300

## 2. HAZARDS IDENTIFICATION

**Classification**

**OSHA Regulatory Status**
This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

| | |
|---|---|
| Carcinogenicity | Category 2 |

**Emergency Overview**

**Warning**

**Hazard statements**
Suspected of causing cancer

**Appearance** No information available **Physical state** liquid **Odor** No information available

**Precautionary Statements - Prevention**
Obtain special instructions before use
Do not handle until all safety precautions have been read and understood
Use personal protective equipment as required

**Precautionary Statements - Response**
IF exposed or concerned: Get medical advice/attention

**Precautionary Statements - Storage**
Store locked up

**Precautionary Statements - Disposal**
Dispose of contents/container to an approved waste disposal plant

**Hazards not otherwise classified (HNOC)**
**Other Information**
Unknown acute toxicity 13.27% of the mixture consists of ingredient(s) of unknown toxicity

## 3. COMPOSITION/INFORMATION ON INGREDIENTS

| Chemical Name | CAS No. | Weight-% | Trade Secret |
|---|---|---|---|
| Titanium dioxide | 13463-67-7 | 7 - 13 | * |
| Kaolin | 1332-58-7 | 3 - 7 | * |
| Calcium carbonate | 1317-65-3 | 3 - 7 | * |
| Texanol | 25265-77-4 | 1 - 5 | * |

*The exact percentage (concentration) of composition has been withheld as a trade secret.

## 4. FIRST AID MEASURES

**Description of first aid measures**

**General advice** If symptoms persist, call a physician.

**Eye contact** Immediately flush with plenty of water. After initial flushing, remove any contact lenses and continue flushing for at least 15 minutes. Keep eye wide open while rinsing. If symptoms persist, call a physician.

**Skin Contact** Immediate medical attention is not required. Wash off immediately with soap and plenty of water while removing all contaminated clothes and shoes. If skin irritation persists, call a physician.

**Inhalation** Immediate medical attention is not required. If symptoms persist, call a physician. Move to fresh air in case of accidental inhalation of vapors or decomposition products.

**Ingestion** Clean mouth with water and drink afterwards plenty of water. Never give anything by mouth to an unconscious person. Call a physician. Do NOT induce vomiting.

**Self-protection of the first aider** Use personal protective equipment as required.

**Most important symptoms and effects, both acute and delayed**

**Symptoms** No information available.

**Indication of any immediate medical attention and special treatment needed**

**Note to physicians** Treat symptomatically.

## 5. FIRE-FIGHTING MEASURES

**Suitable extinguishing media**
Use. Dry chemical. Carbon dioxide (CO2). Water spray (fog). Alcohol resistant foam.

**Unsuitable extinguishing media** CAUTION: Use of water spray when fighting fire may be inefficient.

**Specific hazards arising from the chemical**
Keep product and empty container away from heat and sources of ignition. Risk of ignition.

**Explosion data**
**Sensitivity to Mechanical Impact** None.
**Sensitivity to Static Discharge** None.

**Protective equipment and precautions for firefighters**
As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

## 6. ACCIDENTAL RELEASE MEASURES

**Personal precautions, protective equipment and emergency procedures**

**Personal precautions** Use personal protective equipment as required. Remove all sources of ignition. Evacuate personnel to safe areas. Keep people away from and upwind of spill/leak. Pay attention to flashback. Take precautionary measures against static discharges.

**Environmental precautions**

**Environmental precautions** Do not flush into surface water or sanitary sewer system. Prevent further leakage or spillage if safe to do so. Prevent product from entering drains. See Section 12 for additional ecological information.

**Methods and material for containment and cleaning up**

**Methods for containment** Prevent further leakage or spillage if safe to do so.

**Methods for cleaning up** Dam up. Use personal protective equipment as required. Cover liquid spill with sand, earth or other non-combustible absorbent material. Take up mechanically, placing in appropriate containers for disposal. Clean contaminated surface thoroughly. Soak up with inert absorbent material. Pick up and transfer to properly labeled containers. Take precautionary measures against static discharges.

## 7. HANDLING AND STORAGE

**Precautions for safe handling**

**Advice on safe handling** Use with local exhaust ventilation. All equipment used when handling the product must be grounded. Keep away from heat/sparks/open flames/hot surfaces. - No smoking. Use personal protective equipment as required. Do not breathe dust/fume/gas/mist/vapors/spray. Take necessary action to avoid static electricity discharge (which might cause ignition of organic vapors).

**Conditions for safe storage, including any incompatibilities**

**Storage Conditions** Keep away from heat, sparks, flame and other sources of ignition (i.e., pilot lights, electric motors and static electricity). Keep containers tightly closed in a cool, well-ventilated place. Keep away from heat. Keep in properly labeled containers.

**Incompatible materials** None known based on information supplied.

## 8. EXPOSURE CONTROLS/PERSONAL PROTECTION

**Control parameters**

**Exposure Guidelines**

| Chemical Name | ACGIH TLV | OSHA PEL | NIOSH IDLH |
|---|---|---|---|
| Titanium dioxide<br>13463-67-7 | TWA: 10 mg/m³ | TWA: 15 mg/m³ total dust<br>(vacated) TWA: 10 mg/m³ total dust | IDLH: 5000 mg/m³ |

| | | | |
|---|---|---|---|
| Kaolin<br>1332-58-7 | TWA: 2 mg/m³ particulate matter containing no asbestos and <1% crystalline silica, respirable fraction | TWA: 15 mg/m³ total dust<br>TWA: 5 mg/m³ respirable fraction<br>(vacated) TWA: 10 mg/m³ total dust<br>(vacated) TWA: 5 mg/m³ respirable fraction | TWA: 10 mg/m³ total dust<br>TWA: 5 mg/m³ respirable dust |
| Calcium carbonate<br>1317-65-3 | - | TWA: 15 mg/m³ total dust<br>TWA: 5 mg/m³ respirable fraction<br>(vacated) TWA: 15 mg/m³ total dust<br>(vacated) TWA: 5 mg/m³ respirable fraction | TWA: 10 mg/m³ total dust<br>TWA: 5 mg/m³ respirable dust |

*NIOSH IDLH Immediately Dangerous to Life or Health*

**Other Information** Vacated limits revoked by the Court of Appeals decision in AFL-CIO v. OSHA, 965 F.2d 962 (11th Cir., 1992).

**Appropriate engineering controls**

**Engineering Controls** Showers
Eyewash stations
Ventilation systems.

**Individual protection measures, such as personal protective equipment**

**Eye/face protection** Tight sealing safety goggles.

**Skin and body protection** No special technical protective measures are necessary.

**Respiratory protection** If exposure limits are exceeded or irritation is experienced, NIOSH/MSHA approved respiratory protection should be worn. Positive-pressure supplied air respirators may be required for high airborne contaminant concentrations. Respiratory protection must be provided in accordance with current local regulations.

**General Hygiene Considerations** When using do not eat, drink or smoke. Regular cleaning of equipment, work area and clothing is recommended.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

**Information on basic physical and chemical properties**

| | | | |
|---|---|---|---|
| **Physical state** | liquid | | |
| **Appearance** | No information available | **Odor** | No information available |
| **Color** | No information available | **Odor threshold** | No information available |

| **Property** | **Values** | **Remarks • Method** |
|---|---|---|
| **pH** | 9.0±0.2 | |
| **Melting point/freezing point** | No information available | |
| **Boiling point / boiling range** | >= 30 °C / 86 °F | |
| **Flash point** | > 94 °C / > 201 °F | |
| **Evaporation rate** | No information available | |
| **Flammability (solid, gas)** | No information available | |
| **Flammability Limit in Air** | | |
| **Upper flammability limit:** | No information available | |
| **Lower flammability limit:** | No information available | |
| **Vapor pressure** | No information available | |
| **Vapor density** | No information available | |
| **Specific Gravity** | 1.22 | |
| **Water solubility** | No information available | |
| **Solubility in other solvents** | No information available | |
| **Partition coefficient** | No information available | |
| **Autoignition temperature** | No information available | |
| **Decomposition temperature** | No information available | |
| **Kinematic viscosity** | No information available | |
| **Dynamic viscosity** | No information available | |

| | |
|---|---|
| **Explosive properties** | No information available |
| **Oxidizing properties** | No information available |

**Other Information**

| | |
|---|---|
| **Softening point** | No information available |
| **Molecular weight** | No information available |
| **VOC Content (%)** | No information available |
| **Density** | 10.17 lbs/gal |
| **Bulk density** | No information available |
| **Percent solids by weight** | 45.3% |
| **Percent volatile by weight** | 2.7% |
| **Percent solids by volume** | 35.5% |
| **Actual VOC (lbs/gal)** | 0.3 |
| **Actual VOC (grams/liter)** | 32.9 |
| **EPA VOC (lbs/gal)** | 0.7 |
| **EPA VOC (grams/liter)** | 84.7 |
| **EPA VOC (lb/gal solids)** | 0.8 |

## 10. STABILITY AND REACTIVITY

**Reactivity**
No data available

**Chemical stability**
Stable under recommended storage conditions.

**Possibility of Hazardous Reactions**
None under normal processing.

**Conditions to avoid**
Heat, flames and sparks.

**Incompatible materials**
None known based on information supplied.

**Hazardous Decomposition Products**
None known based on information supplied.

## 11. TOXICOLOGICAL INFORMATION

**Information on likely routes of exposure**

| | |
|---|---|
| **Product Information** | No data available |
| **Inhalation** | No data available. |
| **Eye contact** | No data available. |
| **Skin Contact** | No data available. |
| **Ingestion** | No data available. |

| Chemical Name | Oral LD50 | Dermal LD50 | Inhalation LC50 |
|---|---|---|---|
| Titanium dioxide<br>13463-67-7 | > 10000 mg/kg ( Rat ) | - | - |
| Texanol<br>25265-77-4 | = 3200 mg/kg ( Rat ) | > 15200 mg/kg ( Rat ) | - |

**Information on toxicological effects**

| | |
|---|---|
| **Symptoms** | No information available. |

**Delayed and immediate effects as well as chronic effects from short and long-term exposure**

**Sensitization** No information available.
**Germ cell mutagenicity** No information available.
**Carcinogenicity** No information available.

| Chemical Name | ACGIH | IARC | NTP | OSHA |
|---|---|---|---|---|
| Titanium dioxide 13463-67-7 | - | Group 2B | - | X |

***IARC (International Agency for Research on Cancer)***
*Group 2B - Possibly Carcinogenic to Humans*
*Group 3 - Not classifiable as a human carcinogen*
***OSHA (Occupational Safety and Health Administration of the US Department of Labor)***
*X - Present*

**Reproductive toxicity** No information available.
**STOT - single exposure** No information available.
**STOT - repeated exposure** No information available.
**Target Organ Effects** Eyes, lungs, Respiratory system, Skin.
**Aspiration hazard** No information available.

**Numerical measures of toxicity - Product Information**

**The following values are calculated based on chapter 3.1 of the GHS document** mg/kg

## 12. ECOLOGICAL INFORMATION

**Ecotoxicity**

24.2% of the mixture consists of components(s) of unknown hazards to the aquatic environment

| Chemical Name | Algae/aquatic plants | Fish | Crustacea |
|---|---|---|---|
| Texanol 25265-77-4 | 18.4: 72 h Pseudokirchneriella subcapitata mg/L EC50 | 30: 96 h Pimephales promelas mg/L LC50 | 95: 96 h Daphnia magna mg/L LC50 |

**Persistence and degradability**
No information available.

**Bioaccumulation**
No information available.

| Chemical Name | Partition coefficient |
|---|---|
| Texanol 25265-77-4 | 3.47 |

**Other adverse effects** No information available

## 13. DISPOSAL CONSIDERATIONS

**Waste treatment methods**

**Disposal of wastes** Disposal should be in accordance with applicable regional, national and local laws and regulations.

**Contaminated packaging** Do not reuse container.

This product contains one or more substances that are listed with the State of California as a hazardous waste.

## 14. TRANSPORT INFORMATION

**DOT** Not regulated

## 15. REGULATORY INFORMATION

**International Inventories**

| | |
|---|---|
| **TSCA** | Complies |
| **DSL/NDSL** | Complies * |
| **EINECS/ELINCS** | Does not comply * |
| **ENCS** | Does not comply * |
| **IECSC** | Complies * |
| **KECL** | Complies * |
| **PICCS** | Complies * |
| **AICS** | Complies * |

* This product contains an unknown chemical, therefore, this product's compliance to the inventory list is NOT DETERMINED

**Legend:**

**TSCA** - United States Toxic Substances Control Act Section 8(b) Inventory
**DSL/NDSL** - Canadian Domestic Substances List/Non-Domestic Substances List
**EINECS/ELINCS** - European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances
**ENCS** - Japan Existing and New Chemical Substances
**IECSC** - China Inventory of Existing Chemical Substances
**KECL** - Korean Existing and Evaluated Chemical Substances
**PICCS** - Philippines Inventory of Chemicals and Chemical Substances
**AICS** - Australian Inventory of Chemical Substances

**US Federal Regulations**

**SARA 313**

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

**SARA 311/312 Hazard Categories**

| | |
|---|---|
| **Acute health hazard** | Yes |
| **Chronic Health Hazard** | No |
| **Fire hazard** | No |
| **Sudden release of pressure hazard** | No |
| **Reactive Hazard** | No |

**US State Regulations**

**California Proposition 65**

This product contains the following Proposition 65 chemicals

| Chemical Name | California Proposition 65 |
|---|---|
| Titanium dioxide - 13463-67-7 | Carcinogen |
| Crystalline Silica - 14808-60-7 | Carcinogen |
| Carbon Black - 1333-86-4 | Carcinogen |

**U.S. State Right-to-Know Regulations**

| Chemical Name | New Jersey | Massachusetts | Pennsylvania |
|---|---|---|---|
| Titanium dioxide<br>13463-67-7 | X | X | X |
| Kaolin<br>1332-58-7 | X | X | X |
| Calcium carbonate<br>1317-65-3 | X | X | X |

| | | | |
|---|---|---|---|
| Ethanolamine<br>141-43-5 | X | X | X |
| Propylene Glycol<br>57-55-6 | X | - | X |
| Carbon Black<br>1333-86-4 | X | X | X |

**U.S. EPA Label Information**
**EPA Pesticide Registration Number** Not applicable

**Hazardous air pollutants (HAPS) content**

This product contains no reportable Hazardous Air Pollutants

## 16. OTHER INFORMATION, INCLUDING DATE OF PREPARATION OF THE LAST REVISION

| | | | | |
|---|---|---|---|---|
| **NFPA** | **Health hazards** 1 | **Flammability** 1 | **Instability** 0 | **Physical and Chemical Properties** - |
| **HMIS** | **Health hazards** 1* | **Flammability** 1 | **Physical hazards** 0 | **Personal protection** X |

***Chronic Hazard Star Legend*** * = *Chronic Health Hazard*

**Revision Date** 13-May-2015
**Revision Note**
No information available
**Disclaimer**
**The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text. Shipping information may vary based upon container size and shipping destination. Each user of this material needs to evaluate the conditions of use and design the appropriate protective mechanisms to prevent employee exposures, property damage, or release to the environment. The manufacturer assumes no responsibility for injury to the recipient or third persons, or for any damages to any property resulting from misuse of the product.**

**End of Safety Data Sheet**

# 360 Wall Systems Respirable Silica Exposure Control Program

A **Respirable Silica Exposure Control Program** is a workplace safety program designed to reduce workers' exposure to respirable crystalline silica (RCS), a hazardous material that can cause serious health issues like lung disease, silicosis, and even cancer. The program typically includes preventive measures, monitoring strategies, employee training, and proper use of equipment to minimize the inhalation of silica dust. Here's an outline of key components involved in such a program:

**Purpose**
The purpose of the Silica Program is to provide information, guidelines, control measures and training to eliminate exposures to respirable silica dust in the excess of the action levels established by OSHA.

**Scope**
This program covers all 360 Wall Systems crew members who are engaged in silica releasing activities including, but not limited to, such activities as mixing, cutting, grinding, sanding, and drilling of concrete, stucco, fireproofing, or other silica containing materials.

**Policy**
360 Wall Systems Silica Policy is to control and minimize worker exposure to respirable silica while not exceeding the action levels established by OSHA. In this program, all fireproofing materials, masonry products and concrete products are presumed to contain trace amounts of silica as per their SDS. 360 Wall Systems. in collaboration with the TCDSC, has completed air monitoring by a certified Industrial Hygienist to verify that our current practices have our crews working under permissible action levels.

**OSHA** uses a benchmark 8-hour, time-weighted average exposure of 0.050 mg/m3 of respirable silica as a point of reference for the permissible exposure limit and 0.025 mg/m3 as the action level related to airborne silica. 360 Wall Systems Silica Protection Program will meet the OSHA standards, as the applicable law, at a minimum and 360 Wall Systems will work toward processes and controls which take into consideration more stringent exposure recommendations. Table #1 on page 32 shows some typical activities with silica exposure of those activities. If a tool or activity isn't on Table #1 contact your 360 Wall Systems Foreman/Supervisor.

If a 360 Wall Systems employee or any other trade is involved in a dust producing activity such as, but not limited to, sweeping, drilling, or mixing, of a material known or unknown to contain silica. The dust producing activity must be performed in conjunction with adequate engineering and administrative controls to protect against higher than permissible exposure levels established by OSHA.

**Policy**
The physical disturbance of concrete products or any silica containing material, by tool or piece of equipment (drilling, mixing, etc.) will not be allowed unless engineering controls or administrative

controls are put in place to reduce exposure levels below the action levels as established by applicable law. If site conditions make the use of engineering controls, such as wet method or vacuum systems, or administrative controls infeasible, a site-specific plan for associated dust control measures that are to be implemented must be reviewed and approved by the General Superintendent.

## 360 Wall Systems Responsibilities for the Silica Control Program

**Project Manager**
To review contract documents and follow policy. if a 360 Wall Systems employee is working with materials containing silica they have the proper training on the hazards and applicable standards.

**General Superintendents**
To review the installation and removal of silica containing materials on jobsite and ensure the dust control measures are properly put in place for both directly and non-directly affected employees.

To provide employees that are directly working with materials containing silica a wet method, vacuum system or alternate silica dust containment system.

To ensure that all employees have been properly trained when working with silica materials.

**Foreman/Supervisor**
To make sure the tools being used in working with materials containing silica are given a vacuum system or an alternate silica dust containment system.

Inspect tools and equipment to ensure they are in working order and good condition and have a dust control / suppression system function.

To ensure that all employees have the knowledge on dust control requirements when using materials containing silica.

To ensure that all employees have the proper training on silica hazards and related tools.

**Field Employees**
Only use tools that you have received training on. If trained, inspect and test all functions of tools to ensure proper working condition.

If not trained properly, DO NOT work in areas of potential silica dust exposure. Please contact your Foreman if you are unsure if you are working in an area they may or may not have silica air borne exposure.

**Training**

All employees who have the potential to be exposed to respirable silica must be properly trained on the hazards associated with exposed silica. Training should included but is not limited to, the following:

1. What is silica and why can it be harmful?
2. What are the hazards associated with silica?
3. What laws are in place regarding levels and permissible exposure limits?
4. Where is silica found and used?
5. How can silica be controlled in the workplace?
6. What tools can be used to protect against silica exposure.
7. Instructions and standards examples.

When working on a 360 Wall Systems project that has exposure to silica the following controls will be used.

- Engineering Controls
- Administrative Controls
- PPE

**Control Methods**

The following list represents the recommended engineering controls for 4 common tools / activities that may cause respirable silica exposure. This list doesn't provide all items but give an overview to employees and what measures can be taken to address dust producing activities related to silica containing materials. If there is any questions related to possible exposure to silica, contact the 360 Wall Systems General Superintendent or Foreman/Supervisor.

- Removing fireproofing materials.
- Using hammer drills and similar tools.
- Sanding taping materials.
- The use of sweeping compound and/or vacuum systems for cleanup procedures.

**Removing Fireproofing Materials**

When fireproofing materials are required for removal a wet method should be used. Most common reason for removal is for installation of clips, kickers or other framing members. Employees will use water to wet down the fireproofing before it's scraped and removed. The material that was removed will need to be cleaned up and disposed of in sealed plastic bags before it dries.

**Hammer Drills** – Refer to Table #1 on page 32

When using a hammer drill, especially for tasks like drilling into concrete, masonry, or stone, dust control is crucial to ensure both worker safety and a cleaner work environment. Here are some key methods for controlling dust while using a hammer drill:

**Use a Dust Extract Systems**

- Vacuum Attachment: Many hammer drills have dust extraction attachments that can be connected to a vacuum system. These attachments capture dust at the point of contact as the drill bit creates dust, significantly reducing airborne particles.
- Dedicated Dust Extractors: For large projects or continuous use, a dedicated dust extractor (HEPA vacuum) can provide better suction and ensure more efficient dust collection.

**Use a Dust Control Attachment or Shroud**

- Dust shrouds or overs are designed to fit around the drill bit and capture dust as the drill makes contact with the surface. These tools work by enclosing the area around the bit, channeling the dust into a collection bag or hose attached to a vacuum.

**Personal Protective Equipment (PPE)** – Follow Table #1 based on tools/durations/indoor or outdoors

- **Respirators:** Workers should always wear an appropriate dust mask or respirator to protect themselves from inhaling harmful dust particles, especially when using a hammer drill without a dust collection system.
- **Eye Protection:** Safety googles or face shields are essential to protect the eyes from flying debris and dust particles.
- **Hearing Protection:** Hammer drills can be loud, so hearing protection (earplugs or earmuffs) is recommended.

**Proper Ventilation**

- Work in well ventilated aeras to help disperse dust that might not all be collected by the extraction system. Use fans or ventilation systems to improve airflow.

**Training and Awareness**

- Ensure that workers are properly trained on the importance of dust control and the safe use of dust extraction systems. Regular maintenance and inspection of dust collection equipment should also be part of the protocol.

By combining these methods, you can significantly reduce the risks associated with airborne dust and provide a safer, cleaner working environment when using a hammer drill.

**Orbital Vacuum System during Sanding & Clean-Up**

The purpose of a vacuum system is capturing silica dust. The vacuum system should have a HEPA (High Efficiency Particulate Air) self-cleaning bagged filtration system. Inspection of all hoses and connections in vacuum system are required to ensure there are no holes or cracks. This will ensure the systems is working properly. When a vacuum system is used during clean-up operations it's highly recommended that a bag liner be used inside the vacuum, this makes disposal easier. When it's time to empty the contents, inside the bag gently close and secure the bag to eliminate silica dust exposure. When the filter media needs to be cleaned or changed, it must be gently taken out of the machine and rinsed with water. Wet cleaning the filter is the only option. Do not take the filter out and "bang it" on something to clean it.

**Sweeping compound**

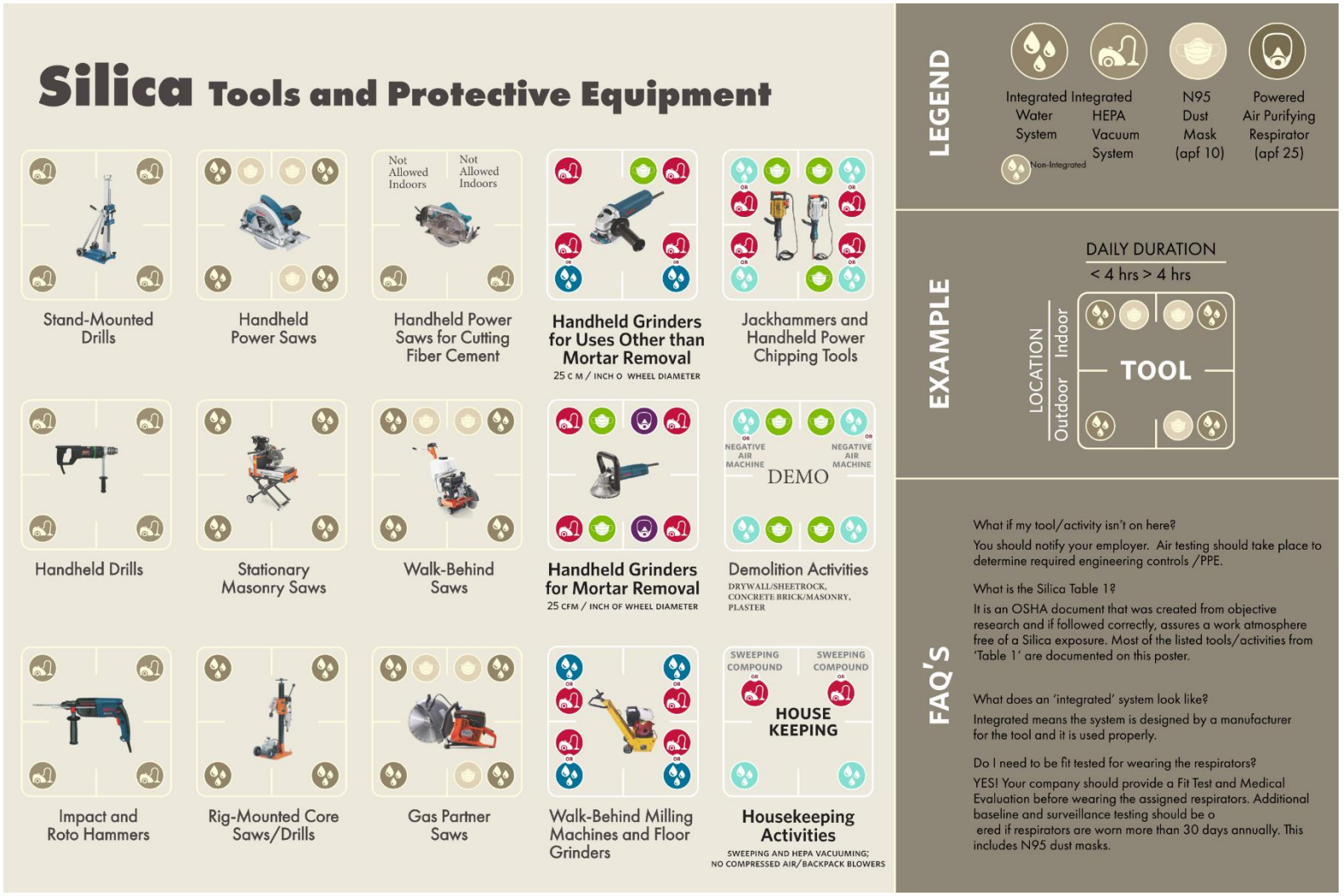
Sweeping compound is used for cleaning floors and controlling dust during the sweeping process. It is a mixture of fine, absorbent materials such as sawdust and clay that are sprinkled onto the floor before sweeping. Sweeping compound is an effective tool for maintaining cleaner, safer, and more controlled environments during floor maintenance. Here are the key reasons for using sweeping compound:

1. **Dust Control**: Sweeping compound helps to bind dust particles, preventing them from becoming airborne during sweeping. This is especially useful in environments where dust can cause health concerns or visibility issues.
2. **Improved Cleaning**: It helps collect and trap dirt, debris, and dust, making it easier to sweep and remove from the floor. It can also pick up smaller particles that might otherwise be left behind.
3. **Safety**: By controlling dust, sweeping compounds reduce slip hazards and improve traction on walking and working surfaces.
4. **Surface Protection**: Some compounds are designed to be gentle on floors, helping to preserve the finish or surface of the floor while still cleaning effectively.

**Table #1**

**Silica Exposure Control Methods**

The tables below show silica testing that has been completed by various drywall companies in the Twin Cities. The participating companies tested different activities in the industry. Each selected activity is listed that may create silica to become airborne. If a tool or activity being used isn't on Table #1 contact a 360 Wall Systems Foreman/Supervisor.



# Silica FAQ's

## What is Silica?

- Component of soil, sand, granite and other minerals
- Abundant in the earth's crust
- Most common form is Quartz
- Important industrial material

**2.3M** U.S. workers are potentially exposed to SILICA annually

**90%** of those workers are employed in construction

## What are Silica health risks?

RESPIRATORY DISEASES

- Silicosis (incurable) • Tuberculosis/COPD/etc
- Kidney Disease
- Lung Cancer

- 3 CLASSES OF SILICOSIS
- Chronic/15-20yrs/poor O2-CO2 exchange, chest pain respiratory failure
- Accelerated/5-10yrs/shortness of breath, weakness
- Acute/3m-2y/high concentrations leading to shortness of breath, weight loss, weakness, fatality

## Dangers of Silica Dust (Crystalline Silica)

SILICOSIS: LUNG DISEASE BROUGHT ON BY EXPOSURE TO CRYSTALLINE SILICA

SILICA DUST IS **100X** SMALLER THAN BEACH SAND

SILICOSIS CAN BE PREVENTED WITH PROPER SAFETY MEASURES

## Where can Silica be found?

Sand • Stone • Rock • Concrete
Brick Block • Mortar • Plaster
Joint compound • Granite • Tile

## Activites with potential Silica exposure?

Cutting • Sawing • Drilling • Chipping • Crushing Mixing • Grinding • Tuckpointing • Sandblasting Jackhammering • Housekeeping • Demolition

CAUSES OF DUST EXPOSURE


## When is Silica hazardous to me?

- When VERY small particles become respirable and are inhaled
- Respirable particles enter the lungs and cause scar tissue which reduces the lungs' ability to take in oxygen
- The formation of Silicosis Affects Lung Function and Causes Susceptibility to lung infections

## How can I prevent Silica overexposure?

Begin by using OSHA's 'SILICA Table 1' to determine require Engineering/Administrative/PPE procedures.

If the task is not in the 'SILICA Table 1', your company needs t provide testing to determine appropriate prevention methods and underexposure.

PRIMARY – Engineering Methods

- Integrated Wet/water methods
- Containment methods
- Local exhaust ventilation

SECONDARY – Administrative Methods

- Limit exposure time
- Proper hygiene and housekeeping

LASTLY – Personal Protective Equipment

- Respiratory protection
- Personal protective clothing


| Pre-2016 | 2016 |
|---|---|
| 250 microgram/ cubic meter of air | 50 micrograms/ cubic meter of air |

360 Wall Systems has a SILICA program, creates Site-Specific SILICA Exposure Control Plans, and expects all trades potentially creating silica on site to also create their own Site-Specific SILICA Exposure Control Plans.

# OSHA's Focus Four Hazards

The four leading causes of fatalities in the construction industry, as identified by the Occupational Safety and Health Administration (OSHA). These hazards are responsible for the majority of construction-related deaths and injuries. OSHA prioritizes these areas to reduce workplace incidents through training, awareness, and enforcement of safety standards.

The **Focus Four Hazards** are:

1. **Falls**
   - **Description:** Falls are the leading cause of death in the construction industry. They occur when workers fall from heights such as ladders, scaffolds, roofs, or unprotected edges.

   - **Examples:**
     - Falling from ladders or scaffolding
     - Unprotected roof edges
     - Misuse of fall protection equipment
   - **Prevention:**
     - Use of guardrails, safety nets, and personal fall arrest systems (PFAS)
     - Proper ladder safety practices
     - Regular inspection of fall protection equipment

2. **Struck-By Hazards**
   - **Description:** These occur when a worker is hit by a moving object or piece of equipment. This could involve vehicles, falling tools, or flying debris.

   - **Examples:**
     - Being hit by a moving vehicle or equipment
     - Tools or materials falling from above
     - Flying objects from power tools or machinery
   - **Prevention:**
     - Use of hard hats and high-visibility clothing
     - Securing materials and tools at heights
     - Implementing traffic control measures on-site

3. **Caught-In or Caught-Between Hazards**
   - **Description:** These incidents happen when a worker is caught, crushed, or squeezed between two objects or within machinery.

   - **Examples:**
     - Being pinned between heavy equipment and a wall
     - Trench collapses
     - Getting caught in unguarded machinery

- **Prevention:**
  - Proper machine guarding and lockout/tagout procedures
  - Protective systems for trenches (shoring, shielding)
  - Awareness and safe operation of heavy equipment

4. **Electrocutions**

- **Description:** Electrocution occurs when a worker comes into contact with live electrical circuits, power lines, or defective electrical equipment.

- **Examples:**
  - Contact with overhead or underground power lines
  - Improper use of extension cords and power tools
  - Faulty electrical wiring or equipment
- **Prevention:**
  - De-energizing circuits and using lockout/tagout procedures
  - Using insulated tools and proper grounding
  - Training workers to recognize electrical hazards

**Purpose of OSHA's Focus Four:**
The goal is to raise awareness and reduce the number of injuries and fatalities caused by these hazards. OSHA provides specialized training, guidelines, and enforcement to help employers and workers recognize, prevent, and control these risks. Addressing the Focus Four effectively can significantly improve safety in the construction industry.

# 360 Wall Systems Personal Protective Equipment (PPE) Policy

Personal Protective Equipment is one of our most important resources in keeping us safe. Hard hats, safety glasses, ANSI Class II high visibility garment, gloves, and hearing protection must be part of our daily routine. All our General Contractors require the use of PPE.

Safety glasses and hard hats are not optional, they are mandatory. 360 Wall Systems employees not wearing safety glasses is by far the biggest complaint we get from our General Contractors. Not wearing them on site will result in disciplinary actions. The first time you're seen not wearing a hard hat or safety glasses you will receive a verbal warning. Any time after that, you will be sent home for the rest of the day. We provide high quality safety glasses and are willing to purchase almost any model you are willing to wear. The longer you keep them on, the more you get used to wearing them. If for some reason wearing safety glasses creates an unsafe condition, talk to your 360 Wall Systems Foreman/Supervisor. At the point when everyone agrees that wearing your safety glasses creates a bigger hazard then not wearing them, a Job Hazard Analysis (JHA) will be created.

ANSI Class II high visibility garment, gloves, and hearing protection are more job specific. If you are working on any site that has forklifts, earth-moving equipment, or a high volume of traffic on it, high visibility is required. Or if the general contractor requires it, it must be worn. Hearing protection must be used when you or someone near you is performing tasks with higher than permissible decibel levels. See the hearing protection policy on page 38 of this AWAIR and Right-to-Know Training. Gloves task specific, but not mandatory unless the General Contractor requires them.

The majority of the Personal Protective Equipment is provided by 360 Wall Systems If there is a specialty item that you would like, let the General Superintendent or Foreman know and we may be able to help.

ANSI Class 2 High Visibility Garment (per MN OSHA Standard 5207.1000) is a type of high visibility designed for workers in environments where there is a higher risk of being struck by vehicles or equipment. These garments meet the requirements set by the American National Standards Institute (ANSI) and the International Equipment Association (ISEA) under the standard ANSI/ISEA 107.

**Key Features of ANSI Class 2 Garments:**

1. **High-Visibility Colors:**
Made from fluorescent materials in colors such as **lime yellow**, **orange-red**, or **red** to enhance daytime visibility.

2. **Reflective Material:**
Equipped with at least **201 square inches** of reflective tape and 775 square inches of safety yellow, orange or red background material to enhance nighttime or low light visibility.

3. **Reflective Strip Placement:**
Reflective bands are typically placed 360 degrees around torso and over the shoulders to outline the human form for maximum visibility.

# 360 Wall Systems Hearing Protection

The Occupational Health and Safety Administration (OSHA) has set regulations for hearing protection in workplaces where employees may be exposed to excessive noise levels.

90 decibels (dB) is the standard limit for noise exposure measured over an 8-hour time weighted average. Noise exposure at this level for an 8-hour work day can cause hearing damage.

If noise exposure averages at 85 dB over an 8-hour workday, workers should begin to use hearing protection.

360 Wall Systems will provide employees with the proper hearing protection. This includes ear plugs, earmuffs or other devices for those who are exposed to 85 dB or above. All employees will be trained properly on how to use and care hearing protection.

A simple rule to follow by is if you can't hear another person from 2-3 feet away, you need hearing protection as the noise level is excessively loud.

**Hearing Protection will be used when noise levels exceed the following permissible noise exposure:**

| Duration per Day | Allowable dba | Example of Noise Level |
|---|---|---|
| 8 Hour | 90 | Acceptable Limits |
| 4 Hours | 95 | Unable to hear conversation from 3 feet away from your co-work |
| 2 Hours | 100 | Compressor inside building |
| 1 Hour | 105 | Hilti Gun / Hammer Drill |
| ¼ hour or Les | 115 | Chop Saw |

# 360 Wall Systems Fall Protection Plan

Fall protection is a safety measure and a system designed to prevent or reduce the risk of workers falling from heights.

**Note: If you are exposed to heights greater than 6 feet, fall protection is required.**

Some of the most common types of fall protection are:

- Guardrail Systems
- Stilts with a guardrail system
    - If working on stilts on a floor with a leading edge, the guardrail needs to be extended to a height that prevents fall exposure. Such as working in front of an open window or a second story atrium. The railing would have to be extended to the top of the window or within two feet of the ceiling. The railing would have to withhold a 250-pound lateral force. If there is an elevation change on the floor that you are working on such as a recessed floor, a guardrail systems needs to be in place between the two levels.
- Personal Fall Arrest Systems: Full body harness, shock absorbing lanyard, retractable lifelines, rope grab systems anchoring devices, safety chains and gates.

360 Wall Systems fall protection plan will include fall protection training, operations and practices that are communicated and understood by employees.

The foreman on the jobsite will need to determine and assess the area to determine if fall protection is require for the employees. Do not perform any work until you feel safe and secure with the proper equipment.

If the most common types of fall protection are not feasible for the task then the following systems will need to be put into place.

Controlled Access Systems – A safety measure that restricts access to a specific work area where fall hazards exist, typically by using physical barriers that meet the proper lateral force. Controlled access systems can also be used to protect individuals from falling materials and tools. An example is flagging off the ground level when working on a leading edge.

Warning Line System – A visible flagged line set up around the perimeter of work area, an example would be a roof edge, to alert workers that they are approaching a potential fall hazard and shouldn't go any further.

# 360 Wall Systems Fire Extinguisher Use Policy

It is important to know how to use a fire extinguisher in the event of a fire. This will allow you to have the confidence and ability to put it out.

Always call the fire department before you attempt to put it out yourself. This secures professional help is on its way in case the fire becomes out of control.

While working on jobsites it's good practice to have an evacuation plan in place in case of an emergency. Follow the General Contractors emergency plan. Make sure all exits are marked and the floors are numbered for identification.

The **PASS** method is used to help stop or put out the fire.

**P**ull - Pull the pin to break the seal and discharge the extinguisher

**A**im **-** Point the nozzle at the base of the fire, not the flames

**S**queeze **-** Squeeze the handle to release the extinguishing agent

**S**weep **-** Sweep the nozzle back and forth over the base of the fire until it's out

**Tips to stay safe while trying to extinguish the fire:**

- Keep your back towards an exit so there is a visible means of getting out of the area.
- Stand at least 8 feet away from the fire and begin **'PASS'**
- If the fire doesn't extinguish, leave ASAP.
- If the fire extinguisher was used at all it will need to be recharged or replaced.
- The fire department should and will survey the area and make sure the fire is completely out.

**Fire Extinguisher Maintenance**

- Monthly checks should be done on fire extinguishers by the Foreman.
- The extinguisher needs to be free and clear of any objects such as doors, furniture, etc. during an emergency.
- The fire extinguisher needs to be mounted properly and away from heat sources.
- The pressure level on the extinguisher should be at the recommended level. There should be a gage that indicates high, low or normal levels.
- Annual inspections should be performed by a third party.

# 360 Wall Systems First Aid Kit and Clinic Information

In the event of a work-related injury on our jobsites, 360 Wall Systems has provided First Aid Kits in designated gang boxes, Foreman's office/desk, and the General Contractor's office.


## Contents of a First-Aid Kit

Per OSHA standards (1910.151 and 1926.50) the list below is the minimum inventory for a First Aid kit. This includes the medical services and First Aid standards in both general industry and construction.

| **ANZI/ISEA Z308.1-2015 – Minimum Requirements for Workplace First Aid Kits and Supplies** ***Basic kit – minimum contents*** | |
|---|---|
| Adhesive bandages, 1 x 3 in. (2.5 x 7.5 cm) | 16 |
| Adhesive tape, at least 3/8 in. x 2.5 yd. (2.3 m) | 1 |
| Antibiotic application, 1/57 oz. (0.5 g) | 10 |
| Antiseptic, 1/57 oz. (0.5 g)[1] | 10 |
| Breathing barrier | 1 |
| Burn dressing (gel soaked), 4 x 4 in. (10 x 10 cm) | 1 |
| Burn treatment, 1.32 oz. (0.9 g) application[2] | 10 |
| Cold pack, 4 x 5 in. (10 x 12.5 cm) | 1 |
| Eye covering with means of attachment, 2.9 sq. in. (19 sq. cm) per eye[3] | 2 |
| Eye/skin wash, 1 fl. oz. (29.6 ml) total | 1 |
| First-aid guide[4] | 1 |
| Hand sanitizer, 1/32 oz. (0.9 g)[5] | 6 |
| Medical examination glove pairs | 2 |
| Roller bandage, 2 x 4 yd. (5 x 3.66 cm)[6] | 1 |
| Scissors | 1 |
| Sterile pad, 3 x 3 in. (7.5 x 7.5 cm) | 2 |
| Trauma pad, 5 x 9 in. (12.7 x 22.9 cm)[7] | 2 |
| Triangular bandage, 40 x 40 x 56 in. (101 x 101 x 142 cm) | 1 |

# 360 Wall Systems Report an Incident or Accident Policy

**Report all injuries, accidents or near misses to your Foreman/Supervisor immediately or at least by end of the working day, in which in incident happened.**

The severity of the injury depends on what you do next.

## Life Threatening:

- Call 911
- Report incident to your Foreman/Supervisor
- Administer 1st Aid
- Inform the General Contractor and follow their Emergency Plan

## Non-Life Threatening:

- Report incident to your Foreman/Supervisor
- Administer 1st Aid
- Have your Foreman/Supervisor help determine the next steps
    - If the injury is serious enough for medical attention and is not an emergency, your supervisor will assign someone to drive you to one of our preferred providers at Minnesota Occupational Health. See clinic locations on page 45.
    - Call our SFM Insurance Workplace Hotline 855-675-3501. The hotline is available in both English and Spanish. They will help you with determining the next steps too.

After things have settled down, an accident report must be filled out. Page 46 has an example of the first report of injury form. Your Foreman/Supervisor has a fillable version on his iPad, that you can fill out together. Any paperwork from doctor's visits, or clinic visits, must be sent to your Foreman/Supervisor or Chad Clare at 612-398-5432 or chad@360wallsystems.com

Foreman/Supervisors who have assisted in any first report of injury must fill out an accident investigation report. The same goes for a near miss and both forms are available in the foreman reference files in ProCore on your iPad.

All bodily injuries must be reported immediately or by the end of the working day. If injuries are not reported immediately, this will be subject to disciplinary action.

Quick reference guide

# SFM Work Injury Hotline

## When someone's injured at work...

- If it's an **emergency, call 911**.
- Otherwise, the employee and supervisor should call **(855) 675-3501** together. (If no supervisor is available, the employee can call alone.) Do this as soon as possible after you learn of an injury.
- The registered nurse who answers will ask what happened and recommend what to do next, whether it's self-care, urgent care or even the emergency room.
- The nurse will report the injury to SFM, your workers' compensation insurer. You don't need to fill out a first report of injury.


SFM®
The Work Comp Experts

sfmic.com



med-08-0915

# Minnesota Occupational Health

**Monday – Friday 7:30 a.m. – 4 p.m. (651) 968-5300**


**SHAKOPEE LOCATION** | 4360 12th Ave. E.
Shakopee, MN 55379


**BLAINE LOCATION** | 10230 Baltimore St.
#300
Blaine, MN 55449


**ST. PAUL LOCATION** | 1661 St. Anthony Ave.
2nd Floor
St. Paul, MN 55104


**EAGAN LOCATION** | 1400 Corporate Center Curve
Suite 200
Eagan, MN 55121

Foreman/Supervisors will arrange transportation if an injured employee needs medical care. The Foreman/Supervisor needs to perform a Accident Investigation and ensure that all injuries are documented on daily reports and it's reported immediately or by end of working day to the 360 Wall Systems General Superintendent.

# 360 Wall Systems, Inc.

## Employee's Report of Injury

| | |
|---|---|
| **Note To Employee**: This report must be completed by **YOU** as soon as possible after your injury. Read the questions carefully and make your answers complete and accurate! | |
| **Name:** | **Job-site:** |
| **Job Title:** | **Supervisor:** |
| **Date of Injury:** ___ / ___ / ___ | **Time of Injury:** ___ : ___ a.m. / p.m. (circle one) |
| **Did you notify your Immediate Supervisor of the injury?** Yes ◯ No ◯ Date: ___ / ___ / ___ | |
| **If you did not report the injury your Immediate Supervisor, please explain why!** | |
| **Describe where the injury occurred (location)!** | |
| **Describe in your own words what happened to cause the injury!** | |
| **What do you think can be done to prevent this from happening again in the future?** | |
| **What is the nature of your injury, be specific, what body parts have been injured?** | |
| **Who witnessed the accident?** No witnesses ☐<br>Name: _____ Phone: _____<br>Name: _____ Phone: _____ | |
| **Additional Comments:** | |
| **Employee Signature:** | **Date:** |
| **Supervisor Signature:** | **Date:** |

# 360 Wall Systems Equal Employment Opportunity

360 Wall Systems is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. 360 Wall Systems strictly prohibits and does not tolerate discrimination or harassment of any kind against employees, applicants for employment, or any other covered persons because of race, color, religion or belief, creed, national origin or ancestry, ethnicity, sex, pregnancy (including childbirth, lactation, and related medical conditions), sexual orientation, gender identity and/or expression, age, physical or mental disability, citizenship, military and veteran status, genetic information (including testing and characteristics), marital or family status, or any other characteristic protected under applicable federal, state, or local law.

All 360 Wall Systems employees, other workers and representatives are prohibited from engaging in unlawful discrimination or harassment. This policy applies to all terms and conditions of employment, including but not limited to hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

360 Wall Systems will not discriminate against any employee or applicant for employment because of physical or mental disability in regards to any position for which the employee or applicant for employment is qualified with or without a reasonable accommodation. 360 Wall Systems agrees to take Affirmative Action to employ, advance in employment and otherwise treat qualified individuals with disabilities equally in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination of employment, rates of pay or other forms of compensation, and selection and training, including apprenticeship.

360 Wall Systems complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, 360 Wall Systems will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create undue hardship or cause a direct threat to the health or safety of any 360 Wall Systems employee. 360 Wall Systems will also, where appropriate, provide reasonable accommodation for an employee's religious beliefs or practices.

No one will be subject to, and 360 Wall Systems prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.

Any employee, regardless of position or title, whom it is determined has subjected an individual to discrimination or retaliation in violation of this policy will be subject to discipline, up to and including termination of employment.

The employment terms set out in this policy work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that

a union has with 360 Wall Systems. Further, this policy is not intended to restrict communications or actions protected or required by state or federal law.

For more information, see the state specific supplement for your state.

# 360 Wall Systems Harassment Policy

It is the policy of 360 Wall Systems to provide all individuals with a safe, inclusive work environment free from any form of harassment and discrimination. Our values are clear:

- We act with **Integrity** and strive to always do the right thing.
- We treat everyone with **Respect**.
- **Excellence** includes being excellent to each other.
- We care about each other's physical and psychological **Safety**. Part of that means we speak up when we see or hear something inappropriate.

**360 Wall Systems does not tolerate harassment or discrimination on the job or at any company-sponsored or related activity.**

Employment **discrimination** is unfair treatment in employment opportunities or practices because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (age 40 or older), genetic information, or any other characteristic protected by applicable law.

**Harassment** is a form of employment discrimination and is defined as unwelcome conduct based on a protected characteristic such as race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history), or any other characteristic protected by applicable law. Harassment can occur with a single incident or through a pattern of behavior. The act of harassment need not be deliberate or intentional. What may be considered a joke to some may be considered offensive to others. A victim doesn't have to be the person harassed but could be anyone affected by offensive conduct.

Examples of harassment or discriminatory conduct whether deliberate or unintentional include but are not limited to:

- Bullying (including cyberbullying and social media bullying)
- Intimidation or interference with work performance
- Racial slurs, insults, or jokes
- Jokes about a person's age, ethnicity, culture, or nationality
- Negative comments about someone's personal religious beliefs (or lack thereof) including religious dress and grooming practices
- Physical attacks – or threats to inflict harm
- Displays of obscene or offensive materials or symbols including gestures, cartoons, pictures, slogans
- Derogatory remarks about individuals with disabilities

**Sexual harassment** is a form of harassment that includes unwelcome sexual advances, requests for sexual favors, and other non-verbal, verbal, or physical harassment of a sexual nature. Sexual harassment can occur among people of the same gender or different genders or gender identities.

Examples of sexual harassment include but are not limited to:

- Referring to another person by a pet name such as kiddo, boy, girl, doll, babe, or honey
- Sharing sexually inappropriate images or videos
- Sexual comments, jokes, questions, innuendos, or gestures
- Offensive remarks about a person's body or clothing
- Inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person
- Repeatedly asking for dates after someone has declined
- Following or stalking
- Offensive remarks about someone's sexual orientation or gender identity, including prolonged incorrect use of a transgender or gender non-conforming employee's name or pronouns
- Requesting sexual favors accompanied by implied or overt threats concerning an individual's employment
- Granting employment benefits or opportunities because of an individual's submission to a manager's sexual advances or requests for sexual favors

**360 Wall Systems Employees Responsibilities**
Employees who experience or witness harassment or discrimination are encouraged to report the behavior to their Foreman/Supervisor or to Nicole Lundy.

**360 Wall Systems Foreman/Supervisor Responsibilities**
Foreman/Supervisors who receive a complaint of harassment or discrimination or who observe such behavior must report such incidents to Nicole Lundy.

**What If You Witness or Experience Harassment or Discrimination?**
If you see or are experiencing any type of discrimination or harassment, you are strongly encouraged to report to your 360 Wall Systems Foreman/Supervisors or Nicole Lundy.

**Retaliation** against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy. Acts of retaliation should be reported immediately to your Foreman/Supervisor or Nicole Lundy.

**Violations of Policy**
Any 360 Wall Systems employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of employment or engagement. To the extent a client, vendor, subcontractor or other people with whom 360 Wall Systems does business engages in unlawful harassment or discrimination, 360 Wall Systems will take appropriate corrective action to address that situation.

# 360 Wall Systems Drug and Alcohol Policy

Substance abuse poses a serious threat to our employees, customers, and the communities where we work. Even though the state of Minnesota has legalized recreational cannabis, it is not permitted on our job sites. Coming to work under the influence of marijuana or alcohol is strictly prohibited and is susceptible to disciplinary actions.

Our substance abuse policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug and alcohol-free environment. We intend to prevent substance abuse and promote its treatment. We encourage those who abuse drugs and alcohol to seek help overcoming their problem.

# 360 Wall Systems Disciplinary Action and Enforcement Policy

**Purpose**
At 360 Wall Systems, we are committed to maintaining a positive, productive, and respectful work environment. This Disciplinary Action Policy provides clear guidelines for addressing employee behavior that violates company policies, standards of conduct, or workplace expectations. The goal of this policy is to ensure fairness, consistency, and an opportunity for improvement.

**Types of Violations**
Disciplinary action may be taken for, but is not limited to, the following types of violations:

**Attendance Issues**: Repeated tardiness, unapproved absences, or failure to notify supervisors of absences.

**Poor Job Performance**: Consistently failing to meet job expectations or quality standards.

**Violation of Company Policies**: Failure to comply with established company policies, including safety procedures, anti-harassment policies, and code of conduct.

**Unprofessional Behavior**: Disrespectful conduct toward colleagues, clients, or supervisors; insubordination; inappropriate language or actions.

**Theft or Fraud**: Engaging in theft, dishonesty, or any illegal activity within the workplace.

**Substance Abuse**: Being under the influence of drugs or alcohol during working hours or while on company property.

**Workplace Safety Violations**: Failing to adhere to safety protocols or engaging in unsafe work practices.

**Disciplinary Action Process**
The disciplinary process may vary depending on the severity of the violation, but typically follows these steps:

1. **Verbal Warning**: A first-time violation or minor infraction may result in a verbal warning. The supervisor will meet with the employee to discuss the behavior or performance issue and outline expectations for improvement.

2. **Written Warning**: If the issue persists, a formal written warning will be issued. This document will outline the nature of the violation, any previous warnings, and the corrective actions required. The employee will be asked to acknowledge receipt of the warning.

3. **Final Written Warning**: For repeated or more serious violations, a final written warning may be issued. This will indicate that further violations could result in suspension or termination.

4. **Suspension**: In cases of more serious violations or where previous warnings have not resulted in improvement, the employee may be suspended for 5 working days. This gives the employee time to reflect on their actions and is a final opportunity to correct behavior before termination.

5. **Termination**: If the violation is severe enough (e.g., theft, violence, or gross misconduct), termination may be the first and final step.

**Considerations for Disciplinary Action**
**Severity of the Violation**: The company will consider the seriousness of the violation before determining the appropriate level of discipline.

**Past Performance**: Prior behavior and performance records will be reviewed. Employees with a good track record may receive less severe disciplinary action for minor offenses.

**Consistency**: Disciplinary actions will be applied consistently across all employees to ensure fairness.

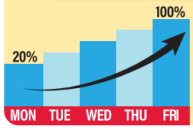
**Investigation**: Before taking disciplinary action, the company will conduct an investigation into the incident to ensure all relevant facts are considered.

# Prevent Heat Illness at Work

**Outdoor** and **indoor** heat exposure can be dangerous.

## Ways to Protect Yourself and Others

**Ease into Work. Nearly 3 out of 4 fatalities from heat illness happen during the first week of work.**




- ✓ **New** and **returning** workers need to build tolerance to heat (acclimatize) and take frequent breaks.
- ✓ **Follow the 20% Rule.** On the first day, work no more than 20% of the shift's duration at full intensity in the heat. Increase the duration of time at full intensity by no more than 20% a day until workers are used to working in the heat.

### Drink Cool Water
Drink cool water even if you are not thirsty — at least 1 cup every 20 minutes.

### Take Rest Breaks
Take enough time to recover from heat given the temperature, humidity, and conditions.

### Find Shade or a Cool Area
Take breaks in a designated shady or cool location.

### Dress for the Heat
Wear a hat and light-colored, loose-fitting, and breathable clothing if possible.

### Watch Out for Each Other
Monitor yourself and others for signs of heat illness.

### If Wearing a Face Covering
Change your face covering if it gets wet or soiled. Verbally check on others frequently.

## First Aid for Heat Illness

**The following are signs of a medical emergency!**

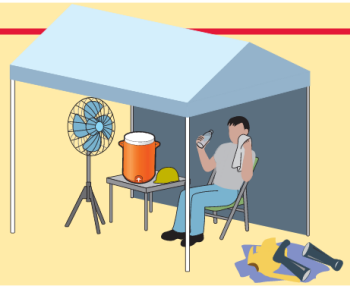
- Abnormal thinking or behavior
- Slurred speech
- Seizures
- Loss of consciousness

1. » CALL 911 IMMEDIATELY
2. » COOL THE WORKER RIGHT AWAY WITH WATER OR ICE
3. » STAY WITH THE WORKER UNTIL HELP ARRIVES


**Watch for any other signs of heat illness and act quickly. When in doubt, call 911.**

**If a worker experiences:**

- Headache or nausea
- Weakness or dizziness
- Heavy sweating or hot, dry skin
- Elevated body temperature
- Thirst
- Decreased urine output



**Take these actions:**

- » Give water to drink
- » Remove unnecessary clothing
- » Move to a cooler area
- » Cool with water, ice, or a fan
- » Do not leave alone
- » Seek medical care if needed

OSHA® Occupational Safety and Health Administration

**For more information: 1-800-321-OSHA (6742)**
**TTY 1-877-889-5627 www.osha.gov/heat**

Federal law entitles you to a safe workplace. You have the right to speak up about hazards without fear of retaliation. See www.osha.gov/workers for information about how to file a confidential complaint with OSHA and ask for an inspection.

OSHA 3431-05R 2021

OSHA® QUICK CARD™

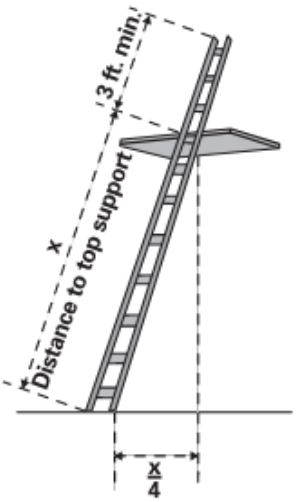
# Portable Ladder Safety

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.

3-Point Contact

- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.




- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.

For more information:

OSHA® Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

OSHA 3246-10N-05

OSHA® FactSheet

# Narrow Frame Scaffolds

**Narrow frame scaffolds, also known as Baker/Perry style scaffolds, are among the most popular pieces of construction equipment. Due to their versatility many contractors use them instead of ladders because they allow workers to maintain their balance and work more easily from the platform.**

## What is a narrow frame scaffold?

A narrow frame scaffold has wheels and is often used as a mobile scaffold with the end frame measuring 3 feet or less in width. (See Fig. 1.) Designed to be easily moved, they are used for operations such as painting, drywall installation, plastering, and other jobs where workers must frequently change position. Scaffolds can be adapted to stairs, ramps, and other uneven surfaces.

In some instances scaffolds may be a better and safer choice than ladders.

## Minimizing hazards

Some of the hazards associated with narrow frame scaffolds, ***can*** *lead to personal injury or death; they include*:

- Falls from an elevated level
- Tip-overs
- Electric shocks
- Structural failures (collapse)

## Training workers in scaffold safety

Under the *Occupational Safety and Health Act* employers are responsible for providing a safe workplace.

All training must be conducted in a manner and language which the worker is able to understand.

- Only trained and authorized persons should be allowed to use a scaffold. This training must be provided by a qualified person who recognizes the hazards associated with the type of scaffold being used and who understands the procedures to control or minimize those hazards. Training must include how to safely:
  - Use the scaffold and determine the maximum load limits when handling materials.
  - Recognize and avoid scaffolding hazards such as electric shock, falls from heights, and being hit by falling objects.
  - Erect, inspect, move, operate, maintain, and repair scaffolds.


***Figure 1***

For more information on scaffolding, see OSHA's Safety and Health Topics page at www.osha.gov/SLTC/scaffolding.

# Scaffold Safety

## Employers must ensure the following:

- Follow the manufacturer's allowable load for the casters, scaffold components and platforms, along with recommended bracing to ensure a rigid and structurally sound scaffold.
- Assess the work area, site conditions, and work to be performed.
- Conduct a pre-operation inspection to verify that all scaffold components are functioning properly and/or are correctly assembled.
- Keep the platform free from tripping hazards such as hand tools, equipment, or materials.
- Lock scaffold wheels with positive wheel and/or wheel and swivel locks to prevent movement while in use.
- Use guardrails which include top rails, mid-rails, and toe boards, or fall protection at working platform heights of 10 feet or higher.
- Stay at least 10 feet away from energized power lines.
- If outriggers are installed, deploy installed outriggers on both sides of the scaffold. All locking pins must be engaged before using the scaffold.

## Employers must ensure that workers have been effectively trained in the following:

- Not to stand on the guardrail or use any components of the scaffold or other items (e.g., stepladders, buckets, boxes, barrels, etc.) inside the scaffold to gain additional standing height.
- Not to try to pull yourself from one location to another while standing on the platform.
- Not to use a scaffold if it is incomplete, broken or has missing or ill-fitting parts which need replacement. Contact your employer immediately.
- Not to move the scaffold with worker(s) on the scaffold when:
  - The worker(s) on the scaffold is unaware of the move and/or the surface under the scaffold is not within 3 degrees of level and free of pits, holes or obstructions.
  - The worker is on any part of the scaffold which extends outward beyond the wheels, casters, or other supports.
  - Manual force is not being applied as close to the base as practicable. Manual force must be applied not more than 5 feet above the supporting surface (1926.452(w)(3)).
  - The height to base width ratio of the scaffold during movement is greater than 2 to 1, unless the scaffold is designed and constructed to meet or exceed nationally recognized stability test requirements (such as ANSI/SIA A92.5 and A92.6) (1926.452(w)(6)(ii)).

## Retraining

Employers must retrain employees when inadequacies are observed, changes in worksite conditions occur or when it is believed that an employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of the scaffold.

**This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.**

**For assistance, contact us. We can help. It's confidential.**

OSHA® Occupational Safety and Health Administration

**www.osha.gov (800) 321-OSHA (6742)**

U.S. Department of Labor

DOC FS-3722 04/2014

# DURA-STILTS®

F MODEL
Fixed Length Legs
MODELS F14, F16, F18, F20, F22, F24

## ENGLISH / SPANISH ASSEMBLY AND INSTRUCTION MANUAL


PLEASE READ CAREFULLY
**BEFORE**
ASSEMBLY OR USE

Great care with extensive design and development work has been undertaken to provide this quality tool for you. Proper assembly, care, inspection and maintenance combined with responsible use, is crucial to your product satisfaction and personal safety.

D MODEL
Variable Length Legs
MODELS D14-22, D18-30, D24-40

## ATTENTION! READ THIS!

When using leg extension devices (stilts) you are elevated off the floor. If you fall, you could be seriously injured. It is absolutely imperative that you spend time learning to walk on and becoming proficient with your Dura-Stilts before trying to perform work on them. It is your responsibility to read and observe these instructions including the dos and don'ts. It is also your responsibility to use stilts that are well maintained, to insist on a clean, clear work area and to always exercise caution while using Dura-Stilts. Keep all bolts tight. Special attention should be given to the entire strut tube assemblies and wingbolts in this respect. Surveys have shown that there are fewer lost time accidents per million man hours worked on leg extension devices (stilts) than any other type of personal scaffolding. WE WANT TO KEEP IT THAT WAY! If you have any questions concerning this product please contact us before assembly or use.

We will not be responsible for any accident resulting from irresponsible use, improper use, or failure to inspect and maintain stilts adequately.

## BINDING ARBITRATION

In consideration of the timely and cost effective resolution of controversies between the parties, all such controversies regarding the Agreement or the rights of parties hereto, shall be submitted to arbitration before the American Arbitration Association. The parties agree to waive their right to a jury trial, punitive damages, tort damages, attorneys fees, costs, or expenses as a result of this Agreemant or enforcement of the arbitration's award, the parties agree that venue lies in Oklahoma County, State of Oklahoma, and the parties waive their right to a jury trial for any claims or counter claims. This arbitration clause shall survive the termination or breach of the agreement. If any provision of the Arbitration Clause is held invalid, that invalidity shall not affect other provisions of this Arbitration Clause.

If you are unwilling to agree to and abide by this BINDING ARBITRATION AGREEMENT YOU MUST NOT USE THIS PRODUCT.

**LOAD LIMIT 225 LBS. DO NOT EXCEED**

**I A M of Puerto Rico Inc.**

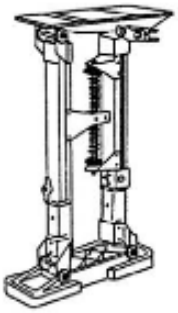
Printed January 2017, RV 11-14

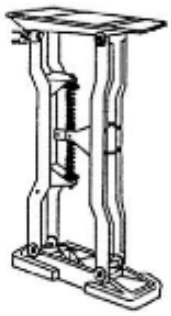
CE

# STEP A CHECK COMPONENTS

1

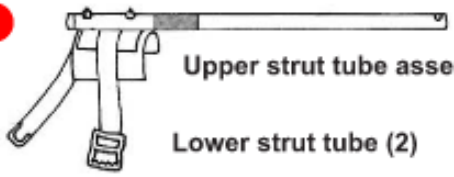
**Dura III Adjustables**
(2)
1 left and 1 right





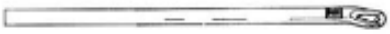
**Fixed Heights**
(2)
1 left and 1 right

2



**Upper strut tube assembly (2)**

**Lower strut tube (2)**



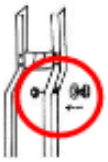
3 **Lower strut tube mounting fasteners**

1/4-20 X 9/16 hex machine bolt (2)

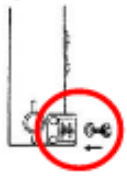
1/4-20 lock nut (2)

1/4 washer (2)

Fixed



Adjustables



Located on rear legs as shown

4 **Strap Adaptor Kit**

Arch strap (long) (2)

Toe strap (short) (2)

Heel bracket (2)

**Strap Adaptor Fasteners (package)**

#8 x 1/2 phillips fast thread screw (8)

#8 flat washer (8)

#10 x 1/2 machine screw (4)

#10 star washer (4)

#10 hex machine nut (4)

**Suggested Tools for Assembly**

1 phillips screwdriver
2 7/16 wrenches
1 7/16 nut driver

If mounting shoes, (optional) you will also need...
1 3/16 drill bit
1 hand drill

# STEP B ASSEMBLY

## 1 Strut Tubes

Loosen tube clamps. Insert lower strut tubes up through the bottom of the tube clamps. Leave tube clamps loose for now. (Fig. 1)

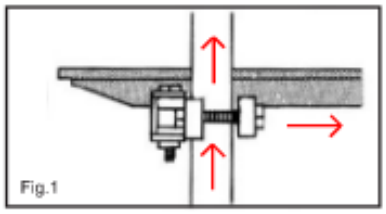


Fig.1

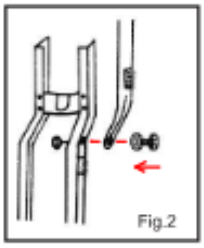


Fig.2

2 Attach lower strut tubes to the brackets or holes provided (identified by labels) with the attached 1/4 X 9/16 hex machine bolts and washers. Position washers on top of strut tubes under bolt heads. **Tighten well** when assembly is complete. **(Fig. 2)**

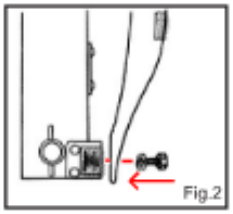


Fig.2

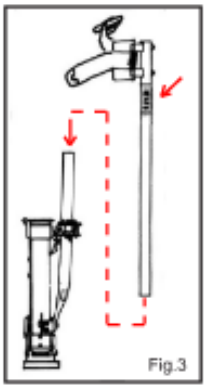


Fig.3

3 **Read the yellow label on the upper strut tube.** Keeping the strap buckles toward the toe of the stilt legs, slide the upper strut tubes down over the lower strut tubes and through the tube clamps. Position so the leg straps are just above the large portion of the leg calves. **Note: Do not bend or "size" the leg bands. (Fig. 3-4)**

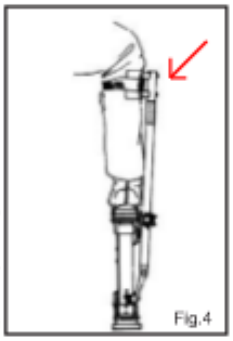


Fig.4

4 How to **properly tighten tube clamps IMPORTANT!** Tube clamps are to be tightened just enough to prevent the leg band from rotating on the users leg when stilts are used. Excessive clamping, may imprint and seize the tubes together, tubes must be replaced. Stilts legs may also be damaged if tubes are hammered on or twisted harshly. Evenly tighten the two tube clamp bolts until the tube clamp just starts to grip the upper strut tube, then tighten each bolt an additional 1/4 turn. If strut tubes are secure, Stop! If additional clamping is needed, carefully tighten bolts 1/8 turn at a time until strut tubes are secure.

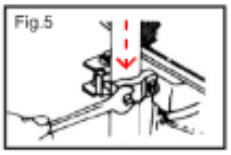


Fig.5

**STRUT TUBES DAMAGED BY OVERTIGHTENING ARE NOT RETURNABLE AS DEFECTIVE AND WILL NOT BE WARRANTIED!**

5 Position the tube clamps centrally in the clamp bracket slots, and tighten well. **(Fig. 6)**

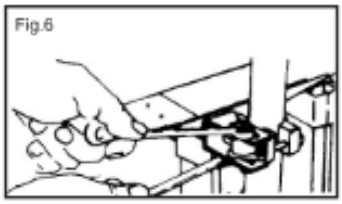


Fig.6

## 6 Shoe Mounting (Optional)

If you are mounting a pair of shoes to the Dura-Stilts, purchase an optional shoe mounting bolt package from your dealer.

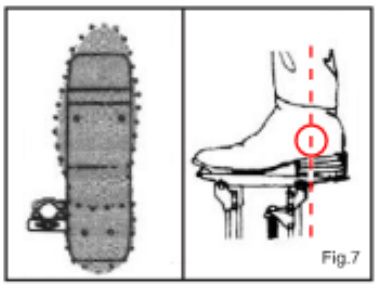


Fig.7

Place shoes in approximately the same position as shown. Your **outside** ankle bone should be directly over the rear pivot bolt. From the underside of the foot plate, mark hole locations on the shoe soles. Remove shoes and drill 3/16 holes Using the No. 10 flathead screws and nuts provided in the optional package, mount shoes and tighten until the screws heads are flush with the shoe intersoles. Longer screws may be needed for mounting work boots with thicker soles. Note: soft shoes (tennis, etc) are not suitable for mounting. **(Fig. 7)**

Read the "Attention User" notice engraved in the top of the foot plate before proceeding.

## 7 Strap Adaptor Kit

Attach the heel brackets to the footplates using the No. l0x1/2 phillips machine screws, star washers and nuts. Adjust the heel bracket so your **outside** ankle bone is directly over the rear pivot bolt and tighten well. **(Fig. 8)**

Position the toe (short) and arch (long) straps on the footplates with the buckles on the same side as the strut tubes. Secure the straps with the No. 8x1/2 phillips fast thread screws and washers. **Note**: The holes in the footplates are not pre-threaded so make certain the screws with washers are installed straight. **(Fig. 9)**

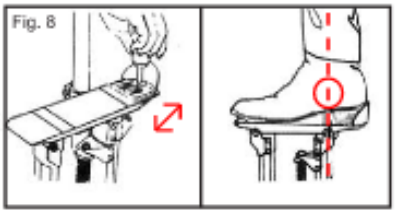


Fig. 8

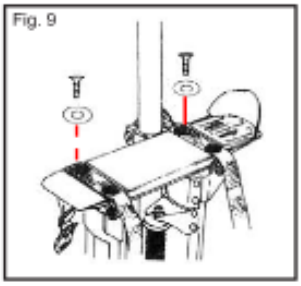


Fig. 9


Footwear should have 90° heels of low to medium height. Do not use footwear with tall or acute angled heels **(Fig. 10)**

## 8

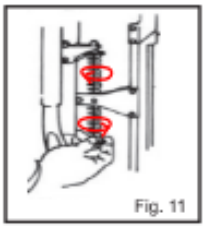


Fig. 11

Set spring adjusters to minimum compression **(Fig. 11)**

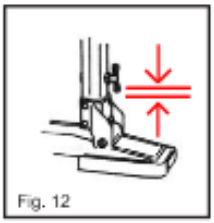


Fig. 12

Set adjustable Dura-Stilts to the lowest setting and tighten wing-bolts well 1/4-1/2 turn past snug. **(Fig. 12)**

## 9

Take a moment now and recheck all of the components you have assembled. Your Dura-Stilts should now be ready for trying on and balance setting.

# STEP C PERSONAL FITTING

## 1 Strap Tightening Sequence

**Important** -When mounting Dura-Stilts always buckle leg straps first before tying shoes, or buckling foot straps. When dismounting Dura-Stilts always unbuckle leg straps last, or after untying shoes or unbuckling foot straps. **(Fig. 13)**

## 2 Mounting Your Dura-Stilts

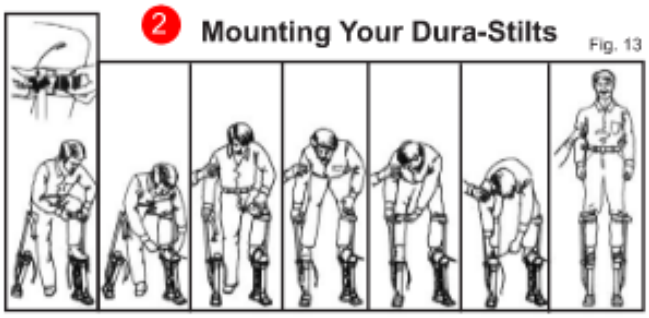
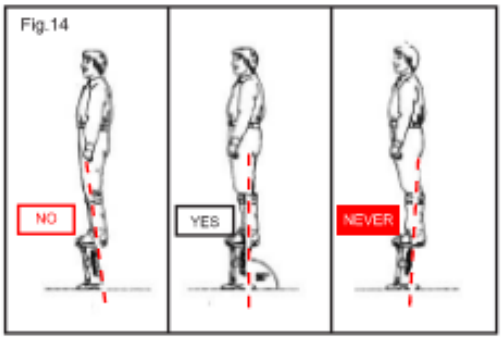
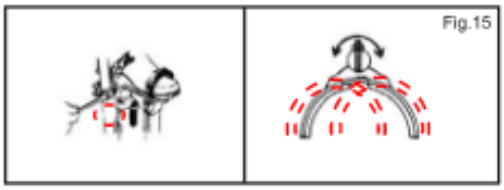


Fig. 13

Select a clear and level area away from doors, floor vents, stairwells, windows, etc. With the help of a colleague, strap on your stilts as noted above, and illustrated. Stand with your legs comfortably apart, collect your balance... and relax. **(Fig. 13)**

## 3 Forward/Rearward Balance



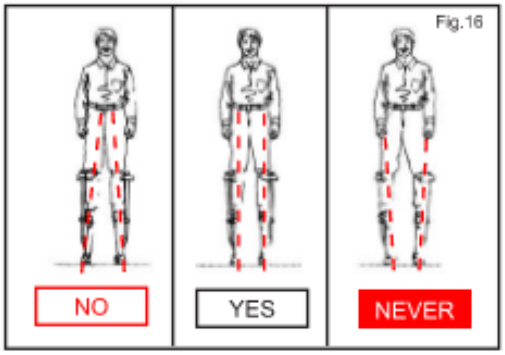




**When standing erect** Dura-Stilts should be in a neutral and vertical position **(Fig.14)**. If they have a tendancy to lean forward or backward, do not attempt to correct by adjusting the action springs. **First**, check your alignment over the Dura-Stilts as in **(Fig. 8 Foot)**, Then make the following adjustments with the help of a colleague or after removing your Dura-Stilts. If stilts lean rearward, loosen the tube clamps and rotate the legbands and strut tubes toward the toe, and **tighten clamps**. If the stilts lean forward rotate toward the heel, and **tighten clamps**.

This adjustment is to insure proper forward and backward balance. If this adjustment requires that the legbands be rotated to where it is uncomfortable, the mounted shoes should be relocated, or the heel brackets be adjusted in the same direction as the needed rotation. **Note: Do not bend or "size" legbands. (Fig. 15)**

## 4 Lateral Balance

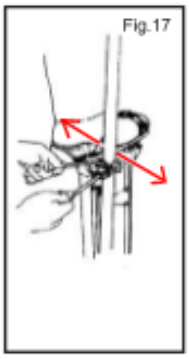
**When standing erect**, the legbands and upper strut tubes should apply a slight force against the side of your legs. If they pull outward or press excessively inward (**see important note below**) make the following adjustments with the help of a colleague, or after you have removed your stilts. (**Fig. 16**)




Loosen the bolts and nuts in the slotted brackets retaining the tube clamps. Slide the strut tube assemblies and clamps in the direction necessary to apply slight inward pressure to your legs. **Securely tighten**.

A trial and error approach may be necessary to obtain this balance setting. (**Fig. 17**)

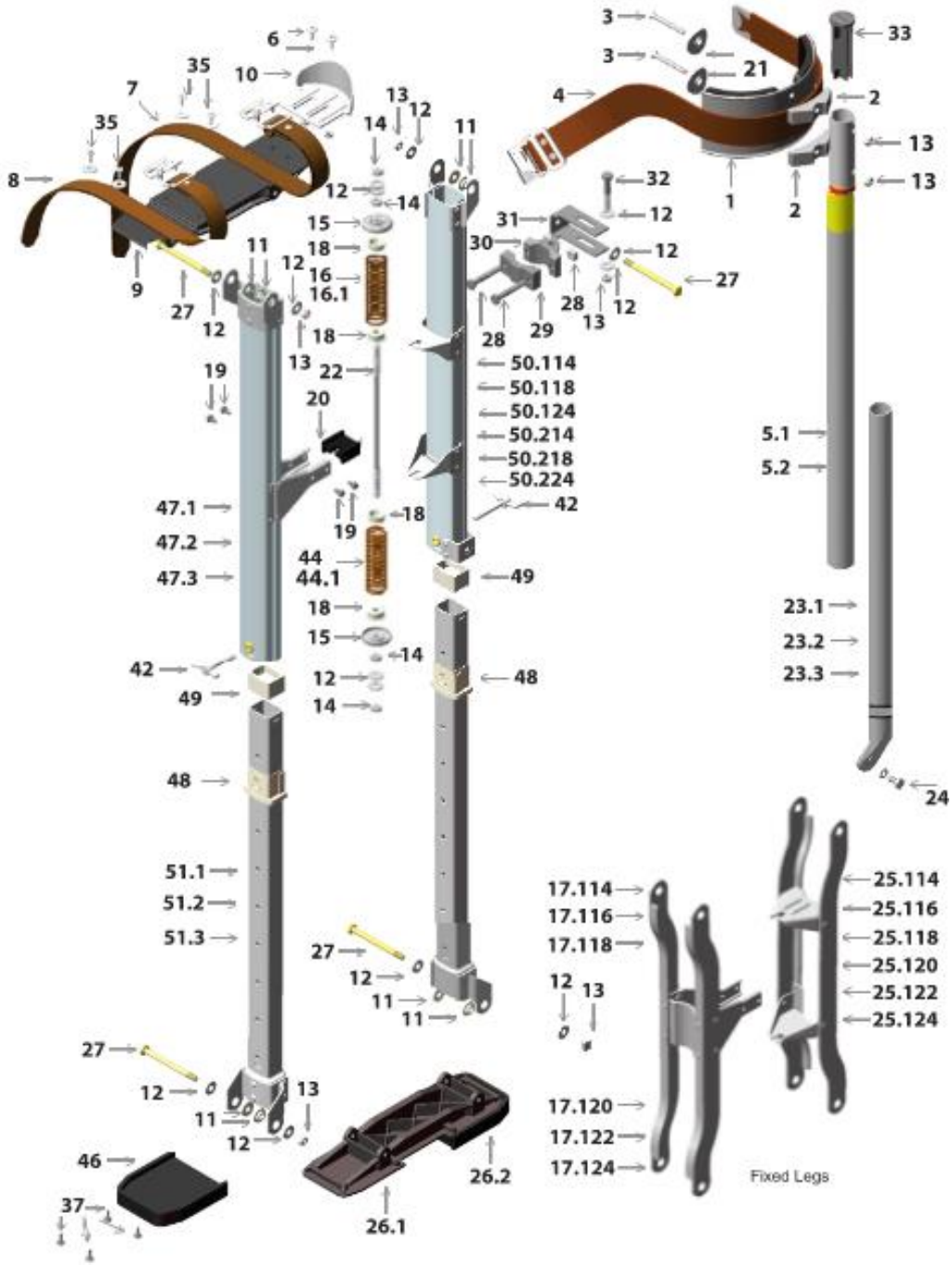
**Tip**: Slide the assemblies inward to correct excessive inward pressure and slide the assemblies outward to correct excessive outward pull.




**IMPORTANT NOTE! READ THIS!:** When the stilts are properly adjusted, balanced and used, the force exerted by the upper strut tubes and legbands on the wearers leg should vary in a range from 1 lb. to 15 lbs. If you are ever applying more than 25 lbs. force in any direction at any time to the upper strut tubes, you are using the stilts in an improper manner. They should therefore, be re-adjusted for lateral balance. If after having re-adjusted the stilts for lateral balance you still exert forces on the upper strut tubes in excess of 25 lbs., you must change your walking habits as the stilts are being improperly used. (If you are unable to estimate the amount of force applied to your leg by the upper leg band and strut, you can determine what 25 lbs. of force feels like against your leg by having someone push against your leg with a bathroom scale and observing the pounds of force obtained. Also, a 25 lb. force to the upper strut tube #5 of a rigidly held Dura-Stilt will cause a deflection of 3/8 or less of the tube as measured at the end of the upper leg strut tube.)

**IMPROPERLY USED OR OUT OF BALANCE STILTS ARE NOT ONLY UNCOMFORTABLE AND TIRING BUT COULD ALSO BE UNSAFE.**

# DURA-STILTS Diagram




6

# DURA-STILTS Parts List

Prices Subject To Change Without Notice **CONTRACTOR NET PRICE** Prices Effective November 2014

| Part No. | PART DESCRIPTION | Price Each |
|---|---|---|
| 1. | Leg band with pads | 6.18 |
| 2. | Leg band spacer | 1.40 |
| 3. | 1/4-20 X 2" flat head phillips mach. screw with locnut | 0.38 |
| 4. | Leg strap and buckle | 6.20 |
| 5.1 | 1 1/8" O.D. upper strut tube (all sizes except F-24 & D24-40) (Orange / Blue Label) (Appx. Length - 23-7/8") | 8.49 |
| 5.2 | 1 1/8" O.D. upper strut tube (F-24 & D24-40 only) (Green Label) (Appx. Length - 26-1/2") | 8.79 |
| 6. | No. 10-24 X 1/2" truss head mach. screw , star washer with nut | 0.27 |
| 7. | Arch strap (Long) with self locking buckle (Appx. length - 20") | 5.62 |
| 8. | Toe strap (Short) with self locking buckle (Appx. length - 17 1/2") | 5.31 |
| 9. | Foot plate | 12.40 |
| 10. | Adjustable heel bracket | 5.19 |
| 11. | Nylon leg bearing | 0.41 |
| 12. | 1/4" washer | 0.18 |
| 13. | 1/4-20 locknut | 0.54 |
| 14. | 1/4-20 hex nut | 0.16 |
| 15. | Spring adjuster | 2.66 |
| 16. | Upper coil spring with bearings (Dark Brown) | 2.32 |
| 16.1 | ** Upper coil spring with bearings (Dark Green) | 2.60 |
| 17.14. | Forward leg assembly (F-14) (Appx. Length - 13") | 12.88 |
| 17.16. | Forward leg assembly (F-16) (Appx. Length - 15") | 12.88 |
| 17.18. | Forward leg assembly (F-18) (Appx. Length - 17") | 12.88 |
| 17.20. | Forward leg assembly (F-20) (Appx. Length - 19") | 15.26 |
| 17.22. | Forward leg assembly (F-22) (Appx. Length - 21") | 15.26 |
| 17.24. | Forward leg assembly (F-24) (Appx. Length - 23") | 15.26 |
| 18. | Nylon spring bearing | 0.47 |
| 19. | Self threading screw (Aluminum Spring Dividers) | 0.27 |
| 20. | Spring divider with 4 screws | 2.58 |
| 21. | Large leg band support washer | 0.41 |
| 22. | 1/4-20 x 7-7/8" stud threaded both ends | 2.43 |
| 23.1 | 1" O.D. lower strut tube (sizes F-14, F-16, F-18 D14-22) (Orange Label) (Appx. Length - 20-3/8") | 8.52 |
| 23.2 | 1" O.D. lower strut tube (sizes F-20, F-22, D18-30) (Blue Label) (Appx. Length - 22-3/4") | 9.10 |
| 23.3 | 1" O.D. lower strut tube (sizes F-24 & D24-40) (Green Label) (Appx. Length - 28-7/8") | 9.72 |
| 24. | 1/4-20 x 9/16" hex bolt, washer and locknut | 0.61 |
| 25.14. | Rear leg assembly (F-14) (Appx. Length - 13") | 13.26 |
| 25.16. | Rear leg assembly (F-16) (Appx. Length - 15") | 13.26 |
| 25.18. | Rear leg assembly (F-18) (Appx. Length - 17") | 13.26 |
| 25.20. | Rear leg assembly (F-20) (Appx. Length - 19") | 15.73 |
| 25.22. | Rear leg assembly (F-22) (Appx. Length - 21") | 15.73 |
| 25.24. | Rear leg assembly (F-24) (Appx. Length - 23") | 15.73 |
| 26.1 | Floor plate only | 12.40 |
| 26.2 | Floor plate with soles mounted | 21.21 |
| 27. | 1/4-20 X 3-1/8" cap screw | 0.88 |
| 28. | 1/4-20 X 1-5/8" cap screw with square nut | 0.65 |
| 29. | Tube clamp (A) (Small) | 2.35 |
| 30. | Tube clamp (B) (Large) | 2.68 |
| 31. | Slotted clamp bracket | 2.35 |
| 32. | 1/4-20 x 1-5/8" cap screw with locknut | 0.64 |
| 33. | Strut tube cap / plug | 1.30 |
| 34. | Shoe mounting screw package<br>4 No. 10-24 x 1-1/4" mach. screws<br>4 No. 10-24 x 1 mach. screws<br>8 No. 10-24 hex nuts | 2.12 |
| 35. | Strap mounting screw with washer | 0.26 |
| 36. | No. 8 strap washer | 0.15 |
| 37. | No. 8 x 1/2" sole mounting screw | 0.27 |
| 42. | Wing bolt | 1.73 |
| 44. | Lower coil spring with bearings (Light Brown) | 2.17 |
| 44.1 | ** Lower coil spring with bearings (Light Green) | 2.45 |
| 45. | Entire spring assembly | 14.43 |
| 45.1 | ** Entire spring assembly | 16.15 |
| 46. | Replaceable sole with 4 screws | 4.77 |
| 47.1 | Forward adjustable leg (Dura - III 1/4" - 22") (Appx. Length - 11") | 21.55 |
| 47.2 | Forward adjustable leg (Dura - III 18" - 30") (Appx. Length - 14-3/4") | 24.30 |
| 47.3 | Forward adjustable leg (Dura - III 24" - 40") (Appx. Length - 20-3/8") | 27.36 |
| 48. | Large nylon extension tube sleeve (Lower) | 4.86 |
| 49. | Small nylon extension tube sleeve (Upper) | 3.34 |
| 50.114. | *Left rear adjustable leg (Dura III 14" - 22") (Appx. Length - 11") | 24.60 |
| 50.118 | *Left rear adjustable leg (Dura III 18" - 30") (Appx. Length - 14-3/4") | 27.24 |
| 50.124 | *Left rear adjustable leg (Dura III 24" - 40") (Appx. Length - 20-3/8") | 29.81 |
| 50.214 | *Right rear adjustable leg (Dura III 14" - 22") (Appx. Length - 11") | 24.60 |
| 50.218 | *Right rear adjustable leg (Dura III 18" - 30") (Appx. Length - 14-3/4") | 27.24 |
| 50.224 | *Right rear adjustable leg (Dura III 24" - 40") (Appx. Length - 20-3/8") | 29.81 |
| 51.1 | Extension tube (Dura III 14" - 22") (5 - Holes) | 22.84 |
| 51.2 | Extension tube (Dura III 18" - 30") (7 - Holes) | 24.29 |
| 51.3 | Extension tube (Dura III 24" - 40") (9 - Holes) | 25.63 |
| 53. | Parts / instruction book | 1.58 |
| 54. | Strap adaptor screw package<br>8 No. 8 x 1/2" screws<br>8 No. 8 washers<br>4 No. 10-24 x 1/2" screws<br>4 No. 10-24 hex nuts | 2.28 |
| 55. | Sole mounting screw package (16 No. 8 x 1/2" screws) | 2.28 |

## WARNING!

USE GENUINE DURA-STILTS REPLACEMENT PARTS ONLY-MAKE NO MODIFICATIONS OR SUBSTITUTIONS
NEVER USE DURA-STILTS PARTS ON IMITATION BRANDS OR THEIR PARTS ON DURA-STILTS

** Rear legs of the Dura - III must be distinguished either left or right when ordering.*
*** Optional heavy duty springs for 24-40 models*

RV 11-14

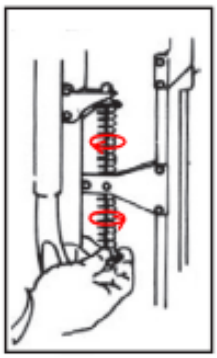
# STEP D WALKING

## 1 LEARNING TO WALK

**IMPORTANT** - Read the dos and don'ts for the use of Dura-Stilts (page 10) **before** you attempt to learn to walk on Dura-Stilts. Remember, in order to develop safe work habits, it is very important that you observe the dos and don'ts as you learn to walk on and use Dura-Stilts.

Select a clear and level area (preferably near a wall) but away from doors, floorvents, stairwells, windows, etc. With the help of a colleague, mount your Dura-Stilts and take slow deliberate short steps while keeping your stilts well apart. Make certain that each step completely clears the floor, as you must never drag or shuffle your feet. While assisted, walk slowly back and forth numerous times making a U turn to reverse your direction. Repeat walking back and forth until you develop a feel for the stilts. Practice walking until you feel secure and are able to walk unassisted.

## 2 ADJUSTMENT FOR WALK



If you have a tendency to lean forward or backward **while walking** on Dura-Stilts, you should adjust the action springs. Make the following adjustments with the help of a colleague, or after removing your stilts. To correct leaning forward while walking, tighten the upper spring adjuster. To correct leaning backward while walking, tighten the lower spring adjuster. It should not be necessary to tighten both upper and lower spring adjusters at the same time for any given individual. **Never tighten adjusters more than 1/5 of the way down, or approximately 15 turns (4 Full Revolutions) as it will limit the stilts action and impose excess stresses on the components.**

## 3 WALKING PRECAUTIONS

**IMPORTANT** - Always take short, deliberate, distinct steps and walk with your stilts well apart. Large or over-extended steps can cause the action springs to bottom out and place excess stresses on the stilt components. Excess stress could drastically reduce the life of the stilts or result in component breakage. If you walk on Dura-Stilts in such a way that the action springs are repeatedly compressed to solid, you are abusing them and using them beyond the scope of their intended purpose and load limit.

If your use for the Dura-Stilts requires stepping sideways, practice this movement with extreme caution. Look where your next step will be, raise your stilt well clear of the floor, then plant your stilt. Make certain that you practice this distinct movement until you can do it safely.

# STEP E WORKING

## 1 BEFORE YOU WORK

You should not attempt to perform work on Dura-Stilts until you have spent considerable time practicing and becoming proficient on them. You should feel very comfortable, confident, and at ease while using them. **Do not work on Dura-Stilts until you have read and are willing to observe these Instructions on the use of them, including the dos and don'ts.**

## 2 INSPECT BEFORE USE

Develop a habit of inspecting your Dura-Stilts before each days use. Make certain the entire stilts are free of any sign of damage or excessive wear, and that all nuts and bolts are tight. Special attention should be given to the entire strut tube assemblies and wingbolts in this respect. Keep all labels legible.

### 3 HEIGHT ADJUSTMENT (D MODELS ONLY)

Remove wingbolts. Evenly raise the stilt legs to the desired height, align the wingbolt with holes in the legs and extension tubes, install wingbolts, and **tighten well 1/4 to 1/2 turn past snug.**

### 4 TOP STOP FEATURE

Dura-Stilt legs and extension tubes are prevented from accidental separation at peak adjustment by the small sleeves stopping against the large sleeves. The **sleeves may be damaged or dislocated** if Dura-Stilts are adjusted into the peak range with harsh, rapid force. Damaged or dislocated sleeves can result in excessive play or looseness in the stilt legs and also leg and extension tube separation at peak adjustment. **Exercise care when adjusting your Dura-Stilts.**

## STEP F MAINTENANCE

### 1 LUBRICATION

In order to keep your Dura-Stilts operating freely, it is necessary to keep the action components reasonably clean and free of dents or burrs. (Action components are those that pivot, slide, telescope, etc.) Lubricate the action components lightly with a silicone spray or white graphite powder. Do not use lubricating products which will remain wet and attract grit. Make certain soles are kept free of lubricants or any foreign matter which could cause loss of traction.

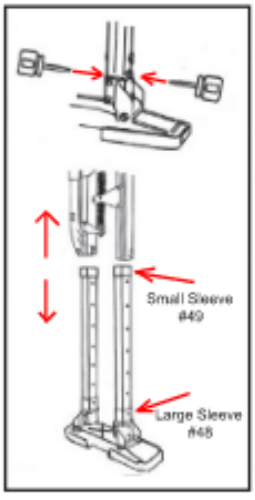
### 2 REPLACEMENT PARTS

All Dura-Stilt components are replaceable, or serviceable. Determine the stilt model and size (out-lined below) then refer to the parts list on pages 6-7. Contact your dealer for parts needs. WARNING: Do not make modifications or substitutions on parts or reassembly of Dura-Stilts. Always use genuine Dura-Stilt replacement parts. Never use parts from IMITATION brands.

MODELS/SIZES

D models are adjustable Dura-Stilts. Determine D model sizes by setting to lowest (shortest) height, and measuring the distance from the floor to the top of the footplate. Model D14-22 will measure about 14"; Model D18-30 will measure about 18" and Model D24-40 will measure about 24". F models are fixed height or non-adjustable Dura-Stilts. Determine F model sizes by measuring from the floor to the top of the footplate. F models will measure 14", 16", 18", 20", 22", and 24".

### 3 REPLACEMENT OF NYLON SLEEVES




Remove wingbolts (#42) and set stilts to lowest position. Using screwdrivers, depress both plastic tabs in the leg slots (located just below the wingbolt holes). With tabs depressed, ease the large sleeve (#48) (together with the extension tubes and floor plate), out of the stilt legs as a unit. Cut or pry the small, sleeves (#49) from the extension tube upper ends, and remove. The large sleeves can now be removed. **(Note** the orientation of the large sleeves for correct reassembly.)

To reassemble, check extension tube holes for burrs, file smooth if needed. Slide new large sleeves down over the extension tubes until the large sleeve tabs are aligned over the detents at the bottom of the extension tubes. Insert new small sleeves over the top of the extension tubes until it snaps past the upper locking tabs of the extension tubes. Carefully insert the extension tube units all the way into the stilt legs until the large sleeve tabs snap and lock into the stilt leg slots. Check stilt operation by adjusting stilts up and down. Replace wingbolts and **tighten well.**

### 4 QUESTIONS? NEED HELP?

If you have comments or questions concerning Dura-Stilts, please contact the North American MASTER DISTRIBUTOR on page 11. They will be glad to help you!

# DOS AND DON'TS
## For the Use of DURA-STILTS®

**ALWAYS OBSERVE THESE SAFETY GUIDELINES WHILE USING DURA-STILTS**

## DOS

Do… inspect stilts thoroughly before use, making sure that the structure is free of any sign of damage, that there is no excessive wear at the connection points, and that all bolts are tight. Special attention should be given to the entire strut tube assemblies and wing bolts in this respect.
Do… replace any damaged or excessively worn stilt components before use.
Do… assure the safety and quality of DURA-STILTS by using only genuine DURA-STILTS components.
Do… fasten the upper leg strap first when putting on stilts.
Do… remove anything from the soles which could cause loss of traction.
Do… keep all straps tightly fastened and secured.
Do… remove stilts to adjust them unless assisted by another person.
Do… take short and distinct steps, making sure that the stilts are raised well clear of floor with each step.
(Your stride may be lengthened as you become more confident.)
Do… walk forward only, making a "U" turn to reverse your direction.
Do… keep stilts adjusted properly.
Do… always look where you're stepping.
Do… walk only on suitable hard surface and level terrain.
Do… cover or guard floor openings, stairwells, etc.
Do… remove stilts when climbing or descending stairs.
Do… receive assistance when retrieving objects from the floor.
Do… be cautious when working around low profile furniture and fixtures, pipes, protrusions, etc.
Do… disconnect upper leg straps last when removing stilts.

## DON'TS

Don't… wear stilts without having proper instruction on the use of them.
Don't… wear stilts that are uncomfortable or out of adjustment.
Don't… wear stilts without having properly inspected them.
Don't… wear stilts that have damaged, excessively worn or modified components.
Don't… compromise DURA-STILTS quality by using components of IMITATION brands.
Don't… walk on oily or otherwise slippery surfaces.
Don't… walk on sandy, rocky, uneven, muddy, or excessively soft terrain.
Don't… work around uncovered floor openings, stairwells, etc.
Don't… work in or around loose wire, rope, electric cords, paper sacks, broken glass, conduit, etc.
Don't… walk on secondary scaffolding, benches, planks, stairs, steps, stools, etc.
Don't… carry heavy loads while walking on stilts.
Don't… run or walk fast on stilts.
Don't… pick up objects which are lower than foot level.
Don't… wear stilts that are taller than necessary.
Don't… become so overconfident that you fail to exercise caution.
Don't… lean over desks, files, boxes or other objects while on stilts.
Don't… be irresponsible on stilts.
Don't… wear stilts while under the influence of drugs or alcohol.
Don't… take steps so large that the action springs bottom out.
Don't… modify this product in any manner.
Don't… exceed the 225 lbs. load limit.

**CAUTION**

Dura-Stilts are made of aluminum and therefore will conduct electricity. Exercise extreme caution when working around electrical sources as a shock could result.

# DURA-STILTS LIFETIME WARRANTY EFFECTIVE JAN 09

Retain this Warranty for your records

Stilt Model/Size _____ Date Purchased _____ /_____ /_____

Dealer Where Purchase _____

All warranties contained herein are non-transferable and limited exclusively to original purchasers of the Dura-Stilts. The literature statements, technical information, and recommendations are based on information we believe to be true and reliable, but the accuracy or completeness thereof is not guaranteed.

## 90 DAY LIMITED WARRANTY

IAM of Puerto Rico Inc. warrants the Dura-Stilts to be free of defects in material and workmanship for a period of 90 days following the date of purchase, provided the Dura-Stilts are properly assembled, used and maintained in accordance with the Dura-Stilt instructions included with the product. Excluded from this warranty are Dura-Stilts subjected to abuse, misuse, neglect, modification, and accidental or intentional damage.

## LIFETIME STRUCTURAL WARRANTY

I A M of Puerto Rico Inc. warrants the structural components of Dura-Stilts against breakage for the life of the Dura-Stilts. This warranty is non-transferable and limited exclusively to the original purchaser who has validated the warranty by returning the completed warranty regestration card within 30 days of date of purchase. Structural components covered against breakage are; legs, extension tubes, strut tubes, foot/floor plates, heels, tube clamps and clamp brackets. Excluded are components subject to normal wear, abuse, misuse, neglect, improper assembly, modification, and accidental or intentional damage.

## WARRANTY SERVICE

For warranty service return the Dura-Stilts or component, with explanation prepaid to the MASTER DISTRIBUTOR indicated below. They will repair or replace the component in question and return the product to you free of charge.

## MASTER DISTRIBUTOR

**DURA-STILT SALES LIMITED PARTNERSHIP**
**A NEVADA LIMITED PARTNERSHIP**
**P.O. BOX 271313 OKLAHOMA CITY, OK. 73137-1313**
**8316 S.W. 8TH OKLAHOMA CITY, OK. 73128**
**1-800-225-2440 FAX: 405 /495-7063**
**www.durastilt.com**

All warranties contained herein are limited only to repair and replacement of parts and product. Excluded from all warranties contained herein are inbound freight and postage, freight losses, labor charges outside our facility and damages caused by the customer improperly assembling the Dura-Stilts, or any accidental or intentional damage. Also excluded from all warranties contained herein are consequential damages,incidential damages and damages to persons and/or property connected with the use of Dura-Stilts.

I A M of Puerto Rico Inc. reserves the right to change, modify or improve the design of Dura-Stilts without assuming any obligations or liabilities related to any Dura-Stilt previously manufactured by I A M of Puerto Rico Inc. or any other source.

## BINDING ARBITRATION

USE OF THIS PRODUCT SIGNIFIES YOUR WILLINGNESS TO AGREE TO THE FOLLOWING BINDING ARBITRATION CONTRACT.

In consideration of the timely and cost effect resolution of controversies between the parties, all such controversies regarding the Agreement or the rights of parties hereto, shall be submitted to arbitration before the American Arbitration Association. The parties agree to wave their rights to a jury trial, punitive damages, tort damages, attorneys fees, cost, or expenses as a result of this Agreement or enforcement of the arbitration's award, the parties agree that venue lies in Oklahoma County, State of Oklahoma, and the parties waive their right to a jury trial for any claims or counter claims. This arbitration clause shall survive that termination of breach of the agreement. If any provision of the Arbitration Clause is held invalid, that invalidity shall not affect the other provisions of the Arbitration Clause.

If you are unwilling to agree to and abide by this BINDING ARBITRATION AGREEMENT YOU MUST NOT USE THIS PRODUCT.

## IMPORTANT SAFEGUARDS

Read and follow all instructions concerning your new Dura-Stilts.
Strictly follow all instruction labels on this product.
Save the instructions for later use.
Remember: Proper inspection, maintenance and treatment of this product is crucial to your product satisfaction and personal safety.

**DO NOT MODIFY THIS PRODUCT**

Always use genuine Dura-Stilts replacement parts

CE

11

# NOW AVAILABLE
## DURA-PACKS
### PREPACKAGED
### GENUINE DURA-STILT REPLACEMENT PARTS

Prices Subject To Change Without Notice — Prices Effective November, 2014

## DURA-STILTS®
### REPLACEMENT PARTS PACKS

| N m. D-PACK | Part Qty. | Part No. | DURA - PACK Contents | Contractor Price |
|---|---|---|---|---|
| 109 | 1 | 9 | Nylon foot plate | 12.47 |
| 126 | 1 | 26 | Nylon floor plate with soles mounted | 21.37 |
| 153 | 1 | 53 | Assembly / Instruction Manual | 1.27 |
| 201 | 2 | 1 | Leg band with pads | 13.63 |
| | 4 | 3 | 1/4 x 2 Flat head screw with lock nut | |
| 204 | 2 | 4 | Leg strap and buckle | 12.35 |
| 210 | 2 | 10 | Adjustable heel bracket | 11.31 |
| | 4 | 6 | No. 10 x 1/2 screw, star washer with nut | |
| 245 | 2 | 45 | Complete spring assemblies | 27.18 |
| 245.1 | 2 | 45.1 | * Complete spring assemblies **(Model 24-40 )** | 30.45 |
| 278 | 2 | 7 | Arch strap and buckle (Long) | 22.74 |
| | 2 | 8 | Toe strap and buckle (Short) | |
| | 8 | 35 | No. 8 Screw with washer | |
| 442 | 4 | 42 | Wing bolt | 6.86 |
| 446 | 4 | 46 | Replacement sole with screws | 18.43 |
| 1127 | 8 | 27 | 1/4 x 3 1/8 Pivot bolt | 19.78 |
| | 8 | 13 | 1/4 Lock nut | |
| | 16 | 12 | 1/4 Washer | |
| | 16 | 11 | Nylon leg bearing | |
| 1644 | 2 | 16 | Upper coil spring with bearings (Dark Brown) | 8.96 |
| | 2 | 44 | Lower coil spring with bearings (Light Brown) | |
| 1644.1 | 2 | 16.1 | * Upper coil spring with bearings (Dark Green) | 10.03 |
| | 2 | 44.1 | * Lower coil spring with bearings (Light green) **(Model 24-40)** | |
| 4849 | 4 | 48 | Large nylon extension tube sleeve (Lower) | 30.92 |
| | 4 | 49 | Small nylon extension tube sleeve (Upper) | |



*** Optonial heavy duty springs for 24-40 models**

# 360 Wall Systems Respirator Protection Use Policy

**Appendix D to Section 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard**

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

**You should do the following:**

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Health or the U.S. Department of Health and Human Services certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminates for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Respirators must fit properly & be checked for a face piece-to-face seal. Facial hair will interfere with a good seal.

I have read the following and understand all the variables associated with respirator use mentioned on this page. I acknowledge that I am wearing this respirator **VOLUNTARILY** and choose to by my own free will.

| | |
|---|---|
| | |
| **PRINT NAME** | **SIGNATURE** |
| ,2025 | |
| **DATE** | |

**360 Wall Systems Additional Employee Information**

Name: _____ Date: _____

Home Address: _____

_____

E-Mail Address: _____

Cell Phone: _____ Home Phone: _____

Local Union: _____

Additional Training: _____

**In case of Emergency, Please Notify:**

1) Name: _____ Relationship: _____

Cell/Home Phone: _____ Work Phone: _____

2) Name: _____ Relationship: _____

Cell/Home Phone: _____ Work Phone: _____

T-Shirt Size (circle one): Small Medium Large X-Large XX-Large XXX-Large

Sweatshirt Size (circle one): Small Medium Large X-Large XX-Large XXX-Large

# Right-to-Know Test

Name: _____

1. Name 1 place where you can find the 2025 RTK and AWAIR Program?

_____

2. What does AWAIR stand for?

_____

3. Globally Harmonized System (GHS) is an international approach to classifying chemicals and communicating hazardous information. What does it standardize and why does it make it easier?

_____

_____

4. Name 1 signal word under the GHS Label System?

_____

5. What is the emergency telephone number for Diamond Vogel?

_____

6. Name 2 of the 10 health hazards of the Hazard Communication Standard.

_____

7. What height do you need fall protection?

_____

8. What does P.A.S.S stand for?

_____

9. What is the leading cause of death in the construction industry?

_____

10. If you are using an extension ladder to access an elevated surface, how many feet must the ladder extend past that surface?

_____

11. What is the SFM work injury hotline number?

_____

12. After the first time you are seen not wearing safety glasses and/or a hard hat, you will receive a verbal warning. What happens next time?

_____

13. How can we control dust while cleaning floors?

_____

14. If you are going to be late, or miss work, who do you contact?

_____

15. Name 1place where you can find a first aid kit on the jobsite?

_____

16. What is the biggest complaint that we get from our customers?

_____

17. Name 1 do's and 1 don'ts of using stilts?

_____

18. What is the address for the Minnesota Occupational Health Clinic?

_____

19. What is the product identifier of the sample label?

_____

20. Who and when do you report injuries, accidents or near misses?

_____

Signature: _____ Date: _____