This addendum is only a general outline for the Hazard Communication Program. A site-specific program should be developed by the project Safety Manager which specifically addresses the requirements of sub-sections 5.2 – 5.8 of section 22.

1.0 Hazard Analysis

Sunbelt Controls is committed to correct unsafe or unhealthy work conditions in a timely manner, based on the potential severity of the hazards.

1.1 Job Hazard Analysis (JHA)

The Job Hazard Analysis (JHA) is a method of looking at an upcoming event or task and then breaking it down into smaller portions. Each portion is then analyzed for risk and a plan is developed to minimize the risk. A good supervisor already does this mentally; however this is now put on paper.

The following tasks shall require a JHA to be completed 3 days prior to the work and submitted to the Safety Department for review.

- Crane Work
- Excavations greater than 5 Feet
- Confined Spaces
- Respirator Work
- Working around Extremely Hazardous Chemicals
- Working within Shafts Involving 3 or More Floors
- Roof Work Involving Fall Protection Issues
- Electrical Hot Work
- Welding and Cutting Operations Around Combustibles
- Any Non-routine Tasks not Mentioned Above

The Foreman, Supervisor or Superintendent in charge of the job is responsible to per form the JHA and to review the JHA with all affected parties prior to the commencement of the work. Each individual who reviews the JHA shall sign it stating that they understand the JHA and agree to follow it.

1.2 Site Audits

Each site shall be audited by the Foreman / General Foreman on at least a weekly basis. This is audit is to be documented and any corrections noted.

Safety Department personnel will also audit sites periodically to ensure compliance.

1.3 Hazard Correction

Sunbelt Controls is committed to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazards.

Hazards shall be corrected according the following procedures:

- When observed or discovered

- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be removed from the area, except those necessary to correct the condition
- Employees necessary to correct the hazardous condition shall be provided with necessary safeguards

1.4 Mitigation Escalation Path

When a safety issue is outside of our direct control (e.g. another contractor / general contractor or client issue) it is our responsibility to those we work around to help remedy the situation.

1. Contact your direct foreman at the jobsite
2. Foreman to contact General Contractor
   Superintendant
   Safety Manager
3. Contact Sunbelt Controls Safety Department & General Foreman
4. Sunbelt Controls Safety Department & General Foreman to discuss options and mitigation plan together.

NOTE: The safety department can always be contacted by phone **(510) 346-4300 Northern Region** or **(818) 244-6571 Southern Region**