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SAFETY MANUAL

J&J Acoustics, Inc.

Metal Stud Framing | Drywall | Taping | Lath & Plaster

Purpose: J&J Safety Manual integrating the California Injury and Illness Prevention Program (IIPP), construction Code of Safe Practices, core field rules, and implementation forms.

Document control	Information
Document owner	Safety Department
Effective date	To be assigned upon approval
Revision	January 01, 2026
Applies to	All employees, supervisors, temporary workers, and controlled worksites

0 Manual Status, Approval, and Use

Important: This document is not a substitute for project-specific planning, competent-person decisions, manufacturer instructions, collective bargaining requirements, or legal advice. Current regulations and site conditions control.

Approval

Role	Name	Signature	Date
President / Executive Management	Joe Jean	<i>Joe Jean</i>	January 01, 2026
Safety Coordinator / Program Administrator	Fabio Correia	<i>Fabio Correia</i>	January 01, 2026
Vice President of Field Operations	Rick Wood	<i>Rick Wood</i>	January 01, 2026
Human Resources	Peggy Morgan	<i>Peggy Morgan</i>	January 01, 2026

How to use this manual

1. Keep the current approved version available to employees and supervisors. Employees may request access to the IIPP as required by California law.
2. Use this manual with the project-specific Site Safety Plan, GC rules, engineered details, SDSs, equipment instructions, and applicable Cal/OSHA requirements.
3. Complete and retain the inspection, training, investigation, and correction records in the appendices or in the company-approved electronic system.
4. Translate or explain training and rules in a language and vocabulary employees understand.
5. Review at least annually and whenever operations, hazards, regulations, equipment, or organizational responsibilities materially change.

Revision history

Revision	Date	Description	Approved by
1.0	January 01, 2026	Safety manual issued for customization	<i>Fabio Correia</i>

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1 - Safety Policy and Core Expectations

J&J Acoustics, Inc. is committed to providing a safe and healthful workplace. Production, schedule, cost, and customer service never justify exposing employees or others to uncontrolled hazards. Every employee has the authority and responsibility to stop work when an imminent or serious hazard is present.

The J&J Way - safety expectations

1. Plan the work before starting and reassess when conditions change.
2. Follow company rules, the GC site program, Cal/OSHA requirements, manufacturer instructions, and competent-person direction. Apply the more protective requirement when rules differ unless management resolves the conflict.
3. Use required PPE and inspect it before use.
4. Report hazards, injuries, illnesses, property damage, and near misses immediately. Good-faith reporting is protected from retaliation.
5. Never remove, bypass, or defeat a guard, barricade, warning, safety device, or fall-protection system.
6. Do not perform work unless trained, authorized, medically qualified when required, and capable of completing it safely.
7. Correct hazards within your authority; otherwise isolate the area and promptly notify supervision.
8. Treat coworkers, other trades, customers, and the public with respect. Horseplay, threats, fighting, and harassment are prohibited.

Stop-work rule: Any employee may stop work in good faith. Work resumes only after the responsible supervisor confirms that the hazard is corrected or effectively controlled.

2 - Responsibilities and Accountability

Role	Primary safety responsibilities
Executive Management	Provide resources; assign authority; review performance; enforce accountability; approve major program changes.
Safety Director / IIPP Administrator	Maintain the IIPP and manual; advise operations; track training, inspections, corrective actions, and trends; coordinate regulatory response.
VP / Operations Managers / General Superintendent	Integrate safety into manpower, scheduling, purchasing, and production; select qualified supervision; resolve escalated hazards.
Project Managers / Project Engineers	Coordinate preconstruction safety needs, submittals, access, logistics, engineering, equipment, and GC requirements; support corrective actions.
Superintendents / Foremen	Conduct pre-task planning and tailgates; inspect work; enforce rules; train crews; stop unsafe work; report and investigate events; document corrections.
Competent / Qualified Persons	Perform the duties required by the applicable regulation, plan, manufacturer, or engineered system and stay within assigned authority.
Employees	Work safely; attend training; inspect PPE/tools; follow instructions; report hazards and events; stop and ask when unsure.
Visitors / Vendors	Follow site rules, remain within authorized areas, use required PPE, and stay with an escort when required.

Accountability process

1. Coaching or immediate correction for minor first-time issues.
2. Documented retraining when knowledge, skill, or procedure contributed to the issue.
3. Progressive discipline for preventable rule violations, consistent with company policy and applicable collective bargaining agreements.
4. Immediate removal from exposure or the project for serious misconduct, imminent-danger behavior, violence, impairment, or deliberate bypass of critical controls, pending management review.

Discipline must be consistent and based on verified facts. Reporting an injury, hazard, or safety concern is never grounds for retaliation.

3 - Injury and Illness Prevention Program (IIPP)

This section is intended to satisfy the framework of California Code of Regulations, Title 8, sections 3203 and 1509 when completed, implemented, and maintained with the supporting records described below.

3.1 Program responsibility

The Safety Director is the IIPP Program Administrator. Executive Management, operations leaders, project management, superintendents, foremen, and employees share implementation responsibility as described in Section 2.

3.2 Compliance

Compliance is supported through orientation, task training, coaching, recognition, observation, retraining, and fair discipline. Supervisors are evaluated on both production results and safe execution.

3.3 Communication

1. New-hire orientation, toolbox/tailgate meetings, pre-task plans, safety alerts, postings, texts/emails, and bilingual instruction as needed.
2. Employees may report concerns directly to any supervisor, the Safety Department, Human Resources, a union representative, or through the company hazard-reporting process.
3. Employees may report anonymously where the company system allows. No employee will be retaliated against for a good-faith safety report.
4. Safety committee meetings may support communication but do not replace supervisor responsibility.

3.4 Hazard identification and evaluation

1. Initial project and mobilization review.
2. Documented periodic inspections of active work areas and operations.
3. Daily visual checks and pre-task planning by field supervision.
4. Evaluation when new equipment, substances, processes, procedures, or work conditions are introduced.
5. Evaluation after incidents, near misses, employee reports, regulatory changes, or discovery of a previously unrecognized hazard.

3.5 Accident and exposure investigation

Supervision and the Safety Department will investigate occupational injuries, illnesses, exposures, property damage, and significant near misses. The purpose is to identify causes and system improvements, not merely assign blame. See Section 6 and Appendix D.

3.6 Hazard correction

Hazards will be corrected promptly based on severity. If an imminent hazard cannot be immediately corrected without endangering workers or property, exposed employees will be removed except those necessary to correct the condition, and those employees will receive appropriate safeguards.

3.7 Training and instruction

1. When the program is first established or materially revised.
2. For all new employees and employees assigned new duties.
3. Before employees use new equipment, substances, processes, or procedures presenting a new hazard.
4. Whenever the company learns of a new or previously unrecognized hazard.
5. For supervisors regarding hazards under their immediate direction and control.

3.8 Employee access

Employees and authorized representatives will be given access to the current IIPP consistent with Title 8 section 3203. Access instructions will be communicated during orientation and made available through the Safety Department. This can be viewed on the J&J Website - <https://jjacoustics.com/safety/>

3.9 Records

The company will retain required inspection and training records for at least the period required by law and longer when company policy, contracts, exposure standards, claim needs, or litigation holds require it. Records must identify who, what, when, where, findings, and corrective action.

4 - Construction Code of Safe Practices

The following Code of Safe Practices applies to all J&J employees. It must be posted at each jobsite office or kept readily available to supervisory employees, consistent with Title 8 section 1509.

This is on PlanGrid - J&J Documents and J&J Website: <https://jjacoustics.com/>

1. Report all injuries and unsafe conditions to the employer or supervisor immediately.
2. Do not work while impaired by alcohol, cannabis, illegal drugs, misused medication, fatigue, illness, or any condition that prevents safe performance.
3. Horseplay, scuffling, practical jokes, and acts that endanger others are prohibited.
4. Obey warnings, barricades, signs, permits, and the directions of authorized supervisors and competent persons.
5. Use required helmets (hard hats), safety glasses, high-visibility garments, gloves, hearing protection, respirators, fall protection, and task-specific PPE.
6. Inspect tools, cords, ladders, scaffolds, lifts, fall-protection equipment, and PPE before use. Remove damaged or defective items from service.
7. Use guards and safety devices. Never modify tools or equipment unless approved by the manufacturer and company.
8. Maintain safe access and good housekeeping. Keep stairs, ladders, walkways, exits, fire equipment, and electrical panels clear.
9. Do not work beneath suspended loads or allow others beneath material being hoisted.
10. Lift with control, obtain help or mechanical assistance for heavy or awkward loads, and plan paths before moving drywall, studs, scaffold components, plaster, or equipment.
11. Use ladders and scaffolds only for their intended purpose. Do not stand on makeshift platforms, stacked materials, buckets, carts, or guardrails.
12. Protect floor holes, wall openings, shafts, edges, and leading edges with approved covers, guardrails, or personal fall protection.
13. Do not remove a cover or guardrail unless authorized and protected by an approved alternative. Restore protection immediately after the task.
14. Follow silica controls and the exposure-control plan when cutting, grinding, drilling, mixing, sanding, or disturbing silica-containing material.
15. Read labels and SDSs before using chemicals. Do not use unlabeled containers.
16. Use GFCI protection and inspect cords. Do not use damaged plugs, missing grounds, or makeshift wiring.
17. Keep ignition sources away from flammables and combustibles. Obtain required hot-work permits and fire watch.
18. Never enter a confined space, energized electrical area, excavation, or other restricted area unless specifically trained and authorized.
19. Maintain reliable communication and know the project address, emergency number, access point, and designated assembly area.
20. Stop work and notify supervision when conditions change, another trade creates a hazard, or the planned control cannot be maintained.

5 - Planning, Inspections, and Pre-Task Safety

Preconstruction and mobilization review

1. Scope, sequence, manpower, schedule, access, logistics, deliveries, storage, debris removal, lighting, sanitation, emergency response, and public protection.
2. Engineered requirements for exterior framing, heavy ceilings/soffits, anchors, scaffolds, fall protection, hoisting, and other special conditions.
3. Silica-generating tasks, product SDSs, ventilation, respirator needs, noise, heat, and chemical exposures.
4. GC rules, permits, project-specific orientation, owner requirements, and coordination with other trades.

Daily pre-task planning

Before work starts (during stretch & flex) and whenever conditions change, the crew reviews the task, people, tools, materials, access, nearby trades, exposures, controls, emergency needs, and stop-work triggers. Each affected employee must understand the plan.

Minimum question	Expected answer
What are we doing?	Specific location, task, sequence, and crew assignments.
What can hurt us?	Falls, struck-by, caught-between, cuts, overexertion, silica/dust, chemicals, heat, electrical, equipment, public/other-trade exposure.
How will we control it?	Elimination, engineering controls, administrative controls, then PPE.
What changed?	Access, schedule, adjacent work, material, equipment, weather, design, or manpower.
What if something goes wrong?	Stop work, communication method, first aid, emergency access, and responsible supervisor.

Inspection frequency

Foremen conduct ongoing daily observations. Documented inspections are completed at mobilization, at the company-established frequency for active work, after significant changes, and when a new hazard is reported or discovered. Higher-risk activities receive more frequent inspection.

6 - Incident, Injury, and Near-Miss Response

1. Stop work and protect the scene from additional injury.
2. Provide first aid or call 911 based on the condition. Do not delay emergency care to complete paperwork.
3. Notify the foreman and Safety Department immediately. Follow company and GC notification requirements.
4. Preserve evidence when safe: equipment, tools, photos, measurements, witness names, training documents, and work plans.
5. Arrange authorized medical evaluation and transportation when required. Employees must follow the company injury-management procedure.
6. Complete the initial report before the end of the shift when practicable. Supervisors must never coach employees to minimize or conceal symptoms.
7. Identify immediate, contributing, and root causes, then assign corrective actions with owners and due dates.
8. Communicate relevant lessons without disclosing unnecessary private medical information.

Required reporting

The Safety Department or authorized management will determine whether an event is recordable or reportable and will make required notifications to Cal/OSHA and other agencies within applicable deadlines. Employees and field supervisors must notify the Safety Department immediately so the company can make that determination.

No retaliation: An employee will not be punished for reporting an injury, illness, exposure, hazard, or near miss in good faith. Dishonesty, concealment, or deliberate rule violations may be addressed separately based on verified facts.

7 - Emergency Action and Medical Response

Each project must complete and post a project-specific emergency information sheet before work begins. The plan must account for changing building access, floor locations, locked gates, vertical transport, and unreliable cell service.

Minimum emergency procedures

1. Call 911 for life-threatening conditions, serious bleeding, suspected spinal injury, unconsciousness, breathing difficulty, chest pain, severe heat illness, amputation, significant fall, electrical contact, or when in doubt.
2. Give the exact address, building, floor, access gate, and callback number. Assign a person to meet responders.
3. Do not move an injured person unless necessary to prevent greater harm.
4. Use only trained employees for first aid, CPR, AED, bloodborne-pathogen cleanup, rescue, or fire-extinguisher response.
5. Evacuate when ordered, proceed to the designated assembly area, and account for the crew.
6. Never re-enter until the controlling contractor or emergency authority gives permission.
7. For a suspended-worker fall, initiate the project rescue plan immediately; do not rely solely on public emergency response.

Project emergency information

Item	Project-specific entry
Project / GC	
Address and access gate	
Building / floor / area	
Emergency coordinator	
Emergency phone / reliable communication method	
Nearest occupational clinic	
Nearest emergency room	
Assembly area	
AED / first-aid location	
Rescue equipment / rescue contact	

8 - Training, Communication, and Documentation

Minimum training system

Training type	When	Examples
New-hire orientation	Before assignment	IIPP, reporting, PPE, emergency response, Code of Safe Practices, trade hazards, employee rights.
Project orientation	Before site access	GC rules, routes, emergencies, restricted areas, permits, logistics.
Task / equipment training	Before exposure or use	Lifts, scaffolds, powder-actuated tools, silica controls, fall protection, respirators.
Toolbox / tailgate	At least once a week; more often as needed	Current work, recent incidents, seasonal hazards, changing conditions.
Retraining	After gaps or unsafe performance	Procedure review, demonstration, supervised practice, verification.
Supervisor development	Before and during supervisory assignment	Hazard recognition, planning, enforcement, investigations, documentation.

Training documentation

Records identify employee, date, subject, trainer, language, method, and verification of understanding. Hands-on skills require demonstration or other practical verification; a signature alone does not prove competence.

Communication expectations

1. Use plain language and interpretation where needed.
2. Encourage questions and confirm understanding through discussion or demonstration.
3. Share safety alerts promptly when lessons apply to other crews.
4. Provide employees with a way to raise concerns without fear of retaliation.

9 - Personal Protective Equipment

PPE is selected after hazards are evaluated and higher-level controls considered. Employees receive required PPE and training in use, limitations, inspection, care, and replacement.

PPE	Minimum expectation
Head - *	Approved helmet (hard hat) as required by the project and hazard; inspect shell and suspension; no unauthorized modification.
Eyes / face - *	Safety glasses with side protection as the baseline; goggles or face shield for grinding, chemical splash, overhead dust, or high-particle tasks. Face shields supplement, not replace, eye protection.
Hands - *	Task-appropriate gloves. Cut-resistant (C4) gloves for sharp studs, track, lath, and board handling; chemical-resistant gloves based on SDS. (See J&J PPE Policy)
Feet - ***	Substantial work boots suitable for construction conditions; safety toe, puncture resistance, or metatarsal protection when required by assessment or site rule.
Hearing - *	Protection in posted areas and whenever exposure or equipment requires it. Follow the hearing-conservation program when applicable.
Respiratory - *	Only company-approved respirators under the written respiratory program, including medical evaluation, fit testing, training, facial-hair rules, and cartridge/change schedules when required.
Visibility - *	High-visibility garment/vest appropriate to traffic, equipment, site, and lighting conditions.
Fall protection - *	Approved equipment selected for the task and system; inspected before use; damaged or fall-loaded equipment removed from service.

PPE inspection: Employees inspect PPE before each use. Defective, contaminated, expired, or damaged PPE is removed from service and reported to supervision.

J&J Acoustics provided - *

Employee provides - ***

10 - Fall Protection and Floor/Open-Side Hazards

Fall hazards are controlled through planning, guardrails, covers, scaffolds or work platforms, restraint, or personal fall arrest as required for the operation. California construction thresholds and activity-specific rules apply; the Safety Department must resolve uncertainty before exposure.

Core requirements

1. Identify edges, shafts, floor openings, skylights, wall openings, leading edges, roofs, scaffold exposures, ladders, and lift exposures before work starts.
2. Use only approved anchors and complete systems. Never tie off to guardrails, conduit, duct, light-gauge framing not designed as an anchor, or other unapproved points.
3. Plan clearance, swing-fall exposure, connector compatibility, sharp-edge risk, and rescue before using personal fall arrest.
4. Inspect personal fall-protection equipment before each use and ensure documented competent-person inspection at required intervals.
5. Covers must be secured, marked, capable of supporting required loads, and restored immediately if temporarily removed.
6. Guardrail removal requires authorization, an alternate protective system, barricading, and immediate restoration.
7. Employees exposed to a fall must be trained in the system and task. Only authorized persons may install or alter anchors and horizontal lifelines.

Rescue

Every personal fall-arrest plan must provide for prompt rescue or self-rescue. The plan identifies equipment, trained responders, communication, access, and suspension-trauma considerations. Calling 911 alone may not be an adequate rescue plan.

11 - Ladders, Scaffolds, and Painters' Planks

Ladders

1. Select the correct type and length; inspect before use; tag and remove defective ladders.
2. Set on a stable surface, maintain required angle and extension for access ladders, secure where displacement is possible, and protect from traffic.
3. Maintain three points of contact; face the ladder; keep the body between rails; use a hoist or controlled method for tools and material.
4. Do not stand above the manufacturer-labeled highest standing level, on the top cap, or on the rear braces unless designed for climbing.
5. Do not use metal ladders near electrical hazards or place ladders on scaffolds, carts, boxes, or other platforms to gain height.

Scaffolds and painters' planks

6. Scaffolds are erected, altered, moved, and inspected under the direction of the designated competent person and used within manufacturer and regulatory requirements.
7. Use proper base plates/casters, bracing, platforms, access, guardrails, and locking devices. Do not use makeshift components or incompatible systems.
8. Painters' planks must be approved, supported, secured, inspected, and used only within their rating and permitted span. Do not bridge unstable supports or overload planks with workers and materials.
9. Lock casters before use. Do not ride mobile scaffolds unless the scaffold and conditions meet the applicable requirements and the competent person authorizes it.
10. Maintain clearance from power lines and protect the area below from falling objects and traffic.

12 - Aerial Lifts, Scissor Lifts, and Material Handling Equipment

1. Only trained, evaluated, and authorized operators may use company or rented equipment.
2. Complete a documented pre-use inspection and workplace hazard assessment each shift. Tag out defective equipment.
3. Use manufacturer-approved tie-off locations and required fall protection. Never tie off to nearby structures from a lift unless an approved procedure specifically permits it.
4. Keep gates closed; keep feet on the platform floor; do not climb rails or use ladders, planks, buckets, or boxes on platforms.
5. Observe capacity, slope, wind, ground-condition, overhead-obstruction, drop-off, and travel restrictions.
6. Use a spotter when visibility is limited, near workers or finished surfaces, through congested areas, or as required by the plan.
7. Maintain required clearance from energized electrical conductors. Equipment is not electrically insulated unless specifically designed and rated as such.
8. Secure loads on forklifts and material platforms. Never stand beneath raised loads or ride on forks or unapproved attachments.
9. Park, lower, isolate, and charge/refuel equipment only in designated areas using the required procedure.

Emergency lowering: Operators and designated ground personnel must know the emergency-lowering procedure before elevated work begins.

13 - Silica, Dust, Respiratory Protection, and Hazard Communication

Respirable crystalline silica

The company maintains a written exposure-control plan for tasks that may disturb concrete, masonry, plaster, stucco, mortar, joint compounds, or other silica-containing materials. The competent person evaluates work and ensures controls are used.

1. Use approved wet methods, shrouds, local exhaust, HEPA vacuums, and work practices identified by the exposure-control plan, Table 1 when applicable, exposure assessment, and manufacturer instructions.
2. Do not dry sweep or use compressed air where it could contribute to silica exposure unless an allowed exception applies and effective controls are used.
3. Restrict access, protect nearby workers, and coordinate with the GC and other trades.
4. Use respiratory protection only as required by the exposure assessment/control method and under the respiratory-protection program.
5. Do not bring contaminated dust into vehicles or homes. Use approved cleanup and hygiene methods.

Respiratory protection

Required respirator use must follow the written respiratory-protection program. This includes selection, medical evaluation, fit testing, facial-hair restrictions at sealing surfaces, training, inspection, cleaning, storage, maintenance, cartridge/change schedules, and program evaluation. Voluntary use is managed according to applicable requirements.

- N-95 Mask are voluntary use, if respirators are required then J&J will provide testing.

Hazard communication

1. Maintain a current chemical inventory and accessible Safety Data Sheets.
2. Verify labels before use and label secondary containers unless an allowed immediate-use exception applies.
3. Train employees on hazards, protective measures, emergency response, and how to locate SDSs.
4. Coordinate chemical hazards with the GC and affected employers.
5. Obtain approval before introducing a new chemical product to the project.

14 - Heat Illness Prevention - Outdoor and Indoor

The company maintains written outdoor and indoor heat-illness procedures in English and the language understood by the majority of affected employees. These procedures may be attached to this manual and must be available at the worksite.

Element	Company minimum
Water	Fresh, pure, suitably cool drinking water located as close as practicable. Where not continuously supplied, plan for at least one quart per employee per hour and effective replenishment.
Shade / cool-down area	Provide compliant shade outdoors and cool-down areas indoors as required. Allow and encourage preventative cool-down rests.
Monitoring	Monitor forecast and actual work-area conditions. For indoor work, measure and record temperature/heat index when required or apply controls by assumption.
Acclimatization	Closely observe new or newly assigned employees and employees during heat waves as required. Increase workload gradually where feasible.
High heat	Implement high-heat procedures when outdoor temperature meets the applicable threshold, including communication, observation, reminders, and required meetings.
Emergency response	Maintain reliable communication, recognize symptoms, provide first aid, contact EMS when indicated, give clear directions, and never leave a symptomatic employee alone or simply send the employee home.
Training	Train employees and supervisors before reasonably anticipated heat exposure and refresh as conditions warrant.

Medical emergency: Confusion, fainting, staggering, seizures, loss of consciousness, or unusual behavior may indicate heat stroke. Call 911, begin aggressive cooling, and stay with the employee.

15 - Tools, Electrical Safety, and Lockout/Tagout

Hand and power tools

1. Use the correct tool and accessory for the task and follow manufacturer instructions.
2. Inspect guards, handles, triggers, blades, bits, cords, batteries, hoses, and attachments before use.
3. Disconnect or de-energize before changing blades/bits, clearing jams, servicing, or making adjustments unless the manufacturer-approved method provides equivalent protection.
4. Secure material and maintain control of sharp edges, kickback zones, sparks, chips, and cutoffs.
5. Powder-actuated tools may be used only by trained and authorized employees with the correct load, fastener, test, PPE, and exclusion zone.
6. Remove defective tools from service and clearly tag them. Field modification is prohibited unless approved.

Electrical safety

1. Use required GFCI protection and an assured grounding program where applicable.
2. Inspect extension cords and equipment. Do not use missing ground pins, taped repairs, exposed conductors, damaged insulation, or crushed cords.
3. Protect cords from water, sharp edges, doors, vehicles, lifts, scaffold casters, and trip hazards.
4. Keep required clearance from panels and energized parts. Only qualified electrical workers may open panels or perform electrical work.

Lockout/Tagout - Hazardous energy

Employees may not service equipment or enter a danger zone where unexpected start-up or release of stored energy could cause injury unless trained and authorized under the applicable lockout/tagout procedure. Personal locks and tags are not removed except under the written company procedure.

16 - Drywall, Metal Framing, Taping, Lath, and Plaster Operations

Operation	Primary controls
Metal studs and track	Cut-resistant gloves; deburr/control sharp edges; secure bundles; approved saw/shear controls; eye/face/hearing protection; control long members around people, power, glazing, and finished work.
Layout and fastening	Verify substrate and embedded utilities; maintain safe access; use approved lasers; control powder-actuated tools and screw guns; protect hands from pinch points.
Drywall handling	Plan route and landing area; use carts/lifts/team handling; avoid blind carries; keep hands clear; secure stacks; control wind and edge exposure.
Drywall installation	Use appropriate lift/platform; control overhead sheets; maintain stable footing; coordinate both sides of walls; manage screws, cutoffs, and access openings.
Taping and sanding	Use low-dust methods and HEPA extraction; manage cords/hoses; maintain ventilation; evaluate respiratory/eye/skin exposure; keep floors dry and clear.
Lath	Cut-resistant gloves, sleeves, eye/face protection; control sharp wire/metal ends; secure bundles/rolls; manage cutting sparks and falling materials.
Plaster/stucco mixing	Follow SDS; control silica and alkaline materials; guard mixers; use splash/eye/skin protection; prevent hose whip; manage wet floors and ergonomics.
Exterior work	Engineered framing/anchors; weather and wind monitoring; scaffold/lift/fall protection; public and falling-object protection; delivery and hoisting plans.
Waterproofing/coatings	Product approval and SDS review; ventilation; ignition control; chemical-resistant PPE; skin/eye protection; spill response; confined-space evaluation when applicable.

Material storage

1. Store drywall flat on adequate, level dunnage or approved carts whenever practicable. Upright storage requires a designed rack or secure bracing that prevents tipping and unauthorized access.
2. Verify floor loading and coordinate concentrated loads with the GC or engineer where required.
3. Chock or restrain round materials and secure studs, track, scaffold components, and lath against sliding, rolling, or collapse.
4. Do not block exits, access, fire protection, electrical equipment, stairs, hoistways, or emergency routes.

17 - Housekeeping, Access, Fire Prevention, and Material Storage

1. Remove scrap, banding, wire, fasteners, plastic, buckets, and dust routinely; do not wait until the end of the shift when accumulation creates a hazard.
2. Keep stairs, walkways, ladders, corridors, and exits clear. Maintain required lighting.
3. Route cords and hoses to prevent trips and damage. Use ramps, hangers, or overhead routing where appropriate.
4. Stack materials stable and within floor/loading limits. Maintain separation from edges and openings.
5. Store flammables in approved containers/cabinets and only in permitted quantities and locations.
6. Maintain access to extinguishers and know their location. Employees fight only incipient-stage fires if trained, authorized, and a safe exit remains available; otherwise evacuate.
7. Hot work requires authorization, area preparation, fire extinguisher, fire watch, and required post-work monitoring.
8. Smoking and vaping are permitted only in designated areas.

End-of-shift standard: Leave the work area safe for the next crew and other trades: stable material, clear access, protected openings, isolated energy, secured tools, removed debris, and reported unresolved hazards.

18 - Substance Abuse, Violence, Harassment, and Fitness for Duty

Employees must report fit for duty and be able to safely perform assigned work. The company substance-abuse program, collective bargaining agreements, and applicable law govern testing, reasonable suspicion, post-incident actions, and assistance resources.

1. Alcohol, illegal drugs, unauthorized controlled substances, and misuse of medication are prohibited at work and in company vehicles.
2. Employees using prescribed or over-the-counter medication that may impair safe performance should follow the confidential company process for work restrictions; they are not required to disclose an unrelated diagnosis to a foreman.
3. Threats, fighting, intimidation, weapons prohibited by company policy, bullying, and harassment are not tolerated.
4. Report immediate threats to 911 and site security, then notify management when safe.
5. Fatigue, illness, or emotional distress that creates a safety concern must be raised promptly so the task can be reassessed.

Privacy: Supervisors share medical and personal information only with those who have a legitimate business need. Safety response and employee dignity can coexist.

19 - Project-Specific Plans and Specialized Programs

This manual works together with the controlled written programs listed in Section 21. It does not replace project-specific planning, engineered systems, competent-person decisions, manufacturer instructions, or a separate program required for a particular exposure or operation.

Project-specific plan	When required
Project Site Safety Plan	Every project; addresses GC requirements, site logistics, emergencies, and active high-risk work.
Fall Protection / Rescue Plan	Personal fall arrest, leading edges, roofs, shafts, or unique engineered systems.
Silica Task Plan (if required)	Cutting, grinding, drilling, mixing, sanding, or disturbing silica-containing material.
Lift / Scaffold / Access Plan	Unusual access, high work, restricted clearances, public exposure, or engineered access systems.
Crane / Rigging / Hoisting Plan	Hoisting material, critical lifts, suspended loads, or signal-person/qualified-rigger duties.
Hot Work Permit / Fire Plan	Sparks, flame, heat, flammables, combustible construction, or owner/GC permit systems.
Exposure-Specific Plan	Asbestos, lead, mold, confined spaces, noise, chemicals, biological hazards, or other specialized exposures.

20 - Records, Auditing, and Annual Review

Required implementation evidence

1. Training and orientation records.
2. Toolbox/tailgate meeting records.
3. Scheduled inspection records and documented corrections.
4. Pre-task plans and high-hazard permits/plans.
5. Incident, near-miss, and exposure investigations.
6. Equipment and fall-protection inspection records.
7. Exposure monitoring, medical surveillance, fit testing, and other records required by specific standards.
8. Safety committee minutes, employee concerns, and responses.
9. Annual program review and revision history.

Annual management review

At least annually, management reviews injury and near-miss trends, leading indicators, citations, claim drivers, employee feedback, audit findings, training completion, disciplinary consistency, new regulations, operational changes, and effectiveness of corrective actions. The review produces assigned actions, due dates, and documented approval of revisions.

Review item	Status / finding	Action owner	Due date
Program effectiveness		Fabio Correia	12-31-26
Training completion		Fabio Correia	12-31-26
Inspection / correction closure		Fabio Correia	12-31-26
Incident trends		Fabio Correia	12-31-26
Regulatory / operational changes		Fabio Correia	12-31-26
Employee feedback		Fabio Correia	12-31-26

21 - Controlled Written Program Register

The following documents are part of the J&J Acoustics safety-management system. The approved standalone program controls when it contains more detailed or more protective requirements than this manual. The Safety Department maintains the current revision and removes obsolete copies from use.

No.	Controlled program	Revision	Manual location
01	Written Program - IIPP + Attachments	1/01/2026	Section 3; Forms A-E
02	Written Program - Code of Safe Practices	1/01/2026	Section 4
03	Written Program - Fall Protection	1/01/2026	Section 10
04	Written Program - Heat Illness Prevention - Indoor and Outdoor	1/01/2026	Section 14
05	Written Program - Hazard Communication	1/01/2026	Section 13
06	Written Program - California COVID-19 Prevention Plan (Not Required)	1/01/2026	Section 24
07	Written Program - Lockout / Tagout	1/01/2026	Section 15
08	Written Program - Drug and Alcohol Program	1/01/2026	Section 18
09	Written Program - Wildfire Smoke Exposure Management Program	1/01/2026	Section 25
10	Written Program - Silica Written Exposure Control Plan	1/01/2026	Section 13
11	Written Program - Scaffolding Safety Program	1/01/2026	Section 11
12	Written Program - Rescue Plan	1/01/2026	Sections 7 and 10
13	Written Program - Respiratory Protection	1/01/2025	Sections 9 and 13
14	Written Program - Workplace Violence Prevention Program (WVPP)	1/01/2026	Section 26
15	Written Program - Housekeeping Program	1/01/2026	Section 17
16	Written Program - Personnel Action Policies	1/01/2026	Sections 2 and 27
EAP	J&J - Emergency Action Plan	Current approved revision	Sections 7 and 22
CONTACTS	J&J - Safety Personnel Contacts	Current controlled list	Section 23

Document control

1. The Safety Coordinator is the program owner unless another written program names a different administrator.
2. Each controlled document is reviewed at least annually and when regulations, operations, equipment, exposures, or responsible personnel change.
3. Current approved programs are available to affected employees and supervisors. Superseded copies are marked obsolete and removed from active use.
4. Field forms and electronic records provide proof of implementation; possessing the written program alone is not sufficient.

22 - Emergency Action Plan (EAP)

This section supplements the controlled J&J Emergency Action Plan and the project emergency information in Section 7. Each jobsite must customize the EAP before mobilization and whenever access, building configuration, crew location, or emergency resources change.

Emergency roles

Role	Minimum duty
Emergency Coordinator	Takes command until relieved; calls or confirms 911; coordinates with the GC and Safety Department.
Caller	Provides exact address, gate, building, floor, condition, hazards, and callback number; stays on the line.
Responder Guide	Meets emergency responders at the designated access point and guides them to the scene.
First-Aid / CPR / AED Responder	Provides care within current training and available equipment until EMS arrives.
Crew Accountability Lead	Directs evacuation to the assembly area, accounts for employees, and reports missing persons.
Equipment / Utility Control	Only when trained and authorized, isolates equipment or energy necessary to prevent additional harm.

Alarm, evacuation, and accountability

1. Employees must recognize the project alarm method, including backup communication if audible alarms are not effective.
2. When evacuation is ordered, stop work safely, do not collect tools, use the designated route, and report to the assembly area.
3. Foremen account for their crews and immediately report missing employees and last known locations. No one re-enters to search unless assigned, trained, equipped, and authorized.
4. Supervision assists employees who need additional evacuation support and coordinates language needs.

Emergency types covered

1. Serious injury or medical emergency, including heat illness and chemical exposure.
2. Fire, explosion, gas leak, smoke, or uncontrolled release.
3. Earthquake, severe weather, wildfire smoke, flood, or structural instability.
4. Electrical contact, utility strike, equipment incident, or suspended-worker fall.
5. Workplace violence, active threat, bomb threat, civil disturbance, or security event.
6. Evacuation, shelter-in-place, or relocation ordered by the GC, owner, or emergency authority.

Project EAP approval

Project	Prepared by	Reviewed by	Effective date

Assembly area	Primary alarm	Backup alarm	Emergency access point

23 - Safety Personnel and Contacts

Verify before issue: Names shown reflect the current working contact structure available for this sample. Phone numbers and email addresses must be verified and entered on the controlled J&J Safety Personnel Contacts sheet before approval.

Responsibility	Name / title	Phone	Email
Safety program leadership	Fabio Correia - Safety Director, CSHO, SSH	408-639-0793	fabio@jjacoustics.com
Safety / field operations	Rick Wood - VPFO	408-639-3957	rick@jjacoustics.com
Field operations	Osvaldo Gonzalez - General Superintendent	408-639-2819	osvaldo@jjacoustics.com
Claims / employee coordination	Peggy Morgan - HR Supervisor / Claims Manager	669-254-4636	peggy@jjacoustics.com
Operations executive	Paul Brown - VP Operations Director	408-639-6397	paul@jjacoustics.com
Emergency / after-hours safety contact	Designated on controlled contact list	408-639-0793	fabio@jjacoustics.com

Safety Committee / Field Walk Team

Member	Role	Phone
Fabio Correia	Safety Coordinator / Loss Control	408-639-0793
Osvaldo Gonzalez	Field / General Superintendent	408-639-2819
Esteban Botello	Taping Foreman	408-209-1475
Daniel Reyes	Drywall Foreman	669-356-2745
Enrique Diaz	Drywall Foreman	669-499-6775
Rick Wood	Safety Manager / VP Field Operations	408-639-3957

The current controlled contact sheet must also include 911, the workers' compensation clinic, claims administrator, poison control, utility emergency numbers, project GC emergency contact, and after-hours escalation.

24 - COVID-19 Prevention and Communicable Illness Response

2026 regulatory status: California's specific workplace COVID-19 prevention regulations ended February 3, 2026. J&J still maintains safe-workplace duties under the IIPP and may retain this company program for communicable-illness response. The 1/01/2025 controlled plan should be reviewed and reissued to remove obsolete mandates while preserving useful controls.

1. Employees should not report to work when they have symptoms that make them unable to work safely or when a public-health or medical restriction applies. Use the company call-in process; medical information is handled confidentially.
2. Supervision evaluates clusters of illness, shared transportation, poorly ventilated areas, and close-contact tasks under the IIPP hazard-assessment process.
3. Controls may include ventilation, outdoor meetings, distancing where feasible, hygiene, cleaning, respiratory protection or face coverings when required, testing information, and temporary work restrictions based on current public-health guidance.
4. The company coordinates with the GC and affected employees while limiting disclosure of private medical information.
5. The Safety Department monitors Cal/OSHA and public-health requirements and updates procedures if a new enforceable requirement applies.

25 - Wildfire Smoke Exposure Management

This section supplements the controlled Wildfire Smoke Exposure Management Program and Title 8 section 5141.1.

Current AQI for PM2.5	Minimum response
Below 151	Monitor conditions when wildfire smoke is reasonably anticipated; communicate changing conditions and symptoms.
151-500	Determine exposure at shift start and periodically; communicate AQI; use feasible engineering and administrative controls; provide sufficient NIOSH-approved particulate respirators such as N95s for voluntary use and encourage use; train employees.
Above 500	Required respirator use under the full respiratory-protection program, unless an emergency exception applies; reassess whether work should stop or relocate.

1. Supervision checks a reliable current AQI source for the project location at the start of the shift and periodically as conditions warrant.
2. Preferred controls include moving work indoors to effectively filtered space, using filtered vehicles, relocating work, changing schedules, reducing intensity, and providing additional rest.
3. Employees report worsening smoke and symptoms such as difficulty breathing, chest pain, wheezing, severe cough, dizziness, or asthma symptoms immediately.
4. Respirators must be genuine NIOSH-approved devices, stored clean and dry, and replaced when damaged, dirty, wet, or difficult to breathe through.

26 - Workplace Violence Prevention Program (WVPP)

The controlled WVPP is maintained separately as required by California Labor Code section 6401.9. This summary does not replace the full plan, violent-incident log, employee-involvement process, or required records.

Prohibited conduct and reporting

1. Threats, intimidation, stalking, harassment, fighting, weapons prohibited by policy, and intentional acts creating fear or physical harm are prohibited.
2. Employees report concerns to any supervisor, Safety, Human Resources, security, or the WVPP administrator. Call 911 for immediate danger.
3. Reports may be made without fear of retaliation. The company will protect confidentiality to the extent reasonably possible while investigating and correcting the concern.

Prevention and response

1. Evaluate project access, lighting, parking, isolated work, terminations, public interaction, domestic-violence spillover, threats, cash/tools/equipment theft, and conflicts with other trades.
2. Use access control, check-in procedures, buddy systems, lighting, communication, escorts, schedule changes, security, and law-enforcement coordination as appropriate.
3. Train employees on the WVPP, warning signs, reporting, emergency actions, evacuation/shelter options, and how to obtain a copy of the plan and log information allowed by law.
4. Investigate reported incidents, complete the violent-incident log without unnecessary personal identifiers, correct hazards, and review the plan after incidents and at least annually.

Immediate threat choices

Condition	Expected action
Safe exit available	Leave the danger area, warn others when safe, call 911, and report to the designated location.
Exit not safe	Hide or shelter behind substantial barriers, silence devices, lock/block access where feasible, and call/text 911 when safe.
Direct physical attack	Defend yourself only as a last resort to protect life, then escape and contact emergency services.

27 - Personnel Action Safety Policies

This section coordinates safety-related personnel actions with the controlled J&J Personnel Action Policies, applicable collective bargaining agreements, employment law, and Human Resources procedures.

Action	Safety requirements
Hiring / referral / transfer	Verify required qualifications, licenses, training, medical clearances where applicable, and task restrictions before assignment.
New hire / rehire	Complete orientation, provide PPE, communicate reporting channels, and assign work appropriate to demonstrated skill and supervision.
Promotion to lead / foreman	Provide supervisor training on planning, enforcement, incident response, documentation, and hazards under immediate control.
Corrective action	Base action on verified facts; separate reporting from misconduct; use coaching, retraining, progressive discipline, or removal consistent with policy and CBA.
Post-incident assignment	Follow written medical restrictions exactly; do not ask employees to work outside restrictions; coordinate confidentially with HR/claims.
Reasonable suspicion / impairment	Remove the employee from exposure without argument; use two-observer documentation when practicable; follow the Drug and Alcohol Program and CBA.
Layoff / termination	Base decisions on legitimate documented business or performance reasons; do not retaliate for injury, claim, hazard report, protected leave, or safety participation.
Return to work	Obtain and follow current work status; provide bona fide modified duty only when available and within restrictions; monitor the work, not the diagnosis.

HR review: Safety personnel and field supervision must coordinate sensitive personnel actions with Human Resources. Supervisors document facts and restrictions; they do not diagnose, promise benefits, threaten claims, or speculate about an employee's motives.

Appendix A - Daily Pre-Task Plan

Field	Entry
Project / location	
Date / shift	
Foreman / crew	
Task and sequence	
Equipment / materials	
Nearby trades / public exposure	

Hazard	Control / responsible person
Falls / openings	
Access / scaffold / ladder / lift	
Struck-by / caught-between / sharp edges	
Silica / dust / chemical / noise	
Electrical / tools / stored energy	
Heat / weather / lightning	
Material handling / ergonomics	
Emergency / rescue / communication	
Other / changing condition	

Crew questions or comments:

Employee name	Initials	Employee name	Initials

Appendix B - Worksite Safety Inspection

Mark S = satisfactory, C = correction needed, or N/A. Describe every correction needed below and assign an owner and due date.

Inspection item	S / C / N/A
Access / exits / lighting	
Housekeeping / debris / cords	
PPE compliance and condition	
Ladders / scaffolds / painters' planks / stilts	
Lifts / forklifts / spotters	
Guardrails / covers / fall protection	
Tools / guards / powder-actuated tools	
Electrical / GFCI / cords	
Silica / dust / ventilation / respiratory	
Material storage / dry wall stacks / floor loading	
Chemical labels / MSDS / flammables	
Heat illness / water / cool-down area	
Fire protection / fire work	
Public / other-trade protection	
Emergency information / first aid / AED	

Finding / location	Immediate action	Owner	Due	Closed

Inspector	Date / time	Foreman notified

Appendix C - Toolbox / Tailgate Meeting Record

Field	Entry
Project	
Date / shift	
Presenter	
Topic	
Reason selected / current work	

Key points discussed:

Questions, concerns, or follow-up action:

Employee name	Signature	Employee name	Signature

Appendix D - Incident / Near-Miss Investigation

Field	Entry
Employee(s) / trade	
Project / exact location	
Date / time	
Event type	Injury / Illness / Exposure / Near Miss / Property Damage
Immediate care / response	
Notifications made	

What happened? State facts and sequence; do not speculate:

Cause category	Finding
Immediate conditions / acts	
Contributing factors	
Planning / supervision / training	
Equipment / material / environment	
Root / systemic causes	

Corrective action	Owner	Due date	Completion evidence

Prepared by	Reviewed by Safety	Date closed

Appendix E - Hazard / Safety Concern Report

Employees may submit this form with their name or anonymously. For immediate danger, stop work and notify supervision now.

Field	Entry
Date / time	
Project / exact location	
Hazard or concern	
Who may be affected	
Suggested correction	
Reported to	
Employee name (optional)	

Company response	Responsible person	Due date	Closed date

Appendix F - Employee Safety Manual Acknowledgment

I acknowledge that I received or was given access to the J&J Acoustics, Inc. Safety Manual and Code of Safe Practices. I understand that:

1. I must follow company, project, and regulatory safety requirements and ask when I do not understand.
2. I must report hazards, injuries, illnesses, exposures, and near misses immediately.
3. I may stop work in good faith when I believe a serious or imminent hazard exists.
4. I will not be retaliated against for making a good-faith safety report.
5. This acknowledgment does not create a contract of employment and does not replace applicable law or collective bargaining agreements.

Employee name: _____

Employee ID / union classification: _____

Signature: _____ Date: _____

Trainer / witness: _____ Language used: _____

Reference Primary California Sources

Confirm current requirements before formal adoption. The following official sources informed this manual:

11. **Title 8, section 3203 - Injury and Illness Prevention Program:** <https://www.dir.ca.gov/title8/3203.html>
12. **Title 8, section 1509 - Construction IIPP and Code of Safe Practices:**
<https://www.dir.ca.gov/title8/1509.html>
13. **Title 8, section 1670 - Personal fall arrest, restraint, and positioning systems:**
<https://www.dir.ca.gov/title8/1670.html>
14. **Title 8, section 1532.3 - Respirable crystalline silica:** https://www.dir.ca.gov/title8/1532_3.html
15. **Title 8, section 3395 - Outdoor heat illness prevention:** <https://www.dir.ca.gov/title8/3395.html>
16. **Title 8, section 3396 - Indoor heat illness prevention:** <https://www.dir.ca.gov/title8/3396.html>
17. **Title 8, section 5194 - Hazard Communication:** <https://www.dir.ca.gov/title8/5194.html>
18. **Title 8, section 5144 - Respiratory Protective Equipment:** <https://www.dir.ca.gov/title8/5144.html>
19. **Title 8, section 1637 - Scaffold general requirements:** <https://www.dir.ca.gov/title8/1637.html>
20. **Title 8, section 5141.1 - Protection from Wildfire Smoke:** https://www.dir.ca.gov/Title8/5141_1.html
21. **Cal/OSHA COVID-19 Resources - current regulatory status:** <https://www.dir.ca.gov/dosh/coronavirus/>
22. **California Labor Code, section 6401.9 - Workplace violence prevention:**
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=6401.9.&lawCode=LAB

This document should be reviewed against the company's actual work practices, insurance requirements, CBAs, project contracts, and the regulations in effect on the adoption date.