

SES

Select Engineering Services

Safety Plan

CFR 1910 and 1926

Date: 21 January 2011

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Select Engineering Services (SES)

Safety Policy

I. OBJECTIVE

The Safety Policy of SES is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace.

A copy of the OSHA Safety and Health Standards 1926 and 1910 are available for all employees' use and reference. These Standards shall be available in the corporate office at all times and will be sent to the jobsite on request.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company.

II. POLICY

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

III. APPLICABILITY

This Safety Policy applies to all employees of SES, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards (*29 CFR 1910 and 1926.*)

IV. IMPLEMENTATION

This Safety Policy supports four fundamental means of maximum employee involvement:

- A. Management commitment to safety.
- B. Effective job safety training for all categories of employees.
- C. Job hazard analysis provided to all employees.
- D. Audio and/or visual safety presentations given at jobsites.

V. ADMINISTRATION

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by the Safety Officer as requested. Each supervisor/team leader will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor/team leader must also ensure that all accidents are thoroughly investigated and reported to the Safety Officer on the same day of the occurrence.

VI. REPORTING OF INJURIES OR MISHAPS

All employees will be held accountable for filling out a “Notice of Injury Form” immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor/leadman/foreman/superintendent/project manager, etc. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where the incident happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in disciplinary action, up to, and including immediate termination, in accordance with company policy.

Also, when performing work activities located at sites under the jurisdiction of Hill AFB and/or pertinent to a contract administered by the Hill AFB CO, then the procedures for reporting and notification of mishaps outlined in paragraph B.1, *Mishap Notification* of Attachment E will be followed.

VII. NOTIFICATIONS

A. In Case of Serious Injury or Death

After the injured has been taken to the hospital, the leadman/foreman/supervisor shall notify the main office and Safety Officer as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. The Safety Officer will assist in the investigation. The completed accident report form will be sent to the main office (1544 Woodland Park Dr. Suite #310, Layton, UT 84041.)

VIII. BASIC SAFETY RULES

- A. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Officer immediately. An employee who fails to fill out a "Notice of Injury Form" and send it to the Safety Officer can be issued a safety violation notice and may be subject to termination, in accordance with company policy.
- C. Sites where conditions warrant: Hard hats will be worn by all employees on the project site at all times. The bill of the hard hat will be worn in front at all times. Alteration or modification of the hat or liner insert is prohibited.
- D. Sites where conditions warrant: Safety glasses will be worn as the minimum-required eye protection at all times. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.
- E. Clothing must provide adequate protection to the body. Shirts and long pants will be worn at all times. No shorts are to be worn on projects. Safety boots with steel toes will be worn when conditions warrant.
- F. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.
- G. Housekeeping shall be an integral part of every job. Supervisors\foremen\leadmen and employees are responsible for keeping their work areas clean and hazard-free. Clean-up is required when a job is finished at the end of the day.
- H. All tools, whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
- I. All extension cords, drop cords, and electrical tools shall be checked and properly grounded with ground fault interrupters (GFI's). Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
- J. "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.

- K. Report all unsafe conditions to the Safety Officer so that corrective action can be taken.
- L. Pedestrian Crosswalks: Personnel shall use the closest crosswalk, or traffic controlled intersection when crossing a road. Pedestrians must look both ways to ensure traffic is clear before stepping out into the crosswalk. Pedestrians DO NOT have the right-of-way unless they are already in the crosswalk. Vehicle operators have the same responsibilities as pedestrians, to share the road and mutually observe and yield to pedestrians.
- M. Motor Vehicles: Personnel shall operate company and personal vehicles, while on duty or supporting the mission, in accordance with all State traffic laws. Also, personnel shall operate vehicles in accordance with the *Motor Vehicle Policy* outlined in Attachment E when operating vehicles on an Air Force Installation, including Hill AFB, UTTR and the airfield.
- N. Walking and Working Surfaces: Personnel shall comply with the standards in *29 CFR 1910 Subpart D and Life Safety Code*. All interior walking and working surfaces which are part of the means of egress shall remain clear at all times and comply with the requirements of the National Fire Protection Association (NFPA) 101, *Life Safety Code*.
- O. Personnel Protective Equipment (PPE): Personnel shall comply with the standards in *29 CFR 1910.132, 134, 136 Subpart I and 29 CFR 1926, 28, 95, 100, 101, 102, & 951*. Personnel protective equipment is required to be worn when employees are exposed to a potential hazard, working overhead, potential for falling objects, etc. Each work site will be evaluated by the supervisor/team leader for appropriate use of PPE.
- P. Hazardous Communication: Personnel shall comply with the standards in *29 CFR 1910.1200*. Personnel will be briefed by the supervisor/team leader at the start of employment and/or start of a new project, and thereafter during scheduled safety briefings, regarding the hazards of chemicals present at each work site, including any information contained in material safety data sheets (MSDS) and MSDS location on-site. Personnel will assure that the manufacturer's label remains on containers and remains legible. A list of hazardous chemicals will be located at each site or individual work area when hazardous chemicals are present.

IX. ENFORCEMENT OF SAFETY POLICY

Safety violation notice(s) shall be issued by the Safety Officer to any employee, subcontractor, or anyone on the jobsite violating safety rules or regulations.

- A. Any violation of safety rules can result in suspension or immediate termination.
- B. Any employee receiving two (2) written general violations within a six (6) month period shall be terminated.
- C. Issuance of a safety violation notice for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

It is understood that SES is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

ATTACHMENT A

JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations.

A. Safety Rules

- _____ Hard hats and safety glasses worn.
- _____ Shirts with sleeves worn.
- _____ Work shoes worn.
- _____ Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards.
- _____ Work areas safe and clean.
- _____ Safety mono-goggles/face shields worn when circumstances warrant.
- _____ Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person.
- _____ No use of alcoholic beverages or controlled substances.
- _____ Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards.
- _____ Excavation/trenches sloped or shored as established by OSHA.
- _____ Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

B. Recordkeeping

- _____ OSHA poster "Safety and Health Protection on the Job" posted.
- _____ Hard hat sign posted in a conspicuous manner at job sites where warranted.
- _____ Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly at job sites where warranted. Yearly safety meetings will be sufficient for personnel working in an office setting.

C. Housekeeping and Sanitation

- _____ General neatness.
- _____ Regular disposal of trash.
- _____ Passageways, driveways, and walkways clear.
- _____ Adequate lighting.
- _____ Oil and grease removed.
- _____ Waste containers provided and used.
- _____ Adequate supply of drinking water.
- _____ Sanitary facilities adequate and clean.
- _____ Adequate ventilation.

D. First Aid

- _____ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.
- _____ Trained first aid personnel.
- _____ Injuries promptly and properly reported.

E. Personal Protective Equipment

- _____ Hard hats.
- _____ Hearing protection.
- _____ Eye and face protection.
- _____ Respiratory protection.
- _____ Fall protection.
- _____ Feet and toe protection.

F. Fire Protection

- _____ Fire extinguishers charged and identified.
- _____ No Smoking signs posted.
- _____ Flammable and combustible material storage area designated.
- _____ Fuel containers labeled.

G. Hand and Power Tools

- _____ Tools inspected.
- _____ Power tools properly guarded.
- _____ Safety guards in place.

H. Welding & Cutting

- _____ Compressed gas cylinders secured in vertical position.
- _____ Hoses inspected.
- _____ Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease.
- _____ Caps on cylinders in storage.
- _____ Flash back arresters in place.
- _____ Welding screens in place.
- _____ Fuel and oxygen cylinders separated in storage.

I. Electrical

- _____ All portable tools and cords properly grounded [Ground Fault Interrupters (GFI=s) properly installed].

_____ Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:

1. Prior to first time use.
2. Prior to return to service after repairs.
3. Prior to return to service after incident that may have caused damage to cord or equipment.

_____ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made.

J. Ladders

_____ Inspected at regular intervals.

_____ No broken/missing rungs or steps.

_____ No broken or split side rail.

_____ Extend at least 36 inches above landing and be secured.

_____ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet.

K. Guardrails, Handrails and Covers

_____ Guardrails, handrails and covers installed wherever there is danger of employees or materials falling through floors, roofs or wall openings and shall be guarded on all exposed sides.

_____ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart.

_____ Top rail 42 inches above the floor and of 1 x 4 stock.

_____ Intermediate rail 21 inches above the floor and of 1 x 4 stock.

_____ Guardrail assemblies around floor openings equipped with toe boards. Toe boards at least four (4) inches above the floor level with no more than 1/4 inch clearance above the floor level, when there are employees below or when conditions dictate.

_____ Hole covers permanently attached to the floor or structure and identified with a hole cover sign stenciled with the word "Danger". Hole covers for holes two (2) inches or greater in diameter made of at least 3/4 inch plywood or heavier.

L. Material Hoists

_____ Inspected at regular intervals.

_____ Operating rules posted at operators station.

_____ "No Rider" signs prominently posted at all stations.

_____ All entrances properly protected.

_____ All entrance bars and gates painted with diagonal contrasting stripes.

_____ Experienced operators.

_____ Current crane certification inspection sticker and papers on the rig.

M. Motor Vehicles

- _____ Lights, brakes, tires, horn, etc., inspected at regular intervals.
- _____ No overloaded vehicles.
- _____ Trash trucks have covers.
- _____ No riding on the edge of pickup truck beds.
- _____ No riding on concrete trucks, loaders, backhoes, etc.
- _____ Functioning back-up alarms on loaders, tractors, backhoes, etc.
- _____ Seat belts worn at all times.

N. Material Storage and Handling

- _____ Material at least two (2) feet from edge of excavation site.
- _____ Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area.
- _____ Inventory maintained and inspected frequently.
- _____ Proper protective gear worn when handling chemicals.

O. Concrete, Concrete Forms and Shoring

- _____ Full body harnesses as positioning devices for employees tying rebar greater than six (6) feet above adjacent working surface
- _____ Automatic shut-off switches on trowel machines.
- _____ No riding on concrete buckets or flying forms.
- _____ All forms properly shored.
- _____ Single post shores braced horizontally.

ATTACHMENT B

SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from the Safety Officer at all times. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the supervisor/team leader to ensure that all required equipment is present and in good condition.

- _____ Safety goggles, shields, and glasses.
- _____ Hearing protection.
- _____ Respirators.
- _____ Hard hats.
- _____ Fire extinguishers (properly charged).
- _____ First aid kit (check list inside kit).
- _____ Welding masks and goggles.
- _____ Storage racks for compressed gases.
- _____ Guards on all power tools.
- _____ Trash barrels.
- _____ OSHA forms posted.
- _____ Company "Safety Policy" packet posted.
- _____ Company "Hazardous Communication Program" packet posted.
- _____ Emergency vehicle (vehicle designated to carry injured to hospital).

ATTACHMENT C

SAFETY MEETING REPORT

A safety meeting report is signed to indicate attendance. The form has room for employees to sign after attending their safety meeting. This form shall be filled out for each jobsite safety meeting that is held. After completion of the form, make a copy to maintain at each jobsite and return the signed original copy to the main office.

Safety Meeting Date: _____

Topic: _____

Safety Meeting Conducted

By: _____

Employee Name (printed)	Employee Signature	Job Title

ATTACHMENT D

EMPLOYEE ACKNOWLEDGMENT

I state that I have attended the safety orientation, and have read and received a copy of the SES safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to disciplinary action, including termination, in accordance with company policy.

EMPLOYEE SIGNATURE

DATE

Safety Officer, SIGNATURE

DATE

cc: Supervisor/Team Leader

ATTACHMENT E

OGDEN AIR LOGISTICS CENTER UNITED STATES AIR FORCE HILL AIR FORCE BASE, UTAH 84056

SAFETY, FIRE PROTECTION AND HEALTH SPECIFICATION INDUSTRIAL SAFETY REQUIREMENTS

DATE: December 27, 2010

PREPARED BY:



David D. Battle, 75 ABW/SEG, (DSN: 777-1435)

SECTION I - GENERAL REQUIREMENTS

A. Safety Program Requirements.

The contractor will implement a safety program plan that ensures protection of Government personnel and property. The program will consist of, as a minimum:

1. Mishap reporting, as defined in paragraph B1 below.
2. A Safety Plan that addresses, as a minimum, the subjects listed in Section II –Specific Requirements, and will be used during the performance of the work described in the contract. The Safety Plan will be approved by 75 ABW/SEG (Safety Office) prior to commencement of any work described in this contract.
3. Routine and recurring surveillance to ensure the safety requirements of this contract are enforced.
4. Competent personnel to provide surveillance of the Safety Plan.
5. Identification of segregated work site locations for operations that cannot be co-mingled with general industrial operations and the process for ACO approval of operations and changes at these specific sites.
6. All contractor personnel shall be trained and qualified to perform their duties safely.
7. The contractor shall include a clause in all subcontracts requiring the subcontractors to comply with the safety provisions of this contract, as applicable.

B. Mishap Notification

1. The contractor shall notify 75 ABW/SEG (801-777-3333), or the Hill AFB Command Post (777-3007) after normal duty hours, and the designated Government Representative (GR), i.e., the ACO, PCO, or DCMA QAR (Quality Assurance Representative) within one (1) hour of all mishaps or incidents at or exceeding \$2,000 (material + labor) in damage to DOD property entrusted by this contract, even if the government is wholly or partially reimbursed. This notification requirement shall also include physiological mishaps/incidents. A written or email copy of the mishap/incident notification shall be sent within three calendar days to the GR, who will forward it to 75 ABW/SEG. For information not available at the time of initial notification, the contractor shall provide the remaining information no later than 20 calendar days after the mishap, unless extended by the ACO.

Mishap notifications shall contain, as a minimum, the following information:

- (a) Contract, Contract Number, Name and Title of Person(s) Reporting
- (b) Date, Time and exact location of accident/incident
- (c) Brief Narrative of accident/incident (Events leading to accident/incident)
- (d) Cause of accident/incident, if known
- (e) Estimated cost of accident/incident (material and labor to repair/replace)
- (f) Nomenclature of equipment and personnel involved in accident/incident
- (g) Corrective actions (taken or proposed)
- (h) Other pertinent information

2. The contractor shall cooperate with any and all government mishap investigations. Additionally if requested by government personnel or designated government representative (GR), i.e., the ACO, PCO, or DCMA QAR (Quality Assurance Representative), the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records, until released by safety investigators.

3. The contractor shall provide copies of contractor data related to mishaps, such as contractor analyses, test reports, summaries of investigations, etc. as necessary to support the government investigation.

4. The contractor shall support and comply with the safety investigation and reporting requirements of AFI 91-204, Chapters 1 – 5.

C. General Safety Requirements:

If the safety plan is modified, the contractor shall submit the proposed modification, in writing, to the Contract Administration Office safety representative.

The contractor is solely responsible for compliance with all federal, state and local laws, the Occupational, Safety and Health Act (OSHA) (Public Law 91-596) and the resulting standards, **OSHA Standards 29 CFR 1910 and 1926**, as applicable, and the protection of their employees. Additionally, the contractor is responsible for the safety and health of all

subcontractor employees.

The contractor shall ensure assigned personnel are adequately trained and qualified for the task being performed. Brief all personnel on the hazards involved with operations and applicable precautions to be taken. Should unidentified hazards arise, cease operations until actions are taken to eliminate or mitigate hazards to safe levels.

SECTION II – SPECIFIC REQUIREMENTS

The contractor's prepared Safety Plan shall:

- Demonstrate a management commitment to employee safety and health
- Identify applicable rules and regulations
- Identify the roles and responsibilities of Management, Supervisors, Employees and Safety Coordinator
- Identify work to be performed and location of expected operations
- Provide a description of safety program, safety monitoring responsibilities, organizational structure, and contact information for on-site personnel
- Include a work hazard analysis of the worksite and operations to be performed to include baseline hazard identification and required control measures
- Identify employee safety and health training requirements and the documentation process
- Include emergency response plans and procedures that relate to protection of government personnel and property
- Include a workplace inspection frequency, to include the identity of the individual responsible for conducting the inspection
- Include hazard reporting procedures and identify individual(s) responsible for the correcting identified hazards
- Identify first aid and injury procedures
- Identify procedures for accident reporting and investigation
- Identify the process for tracking controlled hazards in contractors work area

The contractor shall ensure that each element identified below is adequately addressed in detail in the safety and health plan:

PEDESTRIAN CROSSWALKS: All contractor personnel are required to use the closest crosswalk, or traffic controlled intersection when crossing the road. Pedestrians must look both ways to ensure the coast is clear before stepping out into the crosswalk. Pedestrians **DO NOT** have the right of way unless they are already in the crosswalk. Contractor vehicle operators have the same responsibilities as pedestrians, to share the road and mutually observe and yield to pedestrians.

MOTOR VEHICLES: Contractor shall comply with the standards in: DoD Directive 5525.4, *Enforcement of State Traffic Laws on DoD Installations*", Nov 2, 1981, Para 3-4; DODI 6055.4, *DoD Traffic Safety Program*, 20 Jul 99; AFI 91-207, *USAF Traffic Safety Program*, 22 May 07; and AFI 91-207 AFMC SUP1, *The US Air Force Traffic Safety Program*, 1 Oct 07. Each

applies to all persons at any time on an Air Force Installation and includes all leased, owned, or privatized property including housing areas. In addition: AFI 13-213, *Airfield Management*, 29 Jan 08, Para's 1.3.6 and 4.4.2.1 applies to all contractors, sub-contractors, vendors, commercial delivery companies, and all other private business vehicles who operate anywhere on Hill Air Force Base, including the airfield (to include the industrial areas and any buildings or hangars located upon the airfield) in support of their mission.

WALKING – WORKING SURFACES Contractor shall comply with the standards in 29 CFR 1910 Subpart D and Life Safety Code . All interior walking and working surfaces which are part of the means of egress shall **remain** clear at all times and comply with the requirements of National Fire Protection Association (NFPA) 101, *Life Safety Code*. Floors shall be kept in good condition and free of defects that can endanger workers or interfere with the handling of materials. Housekeeping – methods and controls are in place to minimize tripping hazards, the accumulation of flammable/combustible materials, etc. Portable metal ladders – methods and controls are in place to ensure inspection and safe use. Open-sided floors/platforms/runways must be protected and not left uncovered to prevent injury.

PERSONAL PROTECTIVE EQUIPMENT Contractor shall comply with the standards in 29 CFR 1910.132, 134, 136 Subpart I and 29 CFR 1926, 28, 95, 100, 101, 102, & 951. Personnel protective equipment is required to be worn when employees are exposed to a potential hazard, working overhead, falling objects, etc. Contractor's Safety Plan shall also address:

- Eye and face protection
- Head protection
- Foot Protection

HAZARDOUS COMMUNICATIONS Contractor shall comply with the standards in 29 CFR 1910.1200. Contractor's Safety Plan shall also address:

- Written Program - list of hazardous chemicals, methods used to inform employees of the hazards, precautionary measures
- Identity of the hazardous chemical(s) and labeling system
- Material safety data sheets and location
- Employee information and training

ATTACHMENT F Accident Report Form

Injured Worker's Last Name		First Name		Occupation			
Location where injury/accident occurred				First Aid Provider			
Hospital or Clinic Attended for Medical Aid				Treating Physician's Name			
Nature of Injury				Project Location of Accident/Injury			
Person who transported employee							
Will this be a lost time injury?		No <input type="checkbox"/>	Yes <input type="checkbox"/>	Is injury work-related?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Were any subcontractors involved?		No <input type="checkbox"/>	Yes <input type="checkbox"/>	Were emergency paramedics/fire called ¹ ?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Injury Details							
Date and Hour of Injury				Date and Hour Reported to Employer			
Day	Month	Year	Time	Day	Month	Year	Time
			a.m. p.m.				a.m. p.m.
Date and Hour Last Worked				Normal Working Hours			
Day	Month	Year	Time	from		to	
			a.m. p.m.		a.m. p.m.		a.m. p.m.
Who was the injury reported to?							
What caused the injury? Describe the injury, the body part involved and specify left or right side (use back of sheet if necessary).							
Describe the worker's activities at the time of the injury. Include details of equipment or materials used (use back of sheet if necessary).							
Did anyone else witness the accident or know more about the injury?							

¹ Reasons to call paramedics, but not all inclusive: fatality, critical injuries (defined as an injury of a serious nature that: places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major portion of the body, causes the loss of sight in an eye), fire, explosion or hazardous material release.

