EMPLOYEE SAFETY & HEALTH HANDBOOK

This handbook contains many of the important elements of the company Safety & Health Program. Each employee should be given a copy of this handbook, read the handbook and return the acknowledgement form on the last page of this handbook. If the employee has any questions, the full Safety & Health Program will be made available at any time by request.

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Managers and supervisors are accountable to the upper management of this company for the successful achievemen of targeted Company safety and health goals. The company's jobsite safety and health goals are:

1. Have the best safety and health conditions possible in the jobsite.
2. Minimize all injury accidents and health impairment.
3. Prevent any major fires, vehicle accidents or property damage losses.
4. Zero permanent disabilities.
5. Zero environmental accidents.
6. Zero fatalities.

These goals are implemented to control and prevent construction site failures which cause fatalities, injuries, illness, equipment damage, fire, and damage or destruction to property.

No phase of our company's operations is more important than accident prevention. Each employee is expected to be aware of and actively pursue safety goals. There is only one way to do a job properly – THE SAFE WAY!

General—all employees must understand that THE FIRST AND MOST IMPORTANT WORK RESPONSIBILITY IS TO

EMPLOYEE – Safety is a management responsibility; however, management cannot be solely responsible for the acts of employees. Therefore, each employee shall, as a condition of employment for which he or she is paid, be responsible to work safely, including but not limited to the following specific responsibilities and duties:

General Safety and Health:

a. Study, understand and comply with the requirements of the SAFETY & HEALTH PROGRAM and comply with other laws or regulations which may apply to his or her work.
b. Work in a manner which will avoid self-injury and prevent injury to fellow workers.
c. Attend any required employee safety and health orientation, and any regular or special employee safety training.
d. Acknowledge, by personal signature, any training received.
e. Refuse to perform any potentially hazardous or non-routine task, or to use any hazardous material, until properly trained about the hazards involved, and about the proper safety and health procedures to follow.
f. Properly use and care for personal protective equipment required for the task at hand.
g. Report any hazardous condition to the employee's supervisor, including any negligent act, a physical or health hazard, any unsafe use of hazardous materials by Company employees or by an employee of some other employer in the jobsite.
h. Report any job-related injury or illness to the employee's supervisor and seek treatment immediately. Reporting of any injury or illness shall be made as soon as practical and should take place within 24 hours except under unusual circumstances.
i. Know what emergency telephone numbers to call in the event of a fire, accident or personal injury.
j. Help to maintain a safe and clean work area.

Hazard Communication:

a. Know the location of the written Hazard Communication Plan, the Chemical Inventory List and the SDS files with emergency contact numbers.
b. Refuse to use any hazardous material if not trained in its use. Request a refresher training if unsure about the use, storage, handling or personal protective equipment requirements.
c. Know how to read a SDS, the Chemical Inventory List and any chemical warnings and labels.
d. Never remove nor deface hazardous chemical labels.
e. Know how to detect the presence of a hazardous chemical in thts(e)713(u)2.2b(e)-3(Td ( ).P)2.3(an)2.3(y8.6(I

SUPERVISORS – Unless notified otherwise, the supervisor of each jobsite (may be a Project Manager, Project Supervisor, Superintendent, Foreman or other supervisory position) is responsible for the implementation of the Company Safety & Health Program at each jobsite he or she supervises. Add the following supervisory duties to those he or she has as an employee:

General Safety and Health:

a. Set the example for good safety and health practices.
b. Provide a bulletin board in each job trailer and display all required postings.
c. Establish and implement procedures for jobsite safety, health, first aid, fire prevention, site security, environmental pollution control, and others that comply with Company SAFETY AND HEALpNDd Se Provid8.

Competent Person means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Qualified Person means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

The following Standards are incorporated herein by reference:

- OSHA Standard 29 CFR Part 1926 "SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION", latest e

The requirements of the above standards are general. They contain far more detailed information than the Safety & Health Program. Where information is lacking, or in the event of any conflict between the information in this program and the requirements of the OSHA standards, the OSHA Standards shall govern. Jobsites located within states with a State run OSHA program shall follow the state specific standards.

Local, State and Federal regulations can change, and new and better safety and health procedures are often discovered. Such changes create, from time to time, a need to modify or update this Safety Program.

Because working conditions vary from site to site, some procedures may need to be changed to meet the site specific safety needs for a particular project. The Project Supervisor, therefore, may modify or expand the procedures for his jobsite, as needed, with prior, written approval from upper management

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General Rules

Design – All personal protective clothing and equipment will be safe as design and construction for the work to be

HOUSEKEEPING AND ACCESS TO SITE

Attention to general cleanliness, storage and housekeeping can prevent numerous accidents. This section is for items not discussed in other areas and is not intended to cover all specific housekeeping requirements. Good housekeeping efforts are a vital part of the company's Safety & Health Program.

Hazards

Improper housekeeping and material storage can create or hide numerous hazards such as:

- Slip & trip hazards
- Chemical exposure
- Contact with sharp objects
- Fire & Explosion hazards
- Over loading of storage shelves and bins

Hazard Control

- Keep all walkways and stairways clear of trash/debris and other materials such as tools and supplies to prevent tripping.
- Keep boxes, scrap lumber and other materials picked up. Put them in a dumpster or trash/debris area to prevent fire and tripping hazards.
- Provide enough light for workers to see and to prevent accidents.

FALL PROTECTION

Falls are the leading cause of death in the construction industry. OSHA requires fall protection be provided anytime a f hazard of six (6) feet or more exists. OSHA recognizes conventional fall protection to be: Personal Fall Arrest System Guardrails and Safety Net Systems. Additional methods of fall protection include floor hole covers, fall restraint system administrative controls.

Prior to construction, the fall protection system utilized should be planned and during construction, the fall protection system should be continually monitored and adjusted as necessary. The following hierarchy of fall protection should be followed:

- Hazard Elimination: eliminating the hazard is the first and most preferred option. Can the fall hazard be elimina Can different process be used to keep the workers from being exposed to fall hazards?
- Passive Fall Protection: physical barriers such as guardrail systems and floor hole covers are considered passi protection. These systems, once installed, provide continued protection for the employees.
- Fall Restraint Systems: devices that prevent access to the fall area for the worker. These would physically limi worker from getting to the edge of a roof or other fall hazard.
- Fall Arrest Systems: these are the traditional Personal Fall Arrest Systems that include an anchor point, full body harness and lanyard/lifeline. A PFAS is designed to stop the worker after a fall. These devices have other issu because injury can still occur to the worker during the fall and once the fall is stopped, how are you going to rescue the worker.

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Powder-Actuated Tools

Powder-actuated tools operate like a loaded gun and should be treated with the same respect and precautions. In fact, they are so dangerous that they must be operated only by specially trained employees. These employees should have proof of training with them when using these tools to prove their training.

- These tools should not be used in an explosive or flammable atmosphere.
- Before using the tool, the worker should inspect it to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions.
- The tool should never be pointed at anybody.
- The operator and others in the vicinity should wear eye protection and hearing protection at a minimum.
- The tool should not be loaded unless it is to be used immediately. A loaded tool should not be left unattended, especially where it would be available to unauthorized persons.
- Hands should be kept clear of the barrel end. To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position, and another to pull the trigger. The tools must not be able to operate until they are pressed against the work surface with a force of at least 5 pounds greater than the total weight of the tool.
- Unexpended powder strips should not be left laying around the jobsite. They should be collected and the powder made unusable by placing in water for 24 hours or another system before being discarded.

ELECTRICAL SAFETY

This part is designed to prevent electrically related injuries and property damage. Exercise caution when working with and around electricity. Getting to know electricity “inside and out” is the only way to be safe.

The force carried by electricity is measured in volts

- Volts provide the power to keep tools and machines running.
- Most power tools and appliances run on 120 volts.

Current is the Flow of electricity.

- The intensity of the current is measured in “Amperes” (Amps).
- Most household and industrial electrical lines can safely carry 15 to 20 Amps.
- To carry more current (Amps) electrical lines need to have thicker wires.

It doesn’t take much current to cause a serious injury.

- Exposure to .06 Amps (the electricity needed to light a Christmas tree bulb) can be fatal.
- Household circuit breakers do not trip until 15 or 20 Amps. They are not designed to protect humans.

Electricity flows when a circuit is completed.

- A circuit is an uninterrupted path of electricity from power source to equipment and back.
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The flow of electricity can be broken by a fuse or "circuit breaker.

- These devices stop the flow of electricity when wires become overloaded.
- Don't try to override fuse or circuit breaker systems by installing higher rated Fuses or Breakers.
- Before turning a breaker back on, talk to your supervisor.

The earth's gravity is always pulling electricity toward the ground (grounding)

- This can lead to shock if you are in its path.
- Humans are conductors of electricity and can easily be in the path to ground.

Controlled grounding provides a safeguard 1 -82

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Class B fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.

Welding

Hazard Communication

GENERAL CHEMICAL SAFETY

Assume all chemicals are hazardous. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects. Any employees who are required to use or handle

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- All personnel who may have been contaminated by the chemical should report to and remain in one safe locatio until the arrival of the Fire Department. This will decrease the chance of contaminating other personnel and other areas.
- Do not reenter the room/area until the appropriate safety officials have determined that the area is safe to re enter.

Housekeeping

- Maintain the smallest possible inventory of chemicals to meet immediate needs.
- Periodically review stock of chemicals on hand.
- Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
- Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- Recycle unused laboratory chemicals wherever possible.
- *DO NOT* Place hazardous chemicals in salvage or garbage receptacles.
- *DO NOT* Pour chemicals onto 9(of93(d)7s)6.5(o)1.2(n)6.3(t)-3(ain)2.2(in)2.3(gt6)6.5(o)1.2(n)6.3(t)-31.5(i)(w)72c

(ii) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F. regardless of the pressure at 70 deg. F.

(iii) A liquid having a vapor pressure exceeding 40 psi at 100 deg. F.

- Container: any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- Employee: a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.
- Employer: a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.
- Explosive: a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subject to sudden shock, pressure, or high temperature.
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- Substances
    - Chemical name.
    - Common name and synonyms.
    -

recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:

- Indication of the possibility of hazardous reactions, including a statement whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions that should be avoided (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products that could be produced because of use, storage, or heating. (Hazardous combustion products should also be included in Section 5 (Fire Fighting Measures) of the SDS.)

Section 11: Toxicological Information

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ.
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal.
- Any special precautions for landfills or incineration activities

Section 14: Transport Information (non-mandatory)

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance)1.
- UN proper shipping name1.
- Transport hazard class(es)1.
- Packing group number, if applicable, based on the degree of hazard2.
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code)).
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code)).
- Any special precautions which an employee should be aware of or needs to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

Section 15: Regulatory Information (non-mandatory)

This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixture (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations)

Section 16: Other Information

- This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

Employer Responsibilities

Employers must ensure that the SDSs are readily accessible to employees for all hazardous chemicals in their workplace. This may be done in many ways. For example, employers may keep the SDSs in a binder or on computers as long as the employees have immediate access to the information without leaving their work area when needed and a back-up is available for rapid access to the SDS in the case of a power outage or other emergency. Furthermore, employers may want to designate a person(s) responsible for obtaining and maintaining the SDSs. If the employer does not have an SDS, the employer or designated person(s) should contact the manufacturer to obtain one.

Employee Use of SDS

For SDS use to be effective, employees must:

- Know the location of the SDS
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Medical Emergencies

- Call 911 to contact Emergency Medical Services (EMS).
- Unless trained, do not attempt to render any first aid before trained
- Do not attempt to move an injured person.
- Limit your communication with ill or injured person to quiet reassurances.
- After the person's immediate needs have been taken care of, remain to assist the investigating officer with perti information about the incident.
- If the victim is an employee, the victim's supervisor should fill out the accident investigation report and first report of injury.
- Planning for such emergencies includes being trained in emergency first aid procedures and CPR.

Fire Emergencies

In the event of a fire:

- Notify personnel in the room/area of the fire to evacuate immediately.
- Pull/activate the nearest fire alarm box if available.
- Call the Fire Department by dialing 911.
- Turn off any gas being used.
- Confine hazardous materials in cabinets.
- Walk to the nearest stairwell/exit and evacuate the building.
- DO NOT USE ELEVATORS.

Chemical Emergencies

In the event of a chemical spill:

- Notify personnel in the room/area of the spill to evacuate immediately.
- Close windows and doors to the room/area of the spill and evacuate.
- Call 911 and report the spill to the Fire Department.
- Remove clothing and wash all parts of the body, which may have come in contact with the chemical using copi amounts of water.
- All personnel who may have been contaminated by the chemical should report to and remain in one safe location until the arrival of the Fire Department. This will decrease the chance of contaminating other personnel and oth areas.
- Do not reenter the room/area until the appropriate safety officials have determined that the area is safe to re enter.

TornadoWatches & Warn(rt)-3ei-[(R)9.4(Wa)0.8(r)3 &hes &rt location

- When a tornado *warning* is issued, this means a tornado has been sighted in your vicinity and you should take co immediately.
- Seek shelter in steel frame or reinforced concrete building. Go to the basement, interior hallway on the lowest level. Closets or bathrooms in the center of the building offer the greatest protection.
- Always stay away from the windows, exterior walls and exterior doors.
- Avoid auditoriums, gymnas

- Check "CALLER ID" or dial *69 to determine where call originated.
- Call the Police by dialing 911.
- Notify Superintendent

Vehicle Safety

Vehicular accidents are the number one killer of workers in the United States. This plan covers safe operation and maintenance of all company vehicles except those company vehicles regulated by the Interstate Commerce Commission or US Department of Transportation. Examples of vehicles covered include company-owned-or-leased passenger vehicles

- Immediately remove from service any vehicle with any safety defect.
- Not allow operation of any company vehicle by an authorized employee taking medication that warns of drowsiness.
- Establish a key control program for all assigned vehicles.

Authorized Employees

- Operate company vehicles in a safe, responsible manner and obey all traffic laws.
- Participate in driver training programs.
- Ensure all vehicle occupants use seatbelts before moving the vehicle.
- Follow safe fueling procedures.
- Conduct a pre-use inspection before any first daily use.
- Immediately report any safety defects or vehicle problems.
- Report use of all prescription medication.

TRAINING

All employees authorized to operate company-owned-or-leased vehicles will participate in initial and annual driver-safety training that will include:

- Defensive driving
- Vehicle inspection
- Accident procedures
- Hazardous weather driving
- Procedure for notification of unsafe vehicle
- Backing procedures (light truck & van operators)
- Cargo area storage (light truck & van operators)
- Loading & unloading (light truck & van operators)

VEHICLE INSPECTION

Driver Inspections: Prior to each first daily use the driver shall inspect the vehicle for proper operation of the following safety features, as applicable:

Horn
Head, tail & signal lights
Windshield wipers
Tire inflation (visual check)
Brakes
Steering control
Mirrors
No operational warning lights

EMPLOYEE COMMITMENT TO WORK SAFELY

It is the policy of the company that every employee is entitled to work under the safest possible conditions in the construction industry. To this end, every reasonable effort shall be made in the interest of accident prevention to provide for safe and healthy working conditions and to eliminate hazards that cause injury to workers or damage to property and equipment. Accident prevention is a field responsibility and as such, supervisory