

## **HOELSCHER INTERIORS, Inc. GENERAL PROGRAM OUTLINE**

### **A. EMPLOYEE PARTICIPATION, RESPONSIBILITIES AND TRAINING**

The “Safety Policy Statement” indicates our intent to provide a safe and healthful workplace for all employees. Employees also have a duty to participate in this effort. This is accomplished through establishment of specific safety rules and procedures, training, and methods to encourage employee feedback. The following items are addressed in the program:

1. Occupational Safety and Health program information is communicated to all employees by one or more methods that will include posting, personal instruction, safety meetings, safety committees, and/or other appropriate means.
2. All personnel are required to report hazards and unsafe conditions identified in the workplace. Prompt and appropriate action will be taken to determine the degree and extent of the hazard. If a hazard does exist, immediate action will be taken to correct the problem or to implement interim protective measures. Regardless of outcome, employees will be notified of the correct action taken or the steps taken to conclude that no hazard existed. Employees can submit safety and health hazard reports at any time, with no adverse consequences.
3. A set of general safety rules will be developed based on a review of all major job duties. In addition, specific rules will be developed as needed for certain positions. These rules will be in writing, reviewed by all personnel, posted and distributed to all employees. These rules will be reviewed periodically and updated as needed.
4. A training program will be developed to include all employees, with specific emphasis on new hires and those assigned new responsibilities. This training will include a review of general safety rules, specific job safety rules, and requirements to comply with State and Federal OSHA regulations and mandatory written programs, as they may apply.
5. Written documentation of all safety activities, including employee participation and training will be maintained.

### **B. RECORDKEEPING, POSTING, REPORTING & NOTIFICATION REQUIREMENTS**

A procedure to maintain all required and appropriate safety and health records is an essential part of the occupational safety and health program. These records may be mandated by State or Federal OSHA requirements and also will be used to track the performance of the program. Effective use of these records will help identify problem areas which need to be addressed, and for evaluation of the effectiveness of corrective measures which have been taken.

These records may include, but are not limited to the following:

Recordkeeping:

-OSHA 300, log of Recordable Injuries and Illnesses or a similar summary of accidents and incidents (the OSHA 300 log is required for employers with ten or more employees)

-Supplemental Record of Injuries and Illnesses or the equivalent (Employers' First Report of Injury).

-Records of first aid and other "non-recordable" accidents and incidents

-Records of all safety meetings, topics, attendees

-Records of self-inspections

-Records of Accident Investigations

Posting:

-OSHA poster "Job Safety and Health Protection" posted at each workplace or worksite

-Summary of OSHA 300 log to be posted annually Feb 1-March 1

-Emergency telephone numbers

-Warning signs- all hazardous areas

-Safety order and other related documents

-Employers' First Report of Injury.

Reporting and notification:

**-Whenever an accident occurs on a project that results in one or more workers being fatally injured or taken to a hospital for observation or treatment, immediately call the office and inform Melissa/Jay of the accident.**

-Reporting of death or hospitalization (must be reported within eight hours in event of an employee death or hospitalization of three or more employees).

-Annual survey of Occupational Injuries & Illnesses (sent to employers at random by either State OSHA or U.S Department of Labor).

Other:

-All other records required by State and Federal OSHA regulations (specific state requirements and/or special reporting requirements for specific industries.)

Accident Investigation:

-Accident investigations will be conducted on all accidents, incidents, and near misses. The goal of this procedure is not to place blame, but to identify the root cause(s) of the mishap. This will be accomplished by evaluating the interactions that led to the incident to determine what should be done to prevent a recurrence. The safety manager or the job foreman will conduct the accident investigation. Documentation of corrective actions taken and follow-up of those actions will be reviewed. Modifications to work rules, procedures, equipment, and/or facilities will be evaluated and implemented as needed to correct identified problems.

1. Each injured employee needs to fill out the form, **EMPLOYEE INJURY REPORT**. All foreman on jobsite should have copies, if not, then the office will fax you a copy or get one to the jobsite.

2. After accident happens, the foreman on jobsite will need to fill out the form, **FOREMAN'S REPORT OF ACCIDENT INVESTIGATION**.

All of the above records will be reviewed on a regular basis to analyze incidents, identify potential trends, and determine the need for corrective action.

### **C. MEDICAL/FIRST AID**

First aid and medical treatment will be available to all workers. Where an infirmary, clinic, or hospital is not in the “near proximity,” adequately trained personnel are needed to provide first aid. (“Near proximity” is generally considered to be not more than 3 minutes.)

The following is addressed in the program:

1. Readily available of medical personnel for advice and consultation on matters of worksite health, will be maintained.
2. In the absence of a medical facility in the near proximity of the workplace, a person or persons will be trained and available to render first aid. First aid supplies approved by the consulting physician shall be readily available.

### **D. HAZARD ASSESSMENT**

A hazard assessment is to be completed on all workplace areas both on and off the premises. This assessment is a general review of potential exposures/hazards in the workplace, and those operations that require “mandatory written programs” (see below). \*This assessment will be used to identify areas that need to be addressed in the program, and included in follow-up monitoring.

The hazard assessment will include:

1. An initial assessment of the workplace will be completed by foreman or Luke Fields.

#### \*Mandatory Written Programs:

Federal standards have been established, and written programs are mandated for workplaces with specific exposures (see Supplemental Information and Forms). Some of the more common programs include:

- Hazard Communication Program
- Means of Egress: Fire and Emergency Response Plan
- Lockout/Tagout Procedures
- Personal Protective Equipment

A review of records concerning specific accidents/incidents, injury trends, etc., will be conducted based on the information collected for **Recordkeeping, Posting, Reporting, and Notification Requirements**.

### **E. HAZARD CONTROL**

The company will use one or more of the following procedures to control identified hazards:

- eliminate hazard at its source
- modify the workplace to reduce hazards

- provide administrative controls to reduce the exposure to individual workers.
- provide appropriate, approved personal protective equipment, and training to exposed workers.

A set of workplace rules is included with this document. These rules are designed to help employees complete their assigned tasks in a safe and efficient manner. All workers are required to adhere to these rules and procedures.

Employees will be advised of disciplinary action for violating program rules and procedures.

## **F. MAINTENANCE**

Facility and equipment maintenance is essential to an effective occupational safety and health program. Preventative maintenance helps to prevent potentially hazardous breakdowns of equipment and machinery, and to maintain the controls established under **Hazard Control**.

The preventative maintenance includes:

- scheduled maintenance of all equipment and machinery
- safety device checks; completed and documented.

## **G. EMERGENCY PREPAREDNESS**

Appropriate planning, training and equipment is to be provided to respond to emergencies in the workplace.

## **H. PROGRAM EVALUATION**

Melissa Hoelscher or another designated person will periodically (at least annually) review and revise all the components of the Occupational Safety and Health Program to ensure the plan's effectiveness and implementation. Injury and Illness records and accident/incident reports will be reviewed and analyzed to determine program effectiveness and needed improvements. This review will be documented.

Feedback will be solicited from all members of the organization to determine effectiveness of the program and to assist in modifying the plan as needed.

## **I. SEXUAL HARRASSMENT**

Sexual Harassment is considered to be a form of sex discrimination- a Federal Offense. Hoelscher Interiors does not tolerate any kind of sexual harassment on the job. Basically, sexual harassment is any inappropriate and unwelcome behavior with a sexual overtone that causes a negative affect on a person's work environment. Examples of sexual harassment, if carried out in the workplace include: Displaying obscene or offensive pictures or reading materials. Making suggestive gestures or sounds. Whistling or leering. Exerting unwanted pressure for dates. Sending letters or making telephone calls not wanted by the receiver. Inappropriate touching, patting, etc. Telling dirty jokes. Extorting sexual favors from a subordinate. We usually think of an injury as a traumatic event resulting in broken bones, or blood gushing from open wounds. People also suffer injuries that have no outwardly

observable signs. These are psychological injuries which can be just as devastating, disabling, and scarring as any visible injury. Victims of sexual harassment often suffer from embarrassment, loss of reputation, fear of retaliation, criticism, blame, loss of their jobs, stress, low productivity, absenteeism, and low morale. Everyone-the harasser, the victim, and the employer suffer from sexual harassment exists in the workplace. **SOME BEHAVIORS MAY NOT SEEM OFFENSIVE IN YOUR VIEW, BUT THEY MAY BE OFFENSIVE TO OTHERS.** If you have been Sexually Harassed, please call the office (618-228-7420) and talk to Jay or Melissa Hoelscher(owners of the company). Each incident of sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, memos, and telephone messages. No one making a complaint of sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of sexual harassment is also protected from retaliation.

The process for making a complaint about sexual harassment falls into several stages:

1. **DIRECT COMMUNICATION.** If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express his/her objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
2. **CONTACT SUPERVISORY PERSONNEL.** At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor/foreman or Jay or Melissa Hoelscher.
3. **FORMAL WRITTEN COMPLAINT.** An employee may also report incidents of sexual harassment directly to Jay or Melissa Hoelscher. They will counsel the reporting employee and be available to assist with filing a formal complaint. The Company will fully investigate the complaint, and will advise the complainant and the alleged harasser of the results of the investigation.
4. The Company hopes that any incident of sexual harassment can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident.

**The ILLINOIS DEPARTMENT OF HUMAN RIGHTS may be contacted as follows:**

CHICAGO	(312) 814-6200
CHICAGO TDD	(312) 263-1579
SPRINGFIELD	(217) 785-5100
SPRINGFIELD TDD	(217) 785-5125
MARION	(618) 993-7463

**The United States Equal Employment Opportunity Commission can be contacted as follows:**

CHICAGO	(312) 353-2713
	800-669-3362
TDD	800-800-3302

An employee who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies. The charges must be filed within 180 days (IDHR) or 300 (EEOC) days of the retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

## **FALSE AND FRIVOLOUS COMPLAINTS**

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which can not be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

## **ZERO HARASSMENT TOLERANCE POLICY**

The Zero Harassment Tolerance Policy is in addition to those requirements imposed upon under applicable law. Hoelscher Interiors, Inc will not tolerate harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, veteran status, pregnancy, marital status, sexual orientation, genetic information, gender identity or gender expression or any other status protected by federal, state or local law. This prohibition covers harassment by anyone in the workplace – supervisors, co-workers, or non-employees.

Every complaint of harassment will be investigated promptly. Please call the office immediately and speak to Jay or Melissa Hoelscher.

Hoelscher will seek to ensure and maintain a Zero Tolerance Policy in regards to a work environment free of harassment, intimidation, and coercion at all its work sites.

## **J. WRITTEN REASONABLE ACCOMMODATION POLICY STATEMENT**

It is the policy of Hoelscher Interiors to provide reasonable accommodations for qualified disabled individuals who are employees or applicants for employment. Hoelscher will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal employment opportunity to qualified disabled individuals. Reasonable accommodations will be provided in a timely and cost-effective manner. Employment opportunities shall not be denied because of the need to make reasonable accommodations to an individual's disability. Responsibility for implementation of this policy rests with Jay or Melissa Hoelscher. If you have questions regarding this policy or requests, contact Jay or Melissa.

### **1. *Procedures to Request Accommodations***

- a. Employees will be told about their right to request reasonable accommodations when they are hired. In addition, if a supervisor becomes aware of a potential need for an accommodation because of a performance

issue, the supervisor may meet with the employee to discuss whether or not an accommodation request might be appropriate.

- b. All requests for reasonable accommodations must be in writing, which should include name and what they are wanting, signature and date, and brought to the office to the attention of Jay or Melissa.

## **2. *Decision Making Process***

Jay and Melissa will review the request and discuss it. If the request is straightforward and does not involve significant issues or expenses, they will approve the request. If the request involves issues which are not straightforward, they may do any or all of the following:

- a. Meet with the employee and the supervisor/foreman to get more information concerning the request.
- b. Consult with the supervisor/foreman to determine the essential functions of the job.
- c. Consult Hoelscher budget and purchasing specialists.
- d. Consult with the reasonable accommodations specialist in the State Division of Affirmative Action.
- e. With the employee's permission, consult with any medical or rehabilitation specialists who may be working with the individual.

## **K. *EQUAL EMPLOYMENT OPPORTUNITY***

Hoelscher Interior will provide equal employment opportunities and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, veteran status, or military status or an unfavorable discharge from military service, genetic information or any other protected characteristic under applicable law. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. As part of the company's equal employment opportunity policy, Hoelscher Interiors, Inc will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any

act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Hoelscher Interiors, Inc. A notice explaining the company's policy will remain posted. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

## **L. RESPONSIBILITIES SUPERINTENDENTS/FOREMEN**

### **Execution of Work:**

- Plan and execute all work in his area so as to comply with the law, the HOELSCHER INTERIORS, INC. Master Safety Plan, and any jobsite safety program.
- Establish a fire safety plan.
- Ensure that a “competent person” is available for scaffolding welding and other specialty work.
- Ensure arrangements are made that employees and subcontractors are able to communicate with crew members on workplace safety and health matters in a language they understand. This may include measures requiring foremen or lead persons to be bilingual.

### **Inspection/Correction:**

- Inspect his work area daily.
- Assure that any visible or reported unsafe condition, hazard, or potential unsafe condition or potential hazard is:
  - Corrected if it is within the HOELSCHER INTERIORS Company’s scope of work.

### **Injuries/Accidents:**

- Care for any injuries properly. See section Recordkeeping for forms to fill out.
- Report immediately to the Office.
- Accidents involving property damage.
- Injuries requiring professional medical services.
- Injuries resulting in loss of time.

### **Safety Meetings/Training**



- Every Employee who works for Hoelscher Interiors must read and understand this Master Safety Plan and have Haz-Com Training. Orientation of every employee to each new job must include Haz-Com training for materials found on that site. Refer to Haz-Com section of this manual for more details.
- Attend monthly “Tool Box” safety meetings by Luke Fields with all Hoelscher on-site personnel.
- Insure that the responsibilities of the Jobsite Safety Coordinator/Foreman are being cared for.

## **M. RESPONSIBILITIES OF ALL HOELSCHER EMPLOYEES**

- Each worker is responsible for their own safety. Remember you have more control over your own safety than anyone else does.
- Each employee is responsible for having the mandatory OSHA 10 safety course, scaffolding training, and any other safety training required by the carpenters union.

### **Execution of Work**

- Abide by provisions of the law, the Hoelscher Interiors Master Safety Plan and any project safety program.

### **Inspection:**

- Report any unsafe condition immediately to the Jobsite Safety Coordinator or your foreman.

### **Accidents/Injuries:**

- Report any accident involving personal injury or property damage immediately, no matter how small, to the Jobsite Safety Coordinator and your foreman.

### **Safety Meetings:**

- Attend and participate in monthly “Tool Box” safety meetings.

### **Personal Protective Equipment – P P E:**

- Hard hats, safety toe boots and safety glasses are mandatory on all jobsites and other Personal Protective Equipment (P.P.E.) may be required for special jobs. You must make sure you have and use the appropriate P.P.E

## **GENERAL SAFETY RULES FOR EVERYONE**

### **Personal Conduct:**

- Use good manners and common sense.
- Avoid distracting others.
- No horseplay or practical jokes.
- No weapons may be brought to the worksite.
- Sexual harassment is strictly forbidden.
- Use the sanitation facilities, keep them clean and don't abuse them.
- All injuries, no matter how minor, must be reported to your supervisor.
- Do not obstruct fire suppression equipment or use it except for its intended

purpose.

- No one will damage, deface, remove, destroy, or otherwise tamper with any safety signs, barriers, barricades, warning devices, or safety guards on any Hoelscher Interiors's job sites, tools or pieces of equipment.

### **Hazard Reporting:**

- Learn safe work practices. Be alert to all hazards surrounding your operation.
- Report any unsafe condition or equipment to your supervisor.
- All hazardous materials will be stored properly in accordance with O.S.H.A. and Hoelscher Interiors's Hazard Communication Program.
- Sources of ignition shall be prohibited in areas where flammable liquids or explosives are stored or issued and appropriate warning signs shall be posted at these locations. Approved safety cans shall be used when transporting flammable liquids on the job site.

### **Alcohol/Illegal Drugs:**

- Substance abuse policy - See Hoelscher complete substance abuse policy for details.
- You may be required to take a drug/alcohol test before you are hired.
- You may be required to take a drug/alcohol test during your employment.
- Possession of or use of alcohol or illegal drugs on the jobsite or being under the influence of alcohol or illegal drugs during working hours is strictly forbidden and will require exiting the jobsite.
- If you are taking a strong prescriptive drug that warns against driving or operating machinery, let your foreman know.

### **Operating Tools & Equipment:**

- Inspect any and all equipment for damage, wear, or any other unsafe condition before use. Immediately remove from service any equipment which is defective and report it to your supervisor. Place a "Defective Do Not Use" tag on equipment waiting for repair.
- Make sure that all guards or safety devices furnished by the manufacturer for a piece of equipment are in place and in operating condition. Don't remove or damage them. Do not deactivate or override any safety device.

### **Emergency Procedures and Facilities:**

- Report all injuries or illnesses to your supervisor immediately.
- Know what the emergency procedures are for your jobsite, including jobsite evacuation and fire plans.
- Emergency phones and phone numbers
- First aid kits or stations
- Fire Extinguishers
- Nearest emergency treatment facility

## **PERSONAL PROTECTIVE EQUIPMENT AND APPAREL**

### **Hard Hats:**

- Wear your Hoelscher hard hat at all times.
- Do not drill holes or cut any part of your hard hat.

- Replace any damaged hard hat or damaged suspension.
- Bump caps are not acceptable.

### **Eye, Ear and Face Protective Equipment:**

- Use only clean personal protective equipment.
- Wear the proper eye and face protective equipment at all times. Quick cut saws and grinders require full-face shield as well as safety glasses.
- Wear approved hearing protection - plain cotton will not protect from noise hazards.
- A respirator must be worn in dusty conditions or when exposed to gases or fumes. Make sure it is the right type for the exposure. Refer to labels and M.S.D.S. Please refer to the Safety Program for respirator protection.
- Ask your supervisor if in doubt about proper personal protective equipment.

### **Shoes/Boots:**

- Wear first-graded, hard-soled, ankle-high work shoes.
- Safety toe shoes are always required.
- When using jackhammers or compactors, toe protection must be worn over your work boots.
- Wear rubber boots over your work boots when working in fresh concrete.

### **Clothing:**

- Wear comfortable clothes that are in good repair and appropriate for the work you're doing. Shorts and muscle shirts are not acceptable. Wear a body-covering shirt with at least 4" sleeves to protect against sunburn, concrete splatters, weld splatters, etc.
- Don't wear loose jewelry.
- It is best to bring a clean change of clothes to work so that wet or contaminated clothing can be changed if necessary.

### **Gloves:**

- Wear gloves when you handle rough-edged or abrasive materials.
- Gloves are required when handling certain hazardous materials. Check MSDS to determine when needed.
- Barrier cream is available to help protect skin from the caustic action of fresh concrete.

### **Safety Harnesses:**

- Use a safety harness for any operation where you are exposed to a fall of 6 feet or more and you are not protected by any other suitable means.
- Before using a safety harness and lanyards, inspect them for signs of wear. Do not use if they appear defective.
- The shorter the lanyard, the less chance of injury in case of a fall. When tied off, adjust the lanyard to limit free fall to 6 feet or less.
- Lanyards and lifelines should be adequately secured when in use.
- The anchor point should be capable of supporting 5,000 pounds.
- Where possible, always tie off overhead. When you tie off below you create a tripping hazard and increase your chance of injury because of the increased fall.

- Never tie off to a swinging or spider-type scaffold. Use a separate lifeline attached to the building.
- **Danger!** Man Baskets or Skip Boxes will not be used to hoist workers.

### **Other Personal Protection Tips:**

- When working over water, a life jacket or life vest must be worn.

### **Environmental:**

- Don't dispose of any waste materials that will contaminate the ground or water.

## **HAND AND POWER TOOLS**

### **Hand Tools:**

- Inspect all tools before using. This includes company owned tools, personal tools and rented tools.
- Do not use defective tools.
- Wooden handles should be tight in the tool and free from splinters and cracks.
- Impact tools such as drift pins, wedges, chisels, etc., should not have mushroomed heads.
- Keep hand tools in good condition and use them only for their intended purpose.

### **Power Tools:**

- Inspect all tools before using. Do not use defective power tools. Remove them from service and turn in for repair or replacement.
- Keep power tools in good condition and use them only for their intended purpose.
- All electric power tools must be grounded or double insulated. Don't remove the ground pin from the plug.
- All electric power tools should be powered from a source protected by a ground fault circuit interrupter to protect the employee from accidental exposure to an electrical shock. GFCI to also be used with portable generators. Test all GFCI's before using.
- All air hoses exceeding 1/2" diameter to have a safety device at the source of supply or branch line to reduce pressure in case of hose failure (Flow Safety Control Valve).
- Pneumatic power tools to be secured to the air hose by some positive means to prevent the tool from being accidentally disconnected.
- Make sure guards furnished by the manufacturer are in place. Some grinders require guards that must be ordered separately. All grinders must have guards in place.
- Don't operate power tools unless you are properly trained and authorized. Only trained employees will use "Power Actuated" tools. Do not leave unattended when loaded.
- Disconnect tools and machines from their power source before making adjustments or attachment changes.
- Know the lifting capacity of a jack before use. Block lifting jacks firmly and

squarely to prevent slipping under loads. Use jack stands.

- Power trowels must have operating safety switch and belt guard in place.
- Riding type trowel machines not to be used on elevated decks unless a means is in place to prevent accidental travel over the edge.

## **HOUSEKEEPING**

### **General Housekeeping:**

- Keep all work areas, stairways, and walkways free of scrap or debris to prevent a fire or tripping hazard. Place all trash in proper container and remove from work area.
- A leading cause of injury in construction is falls. Improved housekeeping can greatly reduce accidents caused by slips, trips, or falls. Proper stacking of materials keeping aisle ways clear and removal of scrap and trash can go a long way to reduce falls. Trash should go in containers. Containers should be emptied regularly.

### **Nails:**

- Remove or bend over nails protruding from lumber immediately after removing lumber from formwork or other use.

## **LADDERS**

### **Inspection:**

- Before using, inspect each ladder for defects such as cracked side rails or rungs, broken rungs, etc. Remove a defective ladder from service immediately.
- Damaged factory built ladders are not normally repairable and must be destroyed.

### **Set-Up:**

- Only ladders rated for construction use may be permitted on the worksite.
- Ladders in doorways, walkways or other congested areas to be barricaded or guarded.
- All ladders to be used on a stable, level base. Use the “four and one” rule - one foot of base for every 4 feet of height.
- All ladders to be properly secured against movement (i.e., firm footing and tied off at the top). If a ladder cannot be tied in place, another worker or some other means must hold it firmly in place.
- Side rails of ladders to extend 36 inches above the landing.
- Stepladders will only be used in a fully extended position with the braces locked.

Do not use a stepladder as a straight ladder. Light duty factory-built ladders not to be used on a construction site. The top step of a stepladder should never be used.

### **Other Safety Rules:**

- Metal ladders are not to be used where there is a possibility of electrical contact.
- Job-built ladders shall be constructed using minimum 2” x 4” lumber for side rails with cleats or steps of at least ¾” x 3” lumber (no plywood) and 12 inches top to top spacing with blocks between cleats. Cleats are to be secured by three 10d nails on each side or equivalent.

- “19” Rule”: Areas on a worksite where employees must step up or down over 19” must have a ladder, ramp, or steps.

## **SCAFFOLDS**

### **General Safety Information:**

- Don’t take chances with scaffolds.
- The footing or anchorages for all scaffolds to be sound, rigid, and capable of carrying the intended load.
- Guardrails (top and mid-rails) and toeboards to be provided for all scaffolds when the platform is more than 6 feet above the ground or floor. If the scaffold platform is less than 45 inches wide, guardrails should be installed at heights of four feet above the ground or floor. Open sided ends of a scaffold must be guarded.
- All planking used on scaffold to be scaffolding grade 2” x 10” or equivalent and platforms to be a minimum of two boards or 20 inches wide. There may be no gaps in the decking.
- A safe access from a ladder, stairway, or temporary walkway with guardrails to be provided for all scaffolds.
- All planking or platforms to be over lapped by 12 inches or secured from movement (nailed).
- Where employees working on scaffolds are exposed to overhead hazards, overhead protection to be provided.
- All scaffolds such as tube-and-coupler, tubular welded frame, etc., to be secured against displacement every 26 feet vertically and every 30 feet horizontally. (Anchored to the building).
- Prior to use, all scaffolds to be visually inspected for defects. If defects are found, do not use the scaffold.

### **Tubular Welded Frame Scaffold (Safeway Type):**

- Scaffolds to be erected and braced so that they are square, plumb, and rigid.
- Scaffolds to be set on adjustable or plain bases on foundations capable of carrying the maximum rated load.
- Each section of the scaffold to be locked together by proper pins or other suitable means.
- Scaffold construction will be supervised and inspected by a competent person.
- A competent person will supervise scaffold removal.

### **Mobile Scaffolds:**

- When freestanding, the height of mobile scaffolds shall not exceed four times the minimum base dimensions.
- Casters of wheels shall be locked to prevent movement when scaffold is in use.

- Workers should come down before moving a manually propelled scaffold.

### **Bracket Scaffold:**

- All brackets to be adequately secured to the structure.
- Brackets to be spaced no more than 8 feet apart.
- Standard rail, toe boards, and endrails to be provided.
- Safe access to be provided; climbing forms not permitted.
- Single plank scaffold will not be used.

## **FALL HAZARDS**

### **Floor and Wall Openings:**

- All floor openings to be protected by either standard guardrails (toprails, midrails, and toeboards) or by covers that are of suitable size and strength and are secured against movement, and properly marked “Danger Floor Opening.”
- All open-sided floors, platforms, walkways, permanent or temporary, that are 6 or more feet above adjacent floor or ground level to be protected by standard guardrails and toeboards.
- All flights of stairs with 4 or more risers must have well-braced handrails on both sides.
- Wall openings from which there is a drop of three or more feet shall be protected.
- Guardrailings must be capable of withstanding a side impact of 200 pounds.
- Wire rope used as guardrails to be supported and sufficiently tight so that deflection including sag in the cable is no more than 3” in any direction. Cable must have flags or other visible markings every 6 feet or less. A second cable to be used as a midrail.
- Protection from falling objects shall be provided by storing materials at least 6 feet from hoistways or inside floor openings and at least 10 feet from an exterior wall which does not extend above the material. Excavated or other material shall not be stored near the edge of an excavation. “Men Working Above” signs shall be posted at the lower levels by the employees working above other workmen who may thus cause them to be exposed to falling objects.

### **Safety Harness:**

- See “Personal Protective Equipment and Apparel” for information about Safety Belts, Safety Harness.

### **Other Safety Devices to Prevent Falls:**

- Safety nets
- Catch platforms
- Decked floors
- Scaffolds

- Safety lines, rope grabs
- Retractable lifelines

### **Other Fall Prevention Rules:**

- Never ride the hook, ball, or load.
  - Never work near vertical or horizontal protruding rebar unless it has been protected to prevent impalement.
  - Assure a safe means of access to all work such as ladders, stairways, etc.
- Climbing of structural steel or formwork to gain access to a scaffold or another level is not to be permitted.
- Don't leave loose bolts, nuts, tools, or other materials on open steel, scaffolds or formwork. If buckets are used to hold these items, the bucket needs to be secured from falling.

## **WELDING AND CUTTING**

### **Inspection/Use of Equipment:**

- Before using, inspect cutting torches and hoses, arc welding equipment, cables, and electrode holders for leaks and defects. Remove any defective equipment from service immediately.
- A flashback safety valve installed between the torch and the hose will prevent a torch fire from getting into lines and tanks.
- Make sure grounding is adequate when arc welding.
- Obtain permit if required by project regulations before cutting or welding.
- Make sure insulating boots protect terminals where welding leads are connected to the arc-welding machine.
- A fire extinguisher to be available wherever cutting and/or welding is being done.

### **Storage/Placement of Equipment:**

- Boxes used for storage of hoses and torches should be well ventilated. Drill ventilation holes in gang boxes. Never put hoses and torches in toolboxes while they are still connected to cylinders or manifold.
- Keep all hoses, cables or other welding and cutting equipment out of passageways, ladders, stairways, etc., to prevent a tripping hazard. The hoses or cables should be protected from physical damage.
- Make sure the valve protection cap is in place when compressed gas cylinders are not in use.
- Remove the regulators and replace valve caps before moving any cylinders not firmly secured in a carrier. Don't hoist cylinders with chokers.



- Secure cylinders in an upright position at all times.
- Keep cylinders far enough away from actual cutting and welding operations so that sparks, hot slag, or flame cannot reach them.
- Store oxygen and fuel gas cylinders 20 feet apart or separate with a five foot high fire barrier with a fire rating of 1/2 hour minimum.

#### **Fire Prevention:**

- Portable fire extinguishers to be provided at all locations where welding or cutting are performed.
- Whenever possible, remove objects to be welded or cut to a safe place. If object cannot be moved, move or otherwise protect all fire hazards from falling sparks and slag. Do not weld or cut near flammable materials, especially paints, dust, gases, or vapors.
- Use only friction lighters or other approved devices to light a torch. Don't use matches, cigarette lighters, and cigarettes.
- Check area before and after welding for fire hazards. Use fire watch when appropriate.
- When leaving torch unattended, turn off gases at the cylinders.

#### **Personal Protection:**

- Use the appropriate personal protective equipment when welding or cutting.
- Eye and face protection - welding hood, burning goggles, goggles, face shield, and gloves. Gas welding goggles are not adequate against arc welding rays.
- Flame-resistant gloves.
- Flame-resistant aprons, sleeves jackets, etc.
- Shirts, trousers, coveralls, etc. of either wool or untreated cotton without pockets or cuffs that could trap sparks. No skin should be exposed to the arc because of possible ultraviolet burns.
- Ear plugs when working overhead.
- Hard hat.
- Ventilation to be provided during welding or cutting operations to reduce exposure to fumes.
- Do not use compressed gas for comfort cooling, blowing dust from clothing or for cleaning off work area.
- Never wrap welding leads around parts of your body.
- Before making adjustments to any part of electric welding equipment, be sure current is off.
- When arc welder is not in use, welding rod must be removed from holder (stinger).

## **LOCK-OUT/TAG-OUT**

### **Purpose:**

- To establish a procedure to protect and prevent personnel from injury by 1) accidental activation of any powered or damaged equipment and 2) the uncontrolled release of electrical energy. A secondary purpose is to remain in compliance with OSHA regulation, 29 CFR 1910.147.

### **Responsibility:**

- Luke Fields is responsible for compliance. Luke shall train supervisors on proper lock-out/tag-out procedures, audit and/or oversee the application of the procedures, ensure corrective actions are taken when problems arise and conduct an annual inspection/evaluation. Supervisors are responsible for training effected and authorized employees on the purpose and use of these procedures. Luke should periodically monitor training activities and assist as required to ensure compliance with OSHA regulation and company goals.

### **Scope:**

- This procedure applies to all company personnel, subcontract and contract employees. It will be enforced during installation, cleaning, servicing, maintenance or inspection work is performed on any powered equipment and/or processes in which the activation of such could injure an employee or cause property damage. This procedure does not apply to adjustment or other activities which require the equipment be operating at the time of service, provided other protective measures are employed.

### **Definitions:**

- Lock-out: The application of a lock, chains or other appropriate apparatus and a danger identification tag to de-energize electrical equipment and/or process system to ensure that the equipment or system cannot be activated. Note: OSHA regulations require that locks be used to secure equipment whenever possible. Chains can be wrapped around valve handles and then locked in such a way that the valve cannot be operated. Tags alone can be used when it is not possible to use a lock.
- Tag-out: the application of a danger identification tag when a physical lockout or de-energizing is not feasible or a lock has already been applied. Tags should bear the name of the employee applying the tag, the date of application and a brief description of the work needed.
- Energy Source: The switch or valve through which energy is controlled to the unit (e.g. motor control center or disconnect switches, (circuit) breaker panel switches, valves, locking pins, etc.). this energy may come by way of 1) electric power, 2) mechanical power, 3) hydraulic power, 4) pneumatic energy, 5) chemical system or 6) thermal energy.
- Authorized Employees: A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.
- Effected Employees: An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lock-out or tag-out or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. An effected employee becomes an authorized employee

when the effected employees' duties include servicing or maintenance.

### **Lock-Out/Tag-Out Procedures:**

1. Each piece of equipment or system must be evaluated to identify all energy sources to be locked or tagged out. The evaluation should be done periodically by a supervisor or an authorized employee with familiarity with the equipment/system, using the attached energy source determination checklist.
2. If the machine is determined by OSHA that formal lock-out/tag-out procedures are required, this should be done by an authorized employee and logged on the attached form titled "List of Lock-Out & Tag-Out Procedures." These procedures should then be followed. If no specific procedures are required or provided by the equipment manufacturer, complete the following tasks:
  - a) Deactivate (turn off) and secure the equipment/system at the energy source. Relieve pressure, release stored energy from all systems and restrain or block them. (Operators must tag the appropriate switches or controls inside the control room as part of this step).
  - b) Attach a lock to each isolation device and a tag to the lock. Sign and date the tag along with providing pertinent information.
  - c) Check to ensure that no personnel are exposed to the equipment/system, then attempt to activate the normal operating controls to ensure proper lock-out/tag-out. (A voltmeter can check the switch.) **CAUTION: Always return the operating control to the "neutral" or "off" position after completing this test.**
3. The equipment/system is now locked and tagged out.

### **Lock-Out/Tag-Out Removal Procedures:**

1. After installation, servicing, maintenance, inspection, or cleaning is complete, verify that all tools have been removed, all guards have been reinstalled, the area is clean and orderly and the equipment is safe to operate.
2. Ensure that employees are not exposed to the equipment and all employees are aware of the removal of the lock and tag.
3. The locks and tags should be removed only by the employee who applied them, the supervisor or Luke Fields. The supervisor or Luke Fields should only remove the locks and tags after a reasonable effort is made to contact the employee and notify him of the removal. The tags should be signed and dated and submitted Luke Fields. Activate energy source as required.

## **MATERIALS HANDLING AND RIGGING**

### **Storage of Materials:**

- Secure all stored materials to prevent sliding, falling, or collapse.
- Keep aisles and passageways clear.
- Never store excess amounts of materials on scaffolds or runways.
- Don't store materials inside a building within 6 feet of any hoistway or floor openings or within 10 feet of an open sided floor.
- Store excavation or other materials at least two feet from the edge of a trench or excavation.

- Make sure that materials, lumber, equipment, etc. are secure if it's likely to blow from a roof or high place during a windstorm.
- Always block or chock cylinder shaped items to prevent from rolling.

### **Protect Your Back:**

- Follow good lifting practices:
- Get a good footing.
- Place feet about shoulder width apart.
- Bend at the knees to grasp the weight.
- Keep the back straight.
- Get a firm hold.
- Lift gradually by straightening the legs.
- Reverse the procedure when setting the load down.
- If the weight is too heavy or bulky for you to lift comfortably, GET HELP!

### **Material Handling - Rigging:**

- Before using, inspect all rigging equipment such as slings, chains, shackles, chain falls, come-a-longs, etc. Remove defective-rigging equipment from service immediately.
- Know the weight of material being handled and select the appropriate rigging equipment. It is better to over-rig a load to provide an added safety factor.
- When lashing is used to temporarily secure loads in place, lashing should be capable of supporting the intended load. Softeners are recommended on sharp edges.
- Make sure special or custom hooks, grabs, or other lifting accessories are marked to indicate the safe working load. The special accessories should be proof-tested prior to use to 125% of rated load.
- Install all wire rope clips with the "U" bolt on the dead or short end of the cable. Remember, "never saddle a dead horse." This means never put the saddle part of the clamp on the short end. Never alternate clamps.
- Wire rope is never secured by knots tied in the rope.
- Use tag lines to control suspended loads.
- Remove rigging equipment from the work area when it's not in use and store it properly. Slings and wire rope create tripping hazards.

## **MOTOR VEHICLES AND MECHANIZED EQUIPMENT**

### **Required Equipment:**

- All motor vehicles to have an adequate braking system.

- All motor vehicles and mechanized equipment, except pick-up trucks and cars, must have a back-up alarm audible above the surrounding noise level unless the driver has a clear view to the rear.
- Vehicles used to transport employees on the jobsite must have firmly secured seats. There should be enough seats for the number of people being transported. No one is to ride on the sides or tailgate of any vehicle.
- All motor vehicles must be equipped with a fire extinguisher rated at 2 1/2 pounds or higher.
- Driver and riders in the passenger area of all company owned vehicles must wear seatbelts.
- Truck and motorized equipment to have a working horn.
- Parking brake to be functional and “set” when equipment is parked.

#### · **LASER EQUIPMENT**

##### **General Safety Rules:**

- You must be trained to operate a laser and have a laser operator’s card.
- Never look directly into the laser beam. When possible, position the laser at a level other than the eye level of persons in the area.
- Post laser signs and/or product labels to warn all persons who may intercept the beam with their eyes.
- Turn the laser off or cap it when it is not in use or attended.

#### **LEASED OR RENTED EQUIPMENT**

- The tools and equipment we use may be company owned, rented, or leased. Safety requirements are the same for all. This means that if we rent any equipment, for example a forklift, it must have a fire extinguisher, horn, back up alarm, roll over protection, seat belt, parking brake, and every other safety device in operating condition. We must check these requirements before we accept the equipment from the rental company.
- The equipment must be properly maintained and safety equipment properly used while at our worksite.
- Sometimes specialized equipment may only be available from rental companies. If a Hoelscher Interiors employee is to operate equipment, the operator must be properly trained before he starts to operate the equipment. No one else should operate the equipment until properly trained.
- If the equipment comes with fuel, i.e., mixed fuel for a quick cut saw, this fuel must be in a safety container. We cannot accept non-safety gas containers on our jobsite.

#### **SEVERE WEATHER - STORMS**

- Changing weather conditions, including wind, ice, rain and snow, may require a change in work plans. Electrical storms could be a serious hazard. Common sense and good judgment must be called on to decide what to do when a storm comes up. The safety of coworkers must receive top priority when deciding what to do in a storm. If you see a dangerous situation developing, immediately alert your supervisor so that appropriate action can be taken. If you are working alone, or if you are the supervisor, you must make the decision.

## **HAZARDOUS COMMUNICATIONS (HAZ-COM)**

### **“Right to Know”**

- Hazardous Communication, Haz-Com or “Right to Know” all refer to Federal standards. The standards require Hoelscher Interiors, Inc. to inform employees of known chemical hazards found in the work place. Standards say you must recognize material safety hazards and take precautions.

Here is a partial list of materials considered hazardous which are common to construction sites:

- Unhardened concrete
- Gasoline
- Curing compound
- Form Oils
- Epoxies
- Solvents
- Floor Hardeners
- Concrete Coloring
- Acids
- Cleaning Agents
- Paints
- Grouts
- Admixtures
- Welding Rods
- Grind Wheels
- Abrasive Saw Blades
- Diesel
- Hoelscher employees must read the labels, obey all warnings, use proper protective equipment and follow training. If asked about Haz-Com by an OSHA Inspector, answer questions truthfully.

## **TRAINING:**

- You are to receive training about hazardous products before you start work. The Jobsite Safety Coordinator, Foreman and Superintendent are assigned safety representatives on every job and will conduct Haz-Com training. This training is to inform you of the hazards of every type material. You will be expected to be able to answer questions concerning these items.

- When you have read the following and have been orientated to Hazardous Communication you must sign the form in the Haz-Com book. If you have any questions about the Haz-Com program or any materials you work with, please ask your supervisor. Following are examples of some common items relative to our work and the necessary training to be covered

## **SANCTIONS FOR SAFETY INFRACTIONS**

- After reading through this manual, the commitment to safety at Hoelscher Interiors, Inc. Company should be obvious. Occasionally we find co-workers who choose to disregard safety requirements. When this happens, disciplinary action is needed. Generally the following is how discipline is administered For Employees:

- A **first offense** for safety violation will receive a verbal warning or reprimand. (Copy to Personnel File).

- A **second offense** will result in a written warning and possible time off. (Copy to Personnel File).

- A **third offense** will result in time off or discharge. The severity of the offense and the attitude of the employee will determine what action is taken. (Copy to Personnel File).

## **SITE LOSS PREVENTION**

**Each site should have or should be:**

1. Secured each night;
2. Inspected each morning;
3. All ladders removed to prevent climbing on them by trespassers;
4. All tools locked up;
5. Tools that do not fit inside a secure location should be chained;
6. All equipment locked down, made incapable of starting;
7. Site posted "KEEP OUT"; and
8. Adequate fire suppression systems available.

## **DAILY INSPECTION CHECKLIST**

1. Copy of Federal Safety & Health Regulations for Construction available on job and recordkeeping in order.
2. First Aid: Proper First Aid Kit and Emergency phone number conspicuously posted.
3. Safety instructions provided for all employees. (Tool Box Talks) (Job Safety Rules) posted.

4. Safety Equipment: Hard hats, protective eyewear, ear plugs, lifelines, guardrails, warning signs, etc.
5. Housekeeping: Work areas, passageways, stairs kept clear, projecting nails removed, container provided for used waste, trash, other purpose.
6. Welding and Cutting: Proper storage of cylinders; provide proper protective equipment for personnel working in area.
7. Electrical: Temporary wiring properly installed and maintained.
8. Equipment Inspection: Cranes and hi-lifts inspected and log kept.
9. Excavation, Trenching and Shoring: Daily inspection of walkways, ladders, runways and angle of repose. Bracing and other safeguards according to standards.
10. Fire Protection and Prevention: Properly inspected and maintained fire extinguishers. Storage of flammable liquids and exit signs.



## EMPLOYEE INJURY REPORT

Date\_\_\_\_\_

Employee Name:\_\_\_\_\_ Social Security Number:\_\_\_\_\_  
First, MI, Last

Address:\_\_\_\_\_ Marital Status: Unmarried Single/Divorced  
Married  
Separated

Phone:\_\_\_\_\_ # of Dependents \_\_\_\_\_

Date of Birth:\_\_\_\_\_

Time Employee Began Work \_\_\_\_\_ AM PM

Date and Time Accident Happened: \_\_\_\_\_ AM PM

What job were you at when injury happened? \_\_\_\_\_

What happened in your own words?

\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you received medical attention? YES NO If so, where?

\_\_\_\_\_  
\_\_\_\_\_

Name and address of Physician and/or Hospital

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you did see a doctor how long are you suppose to be off work? \_\_\_\_\_

Please fax this form to Melissa Hoelscher (618) 228-7426 or mail to 398 N Clement St,  
Aviston, IL 62216.

HOELSCHER INTERIORS, INC.  
FOREMAN'S REPORT OF ACCIDENT INVESTIGATION

**Date:** \_\_\_\_\_

**Job Site:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

- 1) Occupation of injured employee \_\_\_\_\_
- 2) Description of  
accident \_\_\_\_\_  
\_\_\_\_\_
- 3) Nature and extent of  
injury \_\_\_\_\_
- 4) Date and time of  
accident \_\_\_\_\_
- 5) Will this injury cause employee to be off work YES NO
- 6) Unsafe act that caused  
accident \_\_\_\_\_
- 7) Unsafe condition that caused accident (ladder, equipment,  
etc.) \_\_\_\_\_
- 8) What I have done to correct  
situation \_\_\_\_\_  
\_\_\_\_\_

- 9) What I suggest to prevent a similar accident \_\_\_\_\_
- 10) Are the facts and circumstances of this accident consistent with the description provided by the injured employee    YES        NO        if No, provide your comments \_\_\_\_\_
- 11) Were there witnesses to this accident    YES    NO,    if Yes, please provide names, telephone numbers and their description of the accident and their proximity to the accident scene on back of page.
- 12) Have you instructed the injured employee to have a drug test performed    YES    NO

Additional  
Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please fax this form to Melissa Hoelscher (618) 228-7426 or mail to the office 398 N Clement St. Aviston, IL 62216.

**HOELSCHER INTERIORS, INC.**  
**DAILY AERIAL LIFT INSPECTION FORM**

**LIFT #:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Job #:** \_\_\_\_\_

**Week beginning:** \_\_\_\_\_

**Instruction:** Each aerial lift will be operationally tested and visually inspected each day. The designated inspector will place a (√) in the appropriate box when an item passes inspection. Leave the box empty and note a brief description of any problem. Immediately notify the Foreman of any aerial lift deficiencies. **The Foremen will forward this inspection form to the Safety Dept. at the end of each week.**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Maintenance Needed
<b>Operating Controls</b> (Operational)								
Emergency Stop & Brakes								
Base Operation Controls								
Basket Operation Controls								
Foot Controls (if applicable)								
Safety Signs (Readable)								
<b>Boom</b>								
Hydraulic Leaks								
Extension Chain & Pivot Pins								
Electrical Lines								
Basket Cage and Gate								
Anchorage Points								
<b>Base</b> (Visual)								
Broken, Cracked or Loose Parts								
Leaks								
Electrical								
Tires & Outriggers								
Back Up Alarm & Manual								
<b>Engine Compartment</b> (Visual)								
Oil Level								
Fuel Level								
Belt, Hose & Motor Condition								
Battery & Electrical								

Addition Notes: \_\_\_\_\_

Dept. Foreman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SAFETY POLICY STATEMENT**

HOELSCHER INTERIORS, INC. will provide a safe and healthful workplace for all our employees and any others who may work, visit or enter our facilities. We will make every effort to provide a work environment that is free from any recognized hazards.

The company will comply with all applicable occupational safety, health, and environmental regulations. It is the responsibility of every employee to observe all safety rules, follow safe work practices, and immediately report injuries and unsafe or hazardous conditions.

### **ACCOUNTABILITY:**

Melissa Hoelscher is responsible for implementation of the overall safety and health program. Jay Hoelscher or Luke Fields may delegate certain program responsibilities to subordinates.

Every employee must follow all safety policies, procedures, and rules set forth in the program. Employees should be actively involved to maintain a safe work area. Employees also should look for and report hazardous conditions. The plan is not all inclusive because it would be impossible to cover every situation. Tasks not covered in this plan must be addressed at the jobsite using approved safety procedures and common sense.

**YOU MUST SIGN AND RETURN THIS FORM TO YOUR SUPERVISOR AFTER YOU READ AND UNDERSTAND THE RULES.**

I have read (or had read to me) the HOELCHER INTERIORS, INC. Master Safety Plan including Haz-Com and agree to follow the safe working rules it contains. I understand that adherence to these rules is not to be considered by any individual as a contract or guarantee of continued employment. I further understand and agree that violation of safety practices including failure to use personal protective equipment will result in discipline.

**PRINT NAME:**

---

**SIGNATURE:**

---

**DATE:**

---

**Complete and return this form to the Jobsite Foreman before starting to work.**