



4483 County Road, Suite C
Auburn, Indiana 46706

260-417-9988

Corporate Design & Management Inc.

Employee Safety Program

Revised: 3/26/24

CORPORATE DESIGN & MANAGEMENT HEALTH & SAFETY POLICY STATEMENT

The health and safety of all CORPORATE DESIGN & MANAGEMENT employees is of the utmost importance and concern. The Safety Program and the policies associated to it, along with education and training are designed to promote and provide a safe work environment for all CORPORATE DESIGN & MANAGEMENT employees.

The owners and management of CORPORATE DESIGN & MANAGEMENT are committed to the health and safety of all its employees, and toward this end the company has endeavored to provide the proper equipment, training, and environment to maintain the health and safety of its employees.

As an employee of CORPORATE DESIGN & MANAGEMENT you are responsible for complying with and maintaining the Safety Standards and Policies of the company. By accepting this responsibility, you will find that you and those who work with you will enjoy the satisfaction of working in a company whose main goal is that you leave the job as healthy and safe as when you arrived.

Corporate Design & Management

Doug Hofer
President

TABLE OF CONTENTS

EMPLOYEE SAFETY RESPONSIBILITIES

	<u>Page</u>
HEALTH AND SAFETY POLICY STATEMENT	2
TABLE OF CONTENTS	3-4
COMPANY POLICY	5
EMPLOYEE RESPONSIBILITIES	5
EMPLOYEE ORIENTATION	5
EMPLOYEE DRESS CODE	6
REPORTING INJURIES AND ACCIDENTS	6
PERSONAL PROTECTIVE EQUIPMENT	6-7
PERSONAL BEHAVIOR	7
HOUSEKEEPING	7
COMPANY VEHICLES	8
LIFTING AND CARRYING	8
HAZARD COMMUNICATION	8
TRAINING	9
LANGUAGE POLICY	9
SAFETY DIRECTOR	10

COMPANY SAFETY POLICIES

COMPANY SAFETY POLICY	11-12
ENFORCEMENT POLICY	12
ACCIDENT INVESTIGATION POLICY	13-14
LIGHT DUTY / RESTRICTED WORK POLICY	15
DRUG AND SUBSTANCE ABUSE POLICY	16-18
HAZARD COMMUNICATION PROGRAM	19-21
FIRE & TORNADO POLICY (EMERGENCY)	22
RESPIRATORY PROTECTION POLICY	23-24
HEARING CONSERVATION POLICY	25

COMPANY SAFETY POLICIES “Continued”

	<u>Page</u>
BLOODBORNE PATHOGENS POLICY	26-27
CONFINE SPACE POLICY	28-29
FIRE PROTECTION – PREVENTION POLICY	30
MATERIAL HANDLING POLICY	31
HAND TOOL SAFETY POLICY	32
WELDING & CUTTING POLICY	33
ELECTRICAL SAFETY POLICY	34
SCAFFOLD SAFETY POLICY	35
FALL PROTECTION POLICY	36
CRANE SAFETY POLICY	37
MOTORIZED EQUIPMENT SAFETY POLICY	38
TRENCHING AND EXCAVATION SAFETY POLICY	39
CONCRETE SAFETY POLICY	40
DEMOLITION SAFETY POLICY	41
LADDER SAFETY POLICY	42
EQUIPMENT AND MAINTENANCE POLICY	43
TRAFFIC CONTROL / FLAGGING POLICY	44
FIRST AID PROGRAM	45-46
CADNIUM AWARENESS POLICY	47-48
PERSONAL PROTECTIVE EQUIPMENT PROGRAM	49-57
COMPANY EMERGENCY ACTION PLAN	58-59
EMERGENCY CONTACT LIST	60
AERIAL MANLIFT SAFETY	61-65
GENERAL WASTEMANAGMENT	66-68
PANDEMIC PREPAIREDNESS	69-71
GROUND FAULT PROTECTION POLICY	72-73
LOCK OUT/TAG OUT POLICY	74-75
SUBCONTRACTOR MANAGEMENT POLICY	76-77

A. **COMPANY POLICY (Overview)**

Establish a safe working environment for all employees to update and implement all current rules and regulations. Monitor, evaluate, and enforce the safe work practices of all CORPORATE DESIGN & MANAGEMENT employees and contractors.

CORPORATE DESIGN & MANAGEMENT employees can rely on their foremen to be constantly aware of the job-site safety conditions. Foremen relay any safety concerns to the General Contractor Superintendent and to CORPORATE DESIGN & MANAGEMENT upper management. Project Managers and the CORPORATE DESIGN & MANAGEMENT Safety Director also perform job-site inspections along with their foremen to ensure the general safety of all workers on site. If further training or other such changes are necessary to safely complete the scope of work, CORPORATE DESIGN & MANAGEMENT Employees can count on management to ensure it is conducted before ever putting boots on site.

B. **EMPLOYEE RESPONSIBILITIES**

1. It is the responsibility of every CORPORATE DESIGN & MANAGEMENT employee to work, think, and promote safety at all times.
2. It is the responsibility of all CORPORATE DESIGN & MANAGEMENT employees to promptly report all accidents, injuries, and unsafe practices to their immediate supervisor.
3. It is the responsibility of the employee to maintain up to date safety proficiency and safety awareness at all times as listed below, but not limited to:
 - a. Attend and train in mandatory safety meetings.
 - b. Understand and develop safe work habits and attitude.
 - c. Recognize hazardous materials and substances.
 - d. Maintain safe work practices.
 - e. Use safe tool practices.
 - f. Use equipment as per the manufacturer's instructions and requirements
 - g. Use safe material handling practices.
 - h. Use protective equipment.
 - i. Review and update safety regulations, policies, and procedures.
4. It is the company's responsibility to provide ongoing training and proper personal protective equipment.
5. The Safety Director will investigate all accidents, near misses, and complaints to ensure that proper corrective action is taken.

C. **EMPLOYEE ORIENTATION**

All new employees will attend CORPORATE DESIGN & MANAGEMENT's safety orientation prior to work duty. During orientation you will:

1. Receive, read, and acknowledge the understanding of the CORPORATE DESIGN & MANAGEMENT Health & Safety Policy Manual as well as the disciplinary policies. Your foreman will communicate what is expected of you and disciplinary procedures if you cannot uphold your responsibilities. The CORPORATE DESIGN & MANAGEMENT company policy on drugs and substance abuse will also be covered.
2. Be assigned and issued standard P.P.E. safety equipment i.e. glasses, high visibility vest and hard hat.
3. Project orientation and/or job safety requirements/personal protective devices will be given to you by the project supervisor. JHA's will be covered as well as how to report incidents. The EAP program will be communicated to you and will be available in the job trailer on the jobsite or foreman's truck.
4. The project supervisor will inform you where the MSDS book is located and the rally point is located in case of an emergency. Additionally, you will be informed to the location of all of the emergency phone numbers and nearest medical facility. This information is posted on the job site next to the construction office trailer.
5. New Hire information will be submitted to foreman and maintained by upper management.

D. EMPLOYEE DRESS CODE

1. Leather work shoes will be worn at all times, NO tennis shoes.
2. Tank tops and sleeveless shirts are not allowed.
3. Pants must be full length without holes or tears.

Employees who perform welding and cutting, operate rotating machinery, or are exposed to chemicals, fire, or other hazards must contain their hair and beards to a point where there is no danger of being caught in machinery or catching on fire, or risk exposure to fumes, chemicals or gases.

E. REPORTING INJURIES & ACCIDENTS

1. In the event of a non-serious incident or accident, the Foreman or Supervisor will ensure that no other employee can be injured and then investigate the incident.
 - The investigation should determine the following: The cause, the relevant events that led up to the incident, unsafe conditions, actions of the employee(s), any witnesses to the account, and recommendations to prevent a similar incident. The foreman/supervisor should take photos of accident site when feasible as well as interview any witness to provide a third-party administrator with documentation later.
 - Within 24 hours the foreman/supervisor should complete the Incident Notification & Investigation Form (Page 74) and submit it to higher management and the Safety Director.
2. In the case of a serious incident like injuries or a fatality, all work will be halted by the Supervisor.
 - The Supervisor will take all precautions to prevent further injury to other workers.
 - Provide emergency first aid to any injured person.
 - Make provisions for the injured to be transported to the medical facility.
 - Secure the accident site.
 - Have all unnecessary personnel leave the area.
 - Assure nothing is cleaned up or tampered with by unauthorized persons.
 - If deemed necessary notify Law Enforcement, Firemen or Rescue Personnel
 - The Incident Notification & Investigation Form (Page 74) will need to be submitted to upper management within 24 hours of the incident. The investigation will be reviewed by upper management and corrective measures will be taken to ensure worker safety before work may start again.
 - All work-related fatalities, inpatient hospitalizations of one or more employees, and all work-related amputations and losses of an eye must be reported to OSHA.
 - All work-related fatalities must be reported to OSHA within 8 hours. Employers only have to report fatalities that occurred within 30 days of a work-related incident.
 - All records must be kept for a period of at least 5 years.

F. PERSONAL PROTECTIVE EQUIPMENT

The following Personal Protective Equipment is required for all CORPORATE DESIGN & MANAGEMENT field personnel on project sites:

Personal safety is essential to this safety program. When equipment has been specified for certain work assignments or area, you are required to use it as per the manufacturer's recommendations.

1. Hard hats, safety glasses and leather work shoes will be worn at all times.
Safety harnesses must be worn when using scissors and lifts.
2. Full face shields must be worn when the danger of flying particles, heavy dust, or splashing liquid exists.
3. Ear protection must be worn when you are exposed to sustained high noise levels.
4. The proper respirator must be used when exposed to dust, toxic substances and fumes.

Check MSDS to verify respirator requirement.

5. High Visibility shirts or vests are to be worn at all times on all CORPORATE DESIGN & MANAGEMENT projects. Minimum Class 2 vest or shirt is required on all CORPORATE DESIGN & MANAGEMENT projects. High Visibility is defined by CORPORATE DESIGN & MANAGEMENT as clothing that has highly reflective properties or a bright fluorescent color that is highly discernable from any background.
 - Fluorescent hardhats do not meet CORPORATE DESIGN & MANAGEMENT's high visibility requirement. A hardhat may fall off a building or bridge and the employee would then be in violation of this requirement while retrieving the hard hat.
 - Faded Shirts and Vests do not meet CORPORATE DESIGN & MANAGEMENT's high visibility requirement.

G. **PERSONAL BEHAVIOR**

1. Any person reporting to work while under the influence of intoxicants, narcotics or other non-prescription drugs (without prior approval of his supervisor) will not be permitted on the job site. Use or possession of these substances on the job site is prohibited. Violators are subject to disciplinary action, which may include termination of employment.
2. Horseplay is strictly forbidden and will result in disciplinary action.
3. Running is prohibited, except in emergencies.
4. Employees must not use compressed gases, or oxygen for dusting, cleaning or blowing off purposes.
5. No "walkman" type radios are allowed in working areas or in company vehicles.
6. No employee will be permitted to bring any weapons, firearms, or explosives on any company work site or work area.
7. The use of foul, lurid or disrespectful language or gestures is strictly prohibited on company property and work sites.
8. Many of our work sites require restrictions on smoking. In these instances, smoking will be allowed in designated areas only. Smoking in non-designated areas on work sites with restrictions, will result in disciplinary action.
9. Our customers' property is not to be removed for personal use. Company property must not be removed without written authorization from CORPORATE DESIGN & MANAGEMENT 'S management team. Unauthorized removal of such property will result in disciplinary action, termination and may result in prosecution.

H. **HOUSEKEEPING**

1. Keep walkways and corridors clear of material and debris.
2. Deposit trash and scrap into proper receptacles.
3. Keep your immediate work area clear.
4. Keep areas around ladder bases clear of debris.
5. Verify that adequate lighting is present in work area.
6. Keep stored material organized secured and protected.
7. Verify that ventilation is adequate.
8. Learn and verify the locations of fire extinguishers.
9. Learn and verify the locations of First Aid kits.
10. Dispose of hazardous waste according to MSDS form.
11. Store oily or chemical soaked rags in proper containers.

I. COMPANY VEHICLES

Company vehicles defined as any motorized vehicle owned, leased, or rented by CORPORATE DESIGN & MANAGEMENT Anyone operating a company vehicle shall:

1. Have permission from supervisor or management.
2. Possess current Drivers License free of all suspensions and be deemed insurable by our insurance carrier.
3. Wear seat belts at all times.
4. Document mileage, destination, and date, as required.
5. Follow all State and Local driving laws. Any violations are at the employee's expense.

J. LIFTING CARRYING

1. When lifting, stand close to the load and bend you knees, keep your back as straight as possible.
2. Walk, never run when carrying a load.
3. Never obstruct your vision with the load you are carrying.
4. Avoid twisting when carrying a load.
5. Get help when the load is too heavy for one person.

K. HAZARD COMMUNICATION - MATERIAL SAFETY DATA SHEETS

1. It is a matter of company policy to provide our employees with information about hazardous chemicals on the work site through our communication program which includes container labeling, Material Safety Date Sheets (M.S.D.S.) and employee training. All questions concerning Hazard Communication should be directed to the Safety Director.
2. All chemicals on site will be stored in their original or approved containers. These containers will have labels which show the following:
 - 2.1 Contents of the container.
 - 2.2 Appropriate hazard warnings.
3. Employees must use appropriate personnel protective equipment when handling and working with hazardous chemicals. Equipment is available from the project supervisor.
4. Employees must report any incident of over exposure or spill of a hazardous chemical to the project supervisor immediately.
5. The company Hazard Communication written program and M.S.D.S. must be readily available to all employees on every CORPORATE DESIGN & MANAGEMENT project site.

L. **TRAINING**

CORPORATE DESIGN & MANAGEMENT is committed to actively promoting safe working practices in order to maintain our excellent safety record. The following training programs have been established:

1. Weekly Tool Box talks will be held on every project each week. These will maintain a record of employee attendance and the topic of the week. These talks will focus on relevant matters that pertain to specific job-site safety concerns.
2. Pre-Task Plans will be administered daily.
3. There will be a Safety topic and discussions at each monthly employee meeting.
4. Supervisors shall be instructed to perform Project Inspections.
5. Supervisors must receive First Aid and CPR training and carry valid I.D. cards.
6. Supervisors must complete O.S.H.A. 10 hour training program.
7. All personnel will be instructed in The Hazard Communication Program.
8. All personnel will be trained in the use of Material Safety Data Sheets and JHA procedures.
9. Safety Director reports directly to upper management.
10. All personnel will be offered training to all hazards that they will be exposed to.

M. **CORPORATE DESIGN & MANAGEMENT Language Policy**

CORPORATE DESIGN & MANAGEMENT is committed to providing training for all of its employees. CORPORATE DESIGN & MANAGEMENT will provide its company policies in the language understood by the work force it employs. Additionally, CORPORATE DESIGN & MANAGEMENT will provide the following in the language understood by the work force of employees:

- Corporate Policies
- New Employee Orientation
- Tool Box Talks
- Hazard Signage

SAFETY DIRECTOR

TO ALL EMPLOYEES

RE: SAFETY DIRECTOR

Please be advised that on January 2, 2023, Nick Fogarty was appointed Safety Director for Corporate Design & Management. You may contact Nick at 4483 Co. Rd. 19, Suite C, Auburn, Indiana 46706 or call him at (260) 222-1890.

- Jobsite inspections will be performed by Field Superintendents and Nick Fogarty.
- The Safety Director will investigate and review all accidents, near misses and complaints and make sure corrective action is taken.
- Any questions concerning safety may be directed to the Safety Director.

Sincerely,

CORPORATE DESIGN & MANAGEMENT

Doug Hofer
President

CORPORATE DESIGN & MANAGEMENT

COMPANY SAFETY POLICY

The policy of our company is that you work safely. All employees working for this company shall realize that doing the job safely is as much a part of job performance as technical knowledge. Safety rules and laws are for the protection of the worker and for his/her own welfare.

Superintendents and foremen must realize it is their responsibility as representatives of management to make certain that safe practices are followed. A complete knowledge of the Safety and Health Regulations for Construction and the Occupational Safety and Health procedures is necessary.

1. Hard hats, high visibility clothing and safety glasses shall be worn on all construction sites at all times. Hard hats for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute, Z89.1-1969, Safety Requirements for Industrial Head Protection.
2. Appropriate footwear, respirators, and other protective equipment must be worn as the job requires or per your Superintendent's directions.
3. Drinking of alcoholic beverages on job sites, company premises or in company vehicles is not permitted. Any person under the influence of alcohol or drugs will not be permitted to work and will be subject to termination under CORPORATE DESIGN & MANAGEMENT's Substance Abuse Policy.
4. No "Fighting", "Scuffling" or "Horseplay" on the job.
5. Possession of weapons on jobsite, company premises or in company vehicles is prohibited.
6. You must report any injury to your supervisor immediately, no matter how minor.
7. Know where your first aid kit and fire extinguishers are kept.
8. All MSDS policies are to be followed. Be aware of the hazards of your jobsite chemicals or materials. If you don't know the hazards, ask your supervisor.
9. Never remove or by-pass safety devices.
10. Take extra precautions when working near overhead power lines and underground utilities.
11. Do not ride or walk under loads that are being lifted by cranes.
12. Do not approach operating machinery from the blind side – let the operator see you. Pay attention to horns and hand signals that are being given.
13. Faulty or damaged metal scaffold parts shall not be used.
14. Learn to lift the right way. Bend knees, keep back erect and get help to lift heavy loads.
15. Perform only tasks for which you have been trained.
16. Pre-Task plans are mandatory and will be held daily before the start of each shift. Pre-Task planning helps to ensure that all employees have been instructed in the tasks to be performed and made aware of potential hazards. This is a great way to keep safety fresh on everyone's minds.
17. Tool box talks are mandatory and are to be held weekly by your supervisor. They are good learning material and should be listened to carefully.
18. The use of cellular phones on the job site is prohibited except for the project management.

19. Monthly inspections are performed and documented on the job site by the Project Manager/Superintendent. Lessons are taught on different types of hazards, personal protection and various other areas. CORPORATE DESIGN & MANAGEMENT wants to make you are aware of the many changes going on around you. CORPORATE DESIGN & MANAGEMENT is committed to provide you, the employee, with pertinent safety information in case you encounter an emergency. Please pay close attention to the training you receive.
20. Results of inspections will be gathered and analyzed by the Safety Director and related Project Manager to find the best corrective measures to any real threats to employee safety. If the safety of CORPORATE DESIGN & MANAGEMENT employees is in question, The Safety Director will be notified, and work stopped immediately and will not resume until correct measures have been taken. A constant dialogue between jobsite foremen and The Safety Director will ensure that the proper safety measures have been taken and that work may begin again.
21. Foreman, Project Managers and Superintendents are trained in the company safety policy. They will be easily identifiable on the jobsite for all questions and concerns that may arise.
22. JHAS
 1. JHAS will be completed prior to starting a project.
 - They will reflect the work that is to be conducted and the hazards that arise from each specific task.
 - Workers will review the JHA form prior to performing the tasks.
 - Workers will become knowledgeable of the work ahead and the pre-cautions that must be taken to avoid injury or property damage while at work.
 - As tasks change revisions are made to reflect that.
 - All the employees will review the new JHAs before performing those new tasks.
 - All JHAS are reviewed annually. Should an accident or near miss occur on the jobsite the JHAs will have to be
23. Learn the safest way to do all tasks. Think before you do them.
24. **MOST IMPORTANT** – If you don't understand something ask your supervisor.

All employees are to maintain a general condition of good housekeeping in all areas, at all times. Compliance with the safety requirements and laws is mandatory on the part of all employees. Failure to comply with the company safety policies will result in disciplinary procedures that will be documented. Enclosed within is a copy of the general safety policy requirements required by CORPORATE DESIGN & MANAGEMENT

ENFORCEMENT

The penalties for violation of the Safety Rules and safety policies will follow the company disciplinary guidelines and policies. Foremen, Project Managers and Superintendents have authority to determine when CORPORATE DESIGN & MANAGEMENT safety policies are being infringed upon.

Serious violations may result in immediate termination.

1st time	Verbal Warning
2nd time	Written Warning
3rd time	3 days off
4th time	1 Week off or Termination

ACCIDENT INVESTIGATION

Accident investigations are an essential part of Safety Policies. Investigations must be completed to find the root cause of an incident. The investigations are conducted on all accidents, first aid incidents and near misses. All investigations need to be conducted on the same day of the accident to implement prompt corrective measures.

The aim of the investigation is to find facts not to place blame. If the cause of an incident can be determined then it can be prevented in the future.

Components of an effective Accident Investigation Program must include:

- **Interviews with all involved.**
- Interviews with any and all witnesses
- Collection of evidence
- Photos of the scene including any equipment.
- Notation of conditions surrounding the scene
- The use of others to help conduct the investigation.
- Correlation of all data surrounding the incident.
- Substance abuse testing of all involved, where there is injury or loss of property.
- Charting of the incident from the end result to the beginning, to determine the root cause.
- Reporting the results of the investigation and recommendations as to how to prevent a reoccurrence to management to conduct accident analysis.
- Follow-up to see that needed changes have been made.

Secure the scene, tape off, barricade or post security to maintain the accident scene. It is essential to maintain a pristine scene; this will prevent the loss of evidence or the movement of items in the area which is crucial to an effective accident investigation.

Interviews, the use of interviews helps to obtain different views of what occurred and what may have caused it. Interviews need to be conducted as soon as possible after the incident. In order to prevent biases views it must be made clear the investigation is not to find fault but to find facts. The location of the interviews should be in a neutral area, and private. The use of open-end questions can be very useful. Pregnant pauses also are helpful as most individuals do not like long breaks in conversation. Listen for keys words or phrases which may help you in the interview, if work slang is used ask that it be explained. Allow the witness to discuss items fully do not interrupt, make notes, and come back to an area which needs to be reviewed in more depth.

Collection of evidence and photographic records of the scene is essential to determine the root cause of an incident. The evidence and the photo record may be the only means to determine just what really did happen. Use a plan to photograph an area, number each area and plot the area and numbers. This is necessary to reconstruct the incident to help determine root cause. All evidence collected should be first photographed and numbered in place the placed in a secure container with the number and recorded. All evidence and photos must be secured to ensure its integrity, until review and reconstruction of the incident.

The environmental conditions of the area at the time of the incident area must be noted. Indoors or outdoors conditions must be noted to include but not limited to light, temperature, humidity, wind, noise, visibility, crowded, open area and any other items which could be a contributing factor.

Develop a team to cover all aspects connected with the incident. The team should include management trained for this purpose along with field personnel, engineers, mechanics, members of the trade involved, a safety and

loss prevention specialist, and any other personnel as needed. Once the team is assembled a review of the incident should begin. The scene should be visited and inspected, any additional evidence or photos need to be collected and cataloged at this time. The scene should remain secure until the investigation is completed. In an area of adequate space layout, the collective notes, interviews, and evidence and accompanying photos. The review and reconstruction should begin with the end result of the incident. Working backward each aspect of the incident should be reviewed posting photos, diagrams, and interview notes. At each point of action or change in scene conditions the team must analyze that point in time. Any and all conflicts in testimony and collected evidence must be resolved to determine what the most likely scenario was at that point, at these points notation as to what the conclusions and changes were from the original information. Regression through the entire course of the incident must follow this pattern. At the point where everything at the scene and prior to the incident indicates stability or safe operation prior to the incident, the review must be reversed to review forward to the end result of the incident. Upon completion of the review, the team must look at each step and again look for contributing factors or inconsistencies. It is necessary that all team members fully review this data considering any and all observations, questions and comments. All these items must be resolved prior to a cause determination being made. NOTE: it may take several reviews going both backwards and forwards to determine what the root cause was.

REMEMBER: No item is too small or not significant root causes can range from anything from a cracked weld or loose bolt to a major unsafe act.

Upon completion of the investigative review, a report of the incident must be assembled. Photos, charts, and statements should be included with the conclusion of the team findings. Additionally, recommendations of corrective measures, changes to operating procedures and safety policy should be included in the report. The completed report with the team findings should be discussed and reviewed with all those involved in the incident. Any comments introduced during this meeting should be added by addendum to the final report. If a fatality or serious injury occurred in the incident, the Medical Examiner's and or Physician's report or findings should also be included in the final report.

The team member with responsibility of the area the incident occurred in is made responsible to see that any and all changes necessary to prevent a similar or like occurrence are implemented. The Safety Officer is responsible to follow-up on the changes and makes a post implementation report to company management.

Copies of the report shall be sent to management to sort for trends. The involved individual's personnel file and Safety Incident File will go to insurance carriers who cover the incident. The results of substance testing and medical reports along with relevant photos should only be included in the Safety Incident File for the Insurance Carrier. Any personnel issues related to the incident should be filed with the Human Resources Department by Safety and Management.

The use of pre-designed forms and questionnaires will assist in the performance of the investigation and add uniformity to the data gathered. Copies of the accident forms are available from the Safety Director and or office.

LIGHT DUTY / RESTRICTED WORK POLICY

CORPORATE DESIGN & MANAGEMENT in an effort to maintain the health, safety and well-being of its employees set forth the following policy for light duty / restricted work.

When in the judgment of health care professionals, it is necessary for an employee of CORPORATE DESIGN & MANAGEMENT to be assigned to light duty or restricted types of work, CORPORATE DESIGN & MANAGEMENT, INC will assign the employee to the administrative tasks of the project such as managing paperwork, answering telephones, updating material safety data sheets, etc.

In order to apply for relief from the normal type of work the employee may perform, it is necessary that the health care professional provided CORPORATE DESIGN & MANAGEMENT with written documentation as to the nature of the condition and the amount or type of restrictions placed upon the employee. The health care professional must also provide written documentation to CORPORATE DESIGN & MANAGEMENT as to when the employee is ready to return to normal work status.

CORPORATE DESIGN & MANAGEMENT reserves the right to ask for a second opinion if the condition is questionable in nature or severity.

DRUG AND SUBSTANCE ABUSE PROGRAM

Dear Corporate Design & Management Employee,

Drug and alcohol abuse is a critical issue facing American businesses today. Studies have shown that billions are lost every year due to drug and alcohol abuse. They take the common forms of increased absenteeism, higher health care costs, lower job performance and productivity, higher incidents of theft in the workplace, and higher rates of on-the-job accidents which result in injury, not only to the abuser but to fellow employees. Our community is not immune from this, nor is CORPORATE DESIGN & MANAGEMENT.

While the Company does not want to intrude into the private lives of our employees, serious involvement with drugs or alcohol eventually takes its toll on job performance and employee safety and can create serious problems for the individual involved and for those persons most close to them. And even though we have experienced few identifiable substance abuse problems to date, we would be naïve to think that our good fortune will continue without effort on our part. It is for these reasons that CORPORATE DESIGN & MANAGEMENT has decided to take affirmative action with regard to drug and alcohol possession, use and abuse in our work environment and to adopt the attached Drug and Substance Abuse Program. The Company will administer pre-employment drug screen tests to job applicants and existing employees as well as implement random drug testing of employees.

We want to provide a work environment that is free from the effects of drug or alcohol abuse. If you have any questions after reading the Policy, please discuss them with your Supervisor or with Upper Management.

DRUG AND SUBSTANCE ABUSE PROGRAM

CORPORATE DESIGN & MANAGEMENT

A. STATEMENT OF NEED:

CORPORATE DESIGN & MANAGEMENT's Drug and Substance Abuse Program demonstrates our commitment to the safety and health of our employees by communicating that the use of alcohol and other drugs will not be tolerated in our workplace.

B. POSITION STATEMENT:

CORPORATE DESIGN & MANAGEMENT requires all employees to report for work in a condition that allows them to perform their duties in a safe and efficient manner. Employees will not be permitted to work under the influence of alcohol or with prohibited drugs in their systems thereby affecting job performance. This program will include all new hires, and existing employees who are currently working for CORPORATE DESIGN & MANAGEMENT

Violation of any provision of the Drug and Substance Abuse Program will be considered just cause for termination. In addition, refusal to adhere to any part of the company policy may be considered an act of insubordination and will lead to termination of employment.

Drug and Substance Abuse is defined in the Controlled Substance Act (21 U.S.C.812) and prescription controlled substance which have not been prescribed by a licensed physician or dentist for specific treatment purposes for the employee. Abuse of prescription or over-the-counter drugs will also be treated as a substance abuse problem under this policy.

This policy and related procedures may be modified by the Company at any time in order to comply with any applicable federal, state, or local laws or to better serve the needs of the business.

Information generated in connection with this policy is inherently sensitive and will be treated with the utmost confidentiality.

C. COMPANY'S RESPONSIBILITY:

CORPORATE DESIGN & MANAGEMENT considers healthy, productive employees to be the most valuable asset of the Company. Providing a safe, secure environment for these employees is a serious responsibility. We are, therefore, committed to eliminating the threat to health and safety posed by the use of drugs and alcohol abuse, as stated in the Drug Workplace Act. CORPORATE DESIGN & MANAGEMENT will use a NIDA certified lab.

D. EMPLOYEE'S RESPONSIBILITY:

All CORPORATE DESIGN & MANAGEMENT employees are drug tested through IMPACT. CORPORATE DESIGN & MANAGEMENT's drug and substance abuse program follows the IMPACT National Drug Testing and Substance Abuse Program revised January 1, 2015.

1. Ironworker's IMPACT drug screens are reviewed by upper management prior to employment. Ironworker drug screens must be current and valid according to the IMPACT Drug and Substance Abuse program.
2. An employee may be tested for "Reasonable Suspicion" under certain circumstances. In order to request a Reasonable suspicion test on an employee, the Contractor's DR or jobsite representative conducting the test must have attended an approved Reasonable Suspicion Training class. After following the Reasonable Suspicion guidelines and it is determined that the employee is required to submit to a drug test, the employee will be taken to a collection facility for testing. If the test result is negative, the employee can continue their current work status. If the test result is non-negative, the test will require confirmation. The Contractor must submit the IMPACT Reasonable Suspicion Form to the TPA within twenty-four (24) hours of the incident.
3. An employee may be tested "Post Accident" if they are a direct or indirect cause of accident or injury to persons or property. It is always the first priority to treat an employee's injuries and then get a drug/alcohol test. A valid drug test can be collected up to 30 hours after the accident and up to 8 hours for a breath alcohol test. A member cannot return to work until a negative test result is received.
4. The return-to-duty test is required for a participant to reinstate into the Program eligibility after a positive test. The cost of the return to duty will be paid by IMPACT unless the test result is a non-negative. If the return to duty test is positive, it will not be considered another violation since the Participant is not working. The Participant will be referred back to their counselor who will determine when the Participant is ready to take another return to duty test.
5. Employees are subject to random drug testing.
6. Employees who test "positive" will be removed from the project or office and will not be allowed back until he/she is able to pass an alcohol and drug screening test(s) successfully. Refusal to submit to a drug or alcohol test will have the same consequences as a positive test.
7. If an employee tests over .04 for alcohol, he/she has violated company policy. Employees who violate this policy will subject themselves to termination of employment.
8. The preferred testing method is the P.O.C.T. instant test (as permissible per State Law). The secondary testing method is the split specimen urine laboratory test conducted by a SAMHSA certified laboratory. The drug panel that IMPACT tests for is covered in the IMPACT National Drug Testing and Substance Abuse Program.
9. Employees who test positive but are not terminated must be evaluated by a Substance Abuse Professional, complete any recommended education or treatment, and have a negative return to duty test before returning to work. Follow-up testing will follow.

Hazard Communication Program Reference Sheet

The **Material Safety Data Sheets** for hazardous chemicals are located:

In the Field Office Trailer or in the Supervisor's Vehicle

The **Written Hazard Communication Program** for this project is located:

In the Field Office Trailer or in the Supervisor's Vehicle

The **Hazardous Chemical List** for this project is located:

In the Field Office Trailer or in the Supervisor's Vehicle

The **Emergency Phone Numbers** are located:

In the Field Office Trailer or in the Supervisor's Vehicle

The **Emergency Supplies** are located:

In the Field Office Trailer or in the Supervisor's Vehicle

Questions regarding hazardous chemicals or health and safety should be directed to the on-site supervisor or to the main office.

Main Office Contact: Nick Fogarty 260-222-1890

Hazard Communication Written Program

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to insure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees.

This program includes guidelines on identification of chemical hazards, information regarding the proper use of containers, container labels, MSDS sheets, personal protective equipment and emergency response measures.

I. Chemical Inventory

- Hazardous chemicals brought onto the project by the company or by vendors of the company will be included on the hazardous chemical inventory list.
- Any new materials purchased must also have an SDS and the SDS Binder updated.

II. Container Labeling

- All chemicals stored on the job site will be stored in the containers the chemicals were purchased in or approved containers with a label indicating the chemical contained within.
- Workers may dispense chemicals from original containers in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container.
- Unmarked containers are not to be left in the work area unattended.
- Containers purchased labeled will be maintained. Container purchased without labels will be labeled.
- Each container will be properly labeled with the identity of the hazardous chemical and any appropriate warnings.

III. Material Safety Data Sheets

- Employees working with Hazardous Chemicals may request a copy of the material safety data sheet (MSDS). Requests for the MSDS sheets should be made to the project foreman or the main office.
- MSDS sheets will be kept in the field office for retrieval if requested or needed.

IV. Employee Training

- The Safety Director will administer the Hazard Communication program and training.
- Employees shall be trained in the recognition of container warnings & labels.
- Employees will be shown the proper method to dispense chemicals.
- Employees will be given the proper personal protective equipment.
- Emergency numbers will be posted for accidents.

V. Personal Protective Equipment (PPE)

- PPE is available for work with hazardous chemicals. Employees not using the required PPE will be subject to disciplinary actions.

VI. Emergency Response

- Any incident of exposure or spills of a hazardous chemical must be reported to the site foreman or main office.
- The foreman, immediate supervisor or employee identifying the incident will be responsible for contacting the appropriate emergency response personnel.
- Emergency numbers will be posted in the job trailers or as indicated in the new hire packet.

VII. General Information

- All other site employers are required to have available MSDS sheets for the hazardous chemicals they are using on site.
- All other site employers may have access to CORPORATE DESIGN & MANAGEMENT 's MSDS sheets.
- All other site employers may have access to CORPORATE DESIGN & MANAGEMENT 's Hazard Communication Written Program.

VIII. Posting

- CORPORATE DESIGN & MANAGEMENT 's Hazardous Communication Written Program is available in the field and main office.

Hazards of Non-Routine Tasks

Supervisors will inform employees of any special tasks that may arise which could involve possible exposure to hazardous chemicals.

Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

FIRE & TORNADO PROTECTION PLAN

CORPORATE DESIGN & MANAGEMENT

The following Fire & Tornado protection Plan is implemented by
CORPORATE DESIGN & MANAGEMENT

All CORPORATE DESIGN & MANAGEMENT's mobile equipment and fuel tanks are equipped with fire extinguishers.

If the fire is not readily extinguishable with jobsite fire extinguishers the following procedures should be implemented:

1. Immediately notify all employees of the fire or tornado hazard.
2. Exit the fire hazard area and call 911.
3. Do not re-enter the fire hazard area until secured by the proper authorities.
4. All employees are to gather at a predetermined area clear of the fire hazard.
5. Count heads to be sure all employees are accounted for.
6. If alarm is sounded and it is determined to be a tornado proceed immediately to a secure area.

RESPIRATORY PROTECTION POLICY

The intent of this policy is to provide the employees of CORPORATE DESIGN & MANAGEMENT with the necessary equipment and training in its use to protect them within the ability of the company to do so and provide a safe working environment.

When job conditions indicate the need for respiratory protection, the employee performing the work and those in the immediate areas helping him will wear proper protective equipment. This equipment can include but is not limited to dust respirators, vapor respirators and fume respirators.

Each employee who is identified as a potential user of respiratory protection will be fit tested and trained in the proper use of the appropriate respirator.

Training shall include identifying potential hazards and the need for respiratory protection as determined by the Safety Director or Program Administrator. The proper type of respiratory protection needed and the proper way to use it. Initial and recurrent annual training is required of all affected employees.

CONDITIONS REQUIRING RESPIRATORY PROTECTION

- Welding in poorly ventilated areas.
- Welding or cutting galvanized, stainless steel or plated metal without proper cross ventilation over work surface.
- Gluing of plastic pipe or fittings in poorly ventilated areas.
- Working in areas with high levels of particles such as plastic dust, metal dust, and contaminated dirt.
- Working in areas that contain Bio-Hazards.
- Working in any area the employee may deem as hazardous to breathe unfiltered air.

Note: NO CORPORATE DESIGN & MANAGEMENT employee will work in an area determined to be below 19.5% Oxygen. Any area suspected of low oxygen levels shall be tested for concentrations of oxygen. Engineering methods will be used in these cases to bring oxygen levels to 19.5% or greater, prior to any work in the area. Oxygen levels will be monitored at intervals during the work to insure proper oxygen levels. Since no CORPORATE DESIGN & MANAGEMENT employee will be allowed in any IDHL condition, they will not have the training nor the equipment to do so.

RESPIRATOR TYPES TO BE USED

Only NIOSH/MSHA approved disposable or cartridge multi-use type disposable respirators, approved for the proper type of identified hazard will be used.

FIT TESTING

Prior to the use of respirators each employee will be trained in the use, proper type of respirator to use and be fit tested by the Safety Director, using OSHA approved method of fit testing. Employees not able to wear respirators due to facial hair, glasses, or any other circumstance that would cause the mask to not properly seal, will not be allowed to work in an environment requiring a respirator.

INSTRUCTION AND TRAINING

All employees who by the nature of their work may encounter conditions which require respiratory protection shall be trained in:

- Hazard identification.
- Respirator type needed.
- Proper fit and care of respirator.
- Limitations of respirator.
- Record keeping of personal respirator use log.
- Care and maintenance of multi-use disposable respirators.
- Response to situations requiring cleaning, cartridge changing, and mask system failures.
- Storage of un-used or multi-use disposable respirators.

CLEANING, MAINTENANCE, STORAGE

- Cleaning and maintenance are for multi-use disposable respirators only.
- Cleaning using commercial respirator wipe pads issued with respirator. Store in Zip Lock type storage bag between uses.
- Respirators are to be stored in clean and sanitary environments between uses.

MEDICAL RECORDS

Medical questionnaires for employees using respiratory protection will be reviewed by a qualified professional and kept on file.

HEARING CONSERVATION POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the hearing conservation of all employees. It is the responsibility of all employees to understand how important it is to be aware of the noise level in which they work. CORPORATE DESIGN & MANAGEMENT provides training on understanding the working environment, engineering controls and the proper use of hearing protection.

Policy

CORPORATE DESIGN & MANAGEMENT shall administer a continuing, effective hearing conservation program, whenever an employee's noise exposures is equal to / or exceeds an 8-hour time-weighted average sound level (TWA) of 85 decibels. This program will include exposure monitoring, audiometric testing, use of hearing protection and employee training.

Responsibility

1. CORPORATE DESIGN & MANAGEMENT is responsible for ensuring that noise levels, as specified by OSHA, are addressed and inform all employees of any exposure over 85 decibels (TWA).
2. CORPORATE DESIGN & MANAGEMENT is responsible to supply all employees hearing protection, providing audiometric testing as required and providing training to employees regarding their exposure.
3. The project supervision is responsible for ensuring that areas of high noise potential are identified and that all employees wear hearing protection as directed.

LIMITING EXPOSURE

CORPORATE DESIGN & MANAGEMENT has determined that certain work activities are required to have hearing protection.

1. Hearing Protection shall be worn when working with or near the following tools: chain saws and jack hammers. Hearing protection may be required when working with the following tools: cut off saws, air impact tools, grinders, table saws, miter saws, circular saws, nail guns, hammer drills and all electric hand drills.
2. Hearing Protection shall be worn when working on or near heavy equipment such as cranes, pumps, bulldozers, scrapers, pile hammers and excavators.

Hearing protection will be provided by CORPORATE DESIGN & MANAGEMENT to all employees at no cost. Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors. The company shall supervise the correct fitting and use of all hearing protectors.

EXPOSURE

CORPORATE DESIGN & MANAGEMENT will occasionally perform on the site monitoring of noise levels. These noise levels will be taken at various times and will monitor various trades during normal working conditions.

TRAINING

CORPORATE DESIGN & MANAGEMENT will provide a training program for all employees. The training program shall be repeated annually. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes. The training program shall include the effects of noise on hearing; the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and the purpose of audiometric testing, and an explanation of the test procedures.

BLOODBORNE PATHOGENS POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the health and safety of its employees. The purpose of this policy is to provide CORPORATE DESIGN & MANAGEMENT employees with the knowledge and training to protect themselves and others from bloodborne pathogens.

This policy encompasses standards, controls, work practices, personal protective equipment, and proper housekeeping.

CORPORATE DESIGN & MANAGEMENT Blood borne Pathogens Policy complies with OSHA Standard 29 CFR 1019.1030 Bloodborne Pathogens in Industry, What Employees Must Know.

All CORPORATE DESIGN & MANAGEMENT employees who, through project related work, may come into contact with bloodborne pathogens are required to attend training to protect them from exposure.

BLOODBORNE PATHOGENS; Microorganisms present in blood that can cause disease in humans. These include, but are not limited to Hepatitis B., HIV (Aids). Potentially infectious materials include the following:

- Semen and vaginal secretions
- Saliva
- Amniotic fluid
- Breast milk
- Any body fluid that visibly contains blood
- Any body fluid you can't identify
- Blood

POLICY

Exposure Control Plan: Any project where Bloodborne Pathogens may be encountered will have a plan developed by the Supervisor, Project Manager, and Safety Director. This plan shall include but not be limited to the following:

- Containment and control.
- Engineering and work practices.
- Proper protective equipment to use.
- Use of Universal Precautions.
- Exposure incident.

Each project will be subject to a pre-start-up check list to determine if exposure to bloodborne pathogens is a potential hazard.

If a hazard is determined to exist, all employees working on this project will be trained by CORPORATE DESIGN & MANAGEMENT in blood borne pathogens, and will be informed of the potential hazard, and the Exposure Control Plan will be reviewed.

Hand washing facilities should be made available whenever possible. To include antiseptic solutions and towels

TRAINING: The training of CORPORATE DESIGN & MANAGEMENT employees shall include:

- Bloodborne Pathogens - what they are.
- Identifying potential hazards.
- Occupational exposure.
- Other types of exposure.
- Protective equipment and its use.
- Universal precautions.
- Development of exposure control plan.
- Signs and labels to warn of potential hazards.
- How to respond to emergencies involving bloodborne pathogens.
- Engineering and work practices.
- Housekeeping.

MEDICAL RECORDS: Will be maintained on all employees with occupational exposure. These records to include:

- Name and social security number.
- Hepatitis B vaccination status.
- Results of all exams, testing and follow-up procedures.
- Copy of healthcare professional's opinion.
- Copy of information provided to healthcare professional.

These records are confidential and cannot be released without the employees written consent or if required by law.

TRAINING SESSION RECORDS:

- Maintained training records for three years and updated annually
- Summary of program contents.
- Dates training occurred.
- Trainer's name.
- Name of all participants.

CONFINED SPACES POLICY AND PROCEDURES

The intent of this policy is to inform all employees of the hazards of confined spaces and our policy to work safely in these areas. This policy is an overview, detailed and specific training will be provided as needed to employees exposed to confined spaces. CORPORATE DESIGN & MANAGEMENT provides all of the testing equipment, ventilation equipment, personal protective equipment and rescue equipment.

The purpose of this policy and procedure is to:

- *Prevent unauthorized entry into a confined space.
- *Prevent employee injury, illness, or death from confined space hazards.
- *Identify and evaluate confined spaces before entry.
- *Identify and understand confined space hazards.
- *Develop methods to control confined space hazards.
- *Develop emergency rescue and contingency plans
- *Develop program for procedures for protection from external hazards, such as pedestrians and vehicles

Confined Spaces are defined as follows:

- *Is large enough for a person to enter and perform assigned work.
- *Has limited or restricted entries and exits.
- *Is not intended for continuous human occupancy, and has one or more of the following:

1. Contains or has a known potential to contain a hazardous atmosphere, such as chemicals, sludge, or sewage:
2. Contains a material with the potential for engulfment of an entrant, such as dirt, ore, sawdust, or grain: Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or a floor which slopes downward and tapers to a smaller cross-section, such as a hopper:
3. Contains any other recognized serious safety or health hazard, such as unguarded machinery parts or live electrical parts.

CONFINED SPACE ENTRY PERMIT

There are two types of permits, one is the **Non-Permit** and the second is the **Permit Required**. Non-Permit confined space is a confined space that does not contain any hazards. Permit Required confined space is a confined space that contains or may have a hazardous condition. Employees shall not enter any confined space unless they have been trained, authorized and have an authorized and competent attendant present. One attendant per confined space is mandatory.

Prior to employees entering a confined space, the confined space will be designated as a Permit Required or Non-Permit. This determination will be based upon the nature of the confined space, potential hazards, air testing and the work to be performed in the space. This determination will be made by the Authorized Person. This determination will be documented on the CONFINED SPACE ENTRY PERMIT form. The entry permit form will remain on site for the duration of the project and then become part of the project file at the main office.

Based upon the nature of the space and test results conducted, the authorized person will determine the type of permit, the proper personnel protective equipment, ventilation requirements, entry requirements, communication equipment, rescue protocol and the type of monitoring that will be conducted during the course of the work activity. Additionally, the authorized person may change the type of permit required and can revoke any permit issued. The authorized person will be responsible for having all of the necessary equipment on the project site prior to the start of the work.

The authorized person will contact the company Safety Director and finalize the documentation of the required training. Additionally, client specific training may be required.

RESCUE

Rescue of injured employees will be performed by locally trained professionals (Fire Dept., Police Dept., ect...).

CONFINED SPACE POLICY

- All confined spaces shall be identified and proper signage in place to inform all site personnel. Confined spaces encountered by CORPORATE DESIGN & MANAGEMENT include; lift stations, manholes, catch basins, utility vaults, coffer dams and some types of excavations.
- Only trained and qualified personnel may enter a confined space. Project management and the confined space personnel shall keep non authorized personnel from entering the confined space.
- All confined personnel shall be trained. This training shall include the documentation with site specific equipment, hazards, controls and client related protocols.
- Any potential hazards shall be eliminated prior to employees entering the space.
- All equipment including personnel protective equipment shall be inspected prior to each shift.
- Rescue equipment shall be in place prior to entering the confined space.
- All confined spaces shall have the atmosphere checked for oxygen, flammable gases / vapors and potential toxic air contaminates. This testing is to be performed prior to anyone entering the space at the start of the shift or after a break. This testing must be documented. All employees shall be able to review all testing data before entering a confined space. Additional monitoring can be requested at any time.
- During the course of work activities, the confined space shall be inspected for changing conditions. These inspections need to be documented.
- No smoking in any confined space.
- All CORPORATE DESIGN & MANAGEMENT's safety practices and policies shall be followed.
- The program shall be reviewed annually and revised as necessary.
- CORPORATE DESIGN & MANAGEMENT will not work in in confined spaces where IDLH conditions are present.

FIRE PROTECTION POLICY

CORPORATE DESIGN & MANAGEMENT provides fire extinguishers on all equipment including company vehicles. Fire extinguishers are also provided for on-site fueling areas and for the point of welding and cutting operations. Fire extinguishers are to be properly stored to help prevent vandalism.

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's fire protection policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standard 1926.152. Additional information and training for this standard are provided by the company

Before working at any jobsite, employees will be communicated possible fire hazards by the foremen in the pre-job orientation.

1. All employees will be trained in the use of fire extinguishers. Fire extinguishers are to be placed between 25 feet and 75 feet from all fuel storage areas and clearly marked.
2. All fuels are to be stored and transported in approved containers. These containers must be properly labeled to identify the contents and hazard of the material.
3. Fuel storage containers will be approved safety cans with self closing lids and have a flash arrestor screen. Fuel cans shall be properly marked as to its contents and appropriate hazards labeled.
4. Fire extinguishers will be placed in the immediate area of all fueling, welding, cutting and grinding operations.
 - A. The immediate area is defined as the radius of the welding leads, torch hose or extension cord to the working area, in no case further than 100 feet.
5. Fire checks will be performed in all areas of welding and cutting after a sufficient period of time has elapsed.
6. The filling of fuel cans shall be performed on the ground. **NEVER** fill a fuel can in the back of a truck. Cellular phones are not used during fueling operations and should be turned off.
7. All welding, cutting, and grinding operations shall be performed in areas free of combustible materials.
8. Gas cylinders are to be stored and transported in the upright position and properly secured. Additionally, all gas cylinders are to be capped, properly stored and secured when not in use.
9. Fire extinguishers are to be inspected at the original time of placement and then every thirty days.
10. Fire extinguishes shall have an annual and monthly inspection tag.
11. Any fire extinguishers found to be defective should be returned to the office. Replacement units are available at the mechanic's shop.
12. All fuel containers and gas cylinders shall be stored in a designated location. Storage in a trailer with combustible materials is prohibited.
13. Fire extinguishers are required on all company equipment.
14. If there any questions or concerns, contact the project foreman.

MATERIAL HANDLING & STORAGE POLICY

CORPORATE DESIGN & MANAGEMENT promotes the training and safety of all employees in the proper material handling and storage of materials. Material handling is an everyday procedure and requires specific training of employees to minimize the potential hazards associated with unloading, moving, storing and placing materials.

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Material Handling & Storage Policy. The following are the mandatory guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standard 1926.250 and 1926.953. Additional information and training for these standards are provided.

1. All rigging is to be performed by a qualified rigger. Only employees who have received a certification in rigging may perform that work. Rigger training includes various aspects of rigging including knowledge of load weight, center of gravity and many different types of slings. Riggers must understand how these factors affect transporting loads.
2. All hoisting equipment including cranes, excavators, forklifts, and other material handling equipment shall be inspected prior to the start of each shift. The daily inspection shall be completed, and a copy is to remain with the equipment.
3. All rigging equipment including chains, wire rope, hooks, hook latches, clevises, clevis pins, and synthetic slings shall be inspected every day. Rigging equipment shall be properly stored when not in use to avoid exposure to weather & job site hazards.
4. All rigging equipment shall have a legible tag showing the capacity. Damaged rigging shall not be used and taken out of service. Determine the load to be lifted and use the properly rated rigging.
5. Designate one person to instruct the operators to the intended operation. Proper hand signals are to be used.
6. All suspended loads will have a tag line of sufficient length to control the load.
7. Prior to unloading materials, inspect the load to determine whether the load has shifted.
8. All material shall be stacked, racked, blocked, interlocked or otherwise secured to prevent the collapse, sliding or falling of the material.
9. No material shall be stored within six feet of a leading edge. Materials shall be stored in a manner to prevent the accidental falling onto employees at any given elevation.
10. Storage areas are to be kept free from the accumulation of materials that could create a trip or fire hazard.
11. No employee shall be under a suspended load for any reason. It is the operator's responsibility to insure that the load is not hoisted over employees.
12. All loads shall be bundled, wrapped, or secured to prevent any accidental movement while it is being moved. The operator is responsible for the proper rigging of all loads.
13. Proper personal protective equipment shall be worn. Whenever materials are being handled, gloves shall be worn.
14. Only trained and certified employees are allowed to rig/operate forklifts.

HAND TOOL SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT promotes the training and safety of all employees in the proper use of hand and power tools. Hand tools are used every day and require specific training to help minimize hazards associated with cutting, grinding, drilling and chipping. Hand and power tools are supplied by the company, and it is the employee's responsibility for maintaining the equipment in safe and good working order.

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Hand Tool Safety Policy. The following are the mandatory guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standard 1926.300 thru .305. Additional information and training for these standards are provided by the company.

1. Personal protective equipment is required with the use of all hand and power tools. The PPE includes hard hat, safety glasses and gloves. Additionally, a full-face shield, hearing protection and respirator may be required.
2. When working with tools, the surrounding area shall be kept clear of debris and tripping hazards.
3. Check the locations of all power cords and hoses prior to making cuts.
4. Inspect tools before use. Only use tools that are fit for use. Do not use any tools with damaged handles; do not use any tools that have mushroomed heads. Any tool that is deemed not fit for use or damaged shall be tagged as such and removed from the work site.
5. Never use a tool for other than its intended purpose.
6. Never carry a tool by its power cord and do not yank the power cord out of the electrical outlet.
7. Disconnect the tool from its power source prior to changing the blade or servicing the tool.
8. Avoid accidental starting of the tool. Only have your finger on the trigger when ready to use the tool.
9. Never clamp a hand tool into a vise.
10. When generating sparks, have a fire extinguisher in the immediate area.
11. Inspect all tools for damaged power cords and damaged blades. Check that the guarding is properly attached and inspect the overall condition of the tool. Secure all loose clothing and hair.
12. Tag out any damaged tools and return them to the office for repair or replacement and fill out a JHA Form.
13. All electrical tools must be plugged into a GFIC outlet and be double insulated.
14. Uncoil all extension cords to prevent the build up of excess heat.
15. Never bypass any safety guards or safety equipment.
16. On pneumatic tools, inspect hoses and couplers for damage. Make sure all connections are secured from accidental separation.
17. Never use the compressed air to clean yourself or others. Keep air lines away from traffic lanes.
18. All pneumatic tools shall be attached to a safety valve on the compressor. All blow pipes shall have dead man valves.
19. Replace all worn or damaged cutting blades. Dull cutting blades cause more accidents than sharp ones.
20. Follow all of the manufacturer's recommendations for proper use and repairs.

WELDING AND CUTTING SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT promotes the training and safety of all employees in the proper use and methods for welding and cutting. It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Welding and Cutting Safety Policy.

The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standard 1926.350. Additional information and training for this standard are provided.

1. Compressed gas cylinders shall be transported in an upright position, capped when not in use and always secured. Gas cylinders shall not be hoisted or transported by magnets or chokers. They shall not be permitted to strike each other. A suitable cylinder truck, chain, or other steadying device shall be used to keep cylinders from being knocked over while in use. Unless cylinders are firmly secured on a special carrier, regulators shall be removed, and valve protection caps put in place before cylinders are moved. Oxygen and acetylene shall be stored 20 feet away from each other or with a fire wall barrier rated for at least one-half hour.
2. Inspect the valves, regulators and hoses daily for damage. Additionally, make sure there is no oil or grease on the valves, regulators and hoses. Grease and oil can cause an explosion when exposed to oxygen.
3. All torches shall have anti-flashback valves.
4. Always use a striker to light a torch. Never use a match, lighter or arc from a welder to light the torch.
5. Always "crack" the valves prior to installing the regulators. This clears any debris from the valve. Always stand behind the valve when performing this operation.
6. Adjust the pressures correctly for the oxygen and acetylene cylinders. Oxygen shall be set less than 50 PSI and acetylene set less than 15 PSI.
7. Never open the oxygen cylinder valve more than 1 ½ turns and the acetylene valve more than ¼ turn.
8. Always have a fire extinguisher in the immediate area and follow all appropriate fire prevention protocol. All employees assigned to fire watch shall be properly trained. If fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag and to protect the immovable fire hazards.
9. After closing the valves to the cylinders, bleed off the remaining pressure from the lines by using the torch prior to removing the regulators.
10. Use proper eye protection while performing welding and cutting operations. Use all appropriate personal protective equipment required to perform the task. Long sleeve shirts and leather gloves shall be worn. Safety glasses are required to be worn in addition to the welding visors.
11. While arc welding, inspect the leads for damage. Make sure the welder is properly grounded.
12. Maintain proper ventilation while welding and cutting. If needed, use fans to remove fumes from the working area.
13. CORPORATE DESIGN & MANAGEMENT does not require a "Hot Work Permit"; however, specific potentially hazardous job sites may have this requirement. Fire watch may be required when required for at least half an hour after welding or cutting has been completed.
14. Employees will conduct themselves in a safe and deliberate manner in and around welding operations.
15. It is important to remember that the fumes from welding and cutting could contain lead, copper, carbon monoxide, arsenic, asbestos, silica, Ect... The effects of these fumes can cause short- and long-term health problems, so work should be performed in a way as to maximize ventilation. Breathing apparatus can be employed as well.
16. Fuel gas cylinders shall be placed with valve end up whenever they are in use. They shall not be taken into confined spaces. The valve of a fuel gas cylinder shall not be cracked in areas with fire potential. Never open more than 1 ½ turns.
17. Any object to be welded or cut that cannot be readily moved, all moveable fire hazards should be removed.
18. Any welding/cutting that cannot be conducted safely, shall not be performed.

ELECTRICAL SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT promotes the training and safety of all employees while working near or with electrical equipment and power lines. It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Electrical Safety Policy.

The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standard 1926.416. Additional information and training for these standards are provided by the company.

No work will be performed on any energized equipment unless an approved written work plan is developed in accordance with OSHA Standards and submitted to CORPORATE DESIGN & MANAGEMENT for review prior to performance of work.

1. All electrical boxes shall be properly constructed and enclosed.
2. Only authorized personnel shall install and maintain electrical equipment.
3. All overhead and underground utilities shall be identified, and their locations properly marked and identified.
4. All equipment shall be maintained at a safe working distance from any electrical lines. Min. 10'
5. When operating near electrical lines, employees and equipment shall be protected by either distance and or insulators.
6. All power and extensions cords shall be inspected daily for damage. All damaged cords should be tagged out of service and returned to the office for repair or replacement.
7. All tools and extension cords shall be connected to a GFCI outlet.
8. All extension cords shall be commercial grade, have a grounding prong and be a minimum of 12-gauge wire.
9. All generators over 5000 watts shall be properly grounded.
10. All tools shall be double insulated or have a three-prong plug.
11. All power tools and extension cords should be protected from damp or wet conditions.
12. All safety policies including confined space, fall protection, fire protection, lock out / tag out, traffic control, ect... shall be followed.
13. When working with electrical equipment including batteries, proper personal protective equipment shall be worn. Standard equipment including hard hat, boots, gloves, hearing protection and safety glasses shall be worn including conductive apparel shall not be worn unless the items are rendered non-conductive by covering, wrapping or other insulating means.
14. Deenergized parts are to be treated as if they are live
15. Only qualified persons may work on energized parts.
16. Working under overhead lines clearance distance must be provided or lines shall be deenergized and grounded?
17. Unqualified employees shall maintain safe clearance distance (at least 10 ft) when working in an elevated position near energized overhead lines?
18. Qualified employees must adhere to the approach distances in Table S5 when working in the vicinity of overhead lines.
19. Protective shields, protective barriers or insulating materials as necessary shall be used when working in confined or enclosed workspaces where electrical hazards may exist.
20. Portable ladders shall have non-conductive side rails

SCAFFOLD SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the training and safety of all employees in the proper use of scaffold systems. The following is an overview of the company's safety policy. This overview is not intended to cover all of the scaffold systems used by CORPORATE DESIGN & MANAGEMENT

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Scaffold Safety Policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT This policy does not cover all of the requirements covered in OSHA Standard 1926.451. Additional information and training for this standard are provided.

- ** All employees using scaffolding shall be trained in each system used and educated as to the hazards and safety precautions for each system. This training must be documented. Re-training will be required for post-accident and near miss events.**
1. The erection, movement, dismantlement, and inspection of the scaffolding system shall be performed under the supervision of a company designated competent person.
 2. Only qualified and trained employees shall erect, move and dismantle scaffold systems.
 3. Proper personal protective equipment, including fall protection equipment, shall be always worn during the erection, movement and dismantlement of the scaffold.
 4. Ladders shall be constructed in accordance to OSHA Standard 1926.1050 and 1926.451
 5. Handrails, mid rails and toe boards shall be constructed in accordance to OSHA Standard 1926.451.
 6. All scaffold systems shall be completely decked without any gaps or holes exceeding one inch.
 7. All planking and decking shall be firmly attached and constructed to prevent tripping hazards. All scaffolds shall be kept clear of tools, excessive materials and debris.
 8. Scaffolds are to be inspected prior to the start of work each day/shift by the competent person.
 - a) If scaffold is found to have defects and/or unsafe conditions evident it shall be immediately "tagged out" and be deemed "out of service".
 - b) No scaffold shall be used while "tagged out". Failure to comply will result in immediate disciplinary action up to and including discharge.
 - c) All defects must be repaired and/or replaced, un-safe equipment/conditions removed, and the scaffolding must be re-inspected by the competent person.
 - d) All tags must be removed before scaffolding may be returned to service.
 - e)
 9. Do not jump onto scaffolds. Clean up any spills. Keep the scaffold clear of any debris.
 11. Do not use scaffolds for storing material. Check with the superintendent for the proper location for material storage.
 12. Do not overload the scaffolding. Check with the competent person or project superintendent for the allowable load that can be placed on the system.
 13. Employees shall not work on scaffolds in adverse weather conditions and when there is an accumulation of ice and snow on the scaffold.
 14. If there are any questions regarding the scaffold systems being used, contact your supervisor.

FALL PROTECTION SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the training and safety of all employees regarding fall protection. The following is an overview of the company's safety policy. This overview is not intended to cover all the fall protection and fall arrest systems used by CORPORATE DESIGN & MANAGEMENT.

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Fall Protection Safety Policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standard 1926.500. Additional information and training for this standard are provided.

- ** All employees exposed to fall hazards shall be trained to recognize the hazards and be trained on the proper use of fall arrest equipment and systems. Additional training will be conducted if necessary. This training must be documented.**
1. A fall protection system shall be in place where any employee is exposed to a fall greater than six feet. This includes unprotected edges, leading edges, ramps, slopes, holes and excavations.
 2. Fall protection systems include guardrails, warning lines and fall arrest systems. They shall meet a standard of quality outlined by the manufacturer and in accordance with OSHA Standards to ensure the safety of the user.
 3. Guardrail systems shall be constructed in accordance with OSHA Standard 1926.502. The top rail will be constructed between 39 and 45 inches and cannot deflect greater than 2 inches in any direction with a load of 200 pounds. Mid rails and toe boards are required for any guard rail systems.
 4. The guardrail system shall not present any tripping or snagging hazards.
 5. Warning lines shall meet the height requirement of guard rails and placed no closer than six feet from the edge of the fall hazard.
 6. Warning lines shall consist of ropes, wires, tapes, or equivalent materials. The warning line shall be identified with highly visible material spaced no farther than six feet apart.
 7. All holes (manholes catch basins, deck openings ect... greater than two inches in diameter) shall be covered with a suitable strength material and be properly marked with "HOLE" or COVER".
 8. **Full body harnesses must be used.** All fall arrest systems are to be inspected daily. Do not use any fall arrest system that shows signs of wear or are heavily soiled. **Body Belts are not to be used.**
 9. Snap hooks shall be self-locking; snap hooks and Dee rings should be of the same size and manufacture.
 10. Snap hooks shall be attached to an anchor point capable of withstanding a load of 5000 pounds. Snap hooks **shall not** be attached to guardrail systems, vertical lifelines, other snap hooks or Dee rings with another snap hook.
 12. All fall arrest equipment subjected to a fall shall be taken out of service.
 13. CORPORATE DESIGN & MANAGEMENT provides personal fall arrest equipment. CORPORATE DESIGN & MANAGEMENT designates specific jobsite fall protection plans as developed by Competent and Qualified persons. Site specific rescue plans will also be incorporated into the Fall Protection Plan. Employees are responsible the proper use of equipment.
 14. All falls both arrested and non-arrested, near misses, & fall related incidents shall be investigated by the Company Safety Director.

CRANE SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the training and safety of all employees when working near cranes. The following is an overview of the company's safety policy. This overview is not intended to cover all of the safety, training and inspection procedures used by CORPORATE DESIGN & MANAGEMENT

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Crane Safety Policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standard 1926.550. Additional information and training for this standard are provided.

**** It is the operator's responsibility to complete the daily inspection report for the equipment prior to the start of each shift. A copy of the inspection report shall be always kept with the equipment.**

1. The copy of the annual inspection report is to be kept in the cab of the equipment.
2. The manufacturer's information manual will be kept with the equipment. Load charts, boom angle indicators and all other safety related equipment and information shall be maintained in accordance to manufacturer's recommendations. This shall include a qualified person must direct any assembly or disassembly.
3. The swing radius shall be properly marked and / or barricaded.
4. All overhead power lines shall be identified and a minimum clearance of twenty feet maintained.
5. Operators are responsible for proper rigging procedures.
6. At no time is any employee to be under a suspended load.
7. All employees shall make their presence known to the operator prior to entering the work area.
8. An employee should be designated to instruct the operator to the task at hand. Proper hand signals are to be used and followed per rigging/signaling training specifications.
9. Operators are responsible for knowing the load to be moved and the capability of the equipment that is being used.
10. All loads shall be bundled, wrapped, or secured to prevent any accidental movement during the hoisting operation per rigging training specifications and operator directives.
11. Operators are required to wear the proper personal protection equipment. Hard hats are not required to be worn when operating equipment with overhead protection; however, hard hats are required when outside the overhead protection of the equipment.
12. During the daily/monthly inspection, any items found needing servicing, shall be reported to the project superintendent prior to the use of the equipment.
13. Cranes must not be used unless ground conditions are able to support the equipment and any supporting materials
14. Pre-operation hazard assessment will be performed to identify the work zone and determine if any part of the equipment could reach closer than 20 feet to a power line.

MOTORIZED EQUIPMENT SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the training and safety of all employees when working with or near motorized equipment. The following is an overview of the company's safety policy. This overview is not intended to cover all the safety, training and inspection procedures used by CORPORATE DESIGN & MANAGEMENT

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Motorized Safety Policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standard 1926.600. Additional information and training for this standard are provided.

Training

All equipment shall be operated by trained and certified operators as required. Training shall consist of formal classroom and equipment specific practical instruction by certified trainers.

Recurrent training shall be conducted and documented in the event of any accident or near miss.

Operator evaluations are to be conducted for each specific equipment type that the operator is using. Evaluations to be conducted every 24 calendar months.

1. All employees are responsible for making their presence known to the operator. NEVER approach a piece of equipment from the blind side of the operator. Be aware of swing radii and pinch points of equipment you work with or approach.
2. Any equipment used to lift, hoist and place materials shall have a daily inspection performed prior to the start of the shift.
3. All equipment shall have the bucket, blade, forks, and dump beds in the lowered position when not in use. Or when the operator leaves the equipment and is farther than 25 feet away from the equipment.
4. All equipment shall be turned off during refueling. A fire extinguisher will be present during all refueling operations of tools and equipment.
5. All equipment shall have operable warning alarms.
6. All vehicles with limited rear visibility shall have an operable back up alarm.
7. The transportation of employees in equipment shall not be permitted unless there is a seat securely attached to the equipment for a passenger. Riders are not allowed in the cab of any equipment unless a seat is present.
8. Any equipment needing repairs shall have an equipment request form completed and turned into the project superintendent.
9. The tracks and cabs to all equipment are to be cleaned daily.

TRENCHING & EXCAVATION SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the training and safety of all employees when working in excavations. The following is an overview of the company's safety policy. This overview is not intended to cover all of the safety, training and inspection procedures used by CORPORATE DESIGN & MANAGEMENT

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's TRENCHING & EXCAVATION Safety Policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT This policy does not cover all of the requirements covered in OSHA Standard 1926.650. Additional information and training for this standard are provided.

**** Every excavation is unique, prior to the start of a project, the type of soils, hazards and precautions will be discussed. It is everyone's responsibility to pay attention.**

1. Prior to the start of any trenching or excavations, all utilities must be located and identified. Additionally, any on site utilities such as sewers or client owned utilities must be located.
2. Daily inspections of the crane, excavators and shielding equipment shall be completed prior to the start of work.
3. The daily TRENCHING & EXCAVATION INSPECTION REPORT shall be completed prior to the start of the shift. This form is to be completed by the competent person (normally the project superintendent) or an Engineer who has received formal training in excavation and trenching activities.
4. All structures including roads, sidewalks, buildings and utilities shall be properly protected and or braced during all excavation activities. Crossing Bridges & Walkways shall be installed with railings.
5. CORPORATE DESIGN & MANAGEMENT shall require any excavation where sloping or benching cannot be performed to have supporting systems i.e., shoring, piling, etc. to be utilized to prevent movement of soil and underground utilities. Trench boxes or shields will be utilized if neither of the above is used. Excavations in Type C soil will not be benched and will require shoring systems to prevent cave-ins. Installation of shoring systems must be closely coordinated with the excavation of trenches. All shoring should be installed from the top down and removed from the bottom up. Take care to back fill up to lower cross piece and then remove it. Hydraulic shoring should be checked at least once per shift for leaking hoses or cylinders, broken connections, cracked nipples, bent bases, and any other damaged or defective parts. Store spoil at least 2 ft. away from where employees enter excavations.
6. All trenches and excavations shall be properly protected from equipment & vehicular traffic with barriers. Equipment shall maintain a safe distance from all excavations. Stop logs shall be used if the operators do not have a clear view of the excavation. Warning lines and barriers shall be maintained during and after working hours.
7. No employee is to be under a suspended load for any reason. During placement of a pipe, structure or any other operation, the employee shall be clear of the load or exit the excavation. This policy also includes the installation and removal of the shielding systems.
8. Ladders shall be located no farther than 25 feet from any employee. Ramps from trench boxes are **NOT** an acceptable practice. Ladders are to be properly installed and secured. Work scaffolds are to be properly constructed and maintained.
9. During excavation operations, employees must be aware of changing soil conditions. Soil type should be determined via visual or manual testing. Additionally, if contaminated soil or change in atmosphere is encountered, immediately notify your supervisor. At a depth greater than 4 ft. a hazardous atmosphere could be present especially if there are hazardous substances nearby. Breathing apparatus, a safety harness and line should be available in these situations.
10. Water cannot be allowed to accumulate in the excavation. The water shall be pumped out prior to and during the time an employee is in the excavation.
11. If a trench is 6 ft. or greater in depth, fall arrest systems, solid barricading and signs should be in place in the work area to protect workers from falling in and injuring themselves. Workers will have the excavation site made known to them so they can be aware of the possible dangers of working around an excavation site.

CONCRETE SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the training and safety of all employees exposed or working with concrete and related products. The following is an overview of the company's safety policy. This overview is not intended to cover all of the safety concerns and placement methods used by CORPORATE DESIGN & MANAGEMENT

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Concrete Safety Policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT This policy does not cover all of the requirements covered in OSHA Standard 1926.700. Additional information and training for this standard are provided.

1. All employees exposed or working with concrete, reinforcing steel and form work shall wear appropriate personal protective equipment.
2. Procedures for working with hand tools, fire protection, fall protection, cranes and other applicable company safety policies shall be followed.
3. The project superintendent shall have copies of all formwork designs. These designs will be discussed and given to the crew foreman. **Any changes to the form work design MUST be approved by the design engineer.**
4. A copy of the MSDS sheets are available for the concrete, form oil, curing compound, other related materials and chemicals used for concrete placement and curing. If there are any questions regarding any of these products, contact your supervisor.
5. CORPORATE DESIGN & MANAGEMENT supplies the necessary equipment for the forming, placing and finishing of the concrete. It is the employee's responsibility to clean and maintain the equipment.
7. All protruding reinforcing steel shall be capped to protect any employees from impalement. All reinforcing cages, mats and vertical wall faces shall be secured. Vertical wall reinforcing is not to be used as a ladder.
8. The placement of the concrete will be supervised and coordinated by the project foreman and / or superintendent. They will direct the rate of placement, required vibration and any other specific requirements. Only authorized personal can add water to any concrete delivered to the project.
9. The placement of concrete using a bucket shall have a tag line. Employees are not to be under any suspended loads. Placement of concrete by a pump truck will have a site-specific safety meeting regarding the location of the pump, boom angle, placement sequence and required accessories for the particular concrete placement.
10. Employees must exercise care when working with concrete finishing tools near electrical equipment, traffic, construction equipment and other construction trades and employees.
11. The removal of the form and false work will be coordinated with the designer. Form and false work will be removed only when the concrete has achieved the required compressive strength.
12. Employees are to use proper personal protective equipment when working with Portland cement. Gloves, hard hat and safety glasses are required when placing, vibrating, finishing, grinding and patching of any Portland cement products. Proper respirator protection is required for grinding and cutting operations.
13. Hot and cold weather concrete placement presents additional precautions. These precautions will be discussed and outlined in regard to the severity of the weather and the nature of the structure being poured.

DEMOLITION SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the training and safety of all employees exposed to and working near or around demolition. CORPORATE DESIGN & MANAGEMENT is involved in the removal of bridge decks, superstructures, and other various types of structures. The following is an overview of the company's safety policy. This overview is not intended to cover all the various types of demolition encountered by CORPORATE DESIGN & MANAGEMENT

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT's Demolition Safety Policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standards 1926.850 thru 1926.859. Additional information and training for this standard are provided.

- ** Prior to the start of any demolition work, the structures shall be inspected for hazardous materials. This inspection must be completed and reviewed prior the start of work. A copy of the report shall be kept on the project site for the duration of the project.**
 - ** Prior to the start of any demolition work, a jobsite specific hazardous analysis and safety analysis will be performed.**
 - ** It is the operator's responsibility to complete the daily inspection report for the equipment prior to the start of each shift. A copy of the inspection report shall be always kept with the equipment.**
1. All employees are to keep clear of demolition operations unless specific instructions and guidance have been given by the project superintendent.
 2. When a demolition ball is being used, the weight of the ball shall not exceed 50% of the crane's rated capacity and the crane shall have the shortest amount of boom possible.
 3. During the demolition process, inspections shall be performed to determine the stability of the structure and the integrity of the equipment working platform.
 4. Equipment shall be protected from the possibility of rolling over the leading edge.
 5. Removal and storage of material shall be done in such a manor as not to pose a hazard to employees or equipment.
 6. The use of proper protective equipment and safety policies related to the nature of the demolition shall be followed. These policies include, but are not limited to, Fire Protection, Respiratory Protection, Fall Protection, Trenching and Excavation Protection.
 7. If there are any questions, please contact your supervisor.

LADDER SAFETY POLICY

CORPORATE DESIGN & MANAGEMENT is committed to the training and safety of all employees working with ladders. Ladders are used on every project. It's the responsibility of every employee to set up and use a ladder correctly and safely. The following is an overview of the company's safety policy. All ladders shall comply with OSHA / ANSI standards for construction, labeling, and capacities.

It is the responsibility of every employee to follow CORPORATE DESIGN & MANAGEMENT Ladder Safety Policy. The following are the minimum guidelines set forth by CORPORATE DESIGN & MANAGEMENT. This policy does not cover all of the requirements covered in OSHA Standards 1926.1051. Additional information and training for this standard are provided.

**** Based upon information provided by OSHA, most falls occur from ladders. Most of these falls occur at a height of 8 feet or less. It is important to set up and use ladders correctly.**

**** CORPORATE DESIGN & MANAGEMENT** owns several step and extension ladders. It is the company's policy, that job-built ladders are not necessary. If a ladder needs to be constructed, only a qualified carpenter should build the ladder and should be so constructed as to handle 250 pounds. Ladder rung spacing shall comply with OSHA / ANSI standards.

1. Ladders shall be inspected for damage prior to use each day. Any ladder that is damaged is to be taken out of service and tagged. Damage includes bent rungs, cracked rails, locks that are bent or missing springs.
2. All extension ladders must be set on firm level ground and extend a minimum of 3' above the level to be reached and tied off. Extension ladders shall be placed at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately 1/4 of the working length of the ladder.
3. Always face the ladder when ascending or descending.
4. When ascending or climbing a ladder, keep your hands free of tools and materials. Use a hoist system or equipment to supply tools and materials to the working area.
5. Keep the rungs of the ladders free of oil, grease, and mud. Additionally, keep the top and lower areas around the ladder free from the accumulation of tools, materials, and debris.
7. Use ladders for the intended and designed use. Do not use a step ladder as an extension ladder. Do not splice or tie ladders together.
8. If a ladder is used in the excess of 25 feet, fall protection must be used in addition to the ladder. The fall protection can be the use of a body harness, vertical lifeline and wire rope grab or a cage surrounding the ladder.
9. Always be aware of electrical lines and equipment.
10. Do not overload ladders. They are designed to provide access to upper and lower working areas. They are not designed for any other purpose.
11. When using a step ladder, make sure that the ground is level and can support the ladder. Additionally, make sure the ladder is locked into position. Never climb the ladder higher than the second rung from top step. Do not sit on top of a step ladder.
12. If there are any questions regarding the proper use of a ladder, please refer to the manufacturer's label or ask your supervisor.

EQUIPMENT AND MAINTANCE POLICY

CORPORATE DESIGN & MANAGEMENT owns and maintains several pieces of equipment. We have a full-time maintenance staff. The equipment represents a major investment of resources, and it is every employee's responsibility to maintain the equipment. The following is an overview to the repair and maintenance procedures.

1. All equipment that is found in need of maintenance or repair shall be reported to the project foreman or superintendent.
2. A repair request form shall be filled out completely and turned into the office. The repair request will be forwarded to the mechanic's shop.
3. In the case where the equipment needs immediate service, a call to the mechanics should be made. If they are unable to provide the service in a timely manor, a call can then be made to a local service provider. This should be done only by the project foreman or superintendent
4. It is the responsibility of anyone that uses a piece of equipment to check the oil, antifreeze and fuel on every piece of equipment before daily use. Do not assume that someone else has checked the equipment. Properly maintain the lubrication during its use
5. The daily inspection reports for cranes, aerial lifts, forklifts and excavators shall be completed prior to the start of each shift. Air compressors, generators, welders, tampers, and all other equipment that has a combustion engine, need to have the fluid levels checked every day prior to use.
6. The tracks and cabs of the equipment are to be cleaned daily. Any broken glass shall be reported to the project foreman or superintendent.

TRAFFIC CONTROL / FLAGGING POLICY

CORPORATE DESIGN & MANAGEMENT is involved with various bridge and roadway work. Employees are exposed to vehicular traffic on many of these projects. It is very important that all employees are aware of the hazards working near traffic. Many of our projects have a traffic control plan that is incorporated into the bidding of a project. Other projects many not have a site specific traffic control plan. It is responsibility of every employee to be aware of the hazards associated with working within or near traffic and to follow the instructions given to you by the project supervision. Specialty training is provided to some employees that are required to set up, maintain and remove traffic control devices. The following is an overview of the traffic control policy:

- ** Each project presents its own unique situations. The project supervisor will provide site specific details regarding the traffic control. It is important that all employees be aware of their surroundings and to stay alert when working near traffic.
1. All traffic control plans must be reviewed and approved by the Company's Traffic Control Supervisor. Any changes to the traffic control plan must be approved by the Traffic Control Supervisor.
 2. All traffic control plans and devices shall comply with the most recent addition of the MUTCD, Part VI Traffic Control Manual. A copy of this manual is provided to all project supervisors.
 3. All employees exposed to traffic shall wear a highly visible vest. These vests are provided by the company. Additionally, your supervisor may require these vests on closed road sites where there is considerable construction traffic.
 4. **All traffic control devices shall be in place prior to employees working on the roadway. Under no circumstance shall an employee be exposed to traffic unless all of the signs, arrow boards, cones, barrels and barricades are in place. Additionally, it is the employee's responsibility to work within the designated work zone and not to expose him or herself to traffic outside of the work zone.**
 5. When flaggers are needed on a project. Only trained and certified employees can flag. This training is provided by the company in compliance with the MUTCD Traffic Control Manual.
 6. All flagging operations will use proper size STOP & GO paddles. Only in the case of an emergency can a flag be used.
 7. Only employees that are designated by the supervisor and that are trained and qualified may set up and remove any traffic control devices.
 8. If there are any questions or concerns with traffic control on a project, contact your supervisor.

FIRST AID PROGRAM

PURPOSE

To define minimum company requirements and responsibilities for providing quality first aid and medical care for occupational injuries and illness.

SCOPE

This procedure applies to all projects.

1. Responsibility

- The Safety Director is responsible for assuring that all Foreman and Supervisors have CPR and First Aid Training. A qualified Foreman shall be present on all job sites.
- Injured personnel will report immediately to the Supervisor. Seriously injured employees shall be transported immediately to an emergency medical facility by professional first responders. If in doubt as to the severity of any injury or incident, CALL 911 IMMEDIATELY!!
- Injuries or exposure to hazardous liquids to the eyes are always considered serious. Flush the eyes if possible and transport immediately to medical facility.
- All personnel will receive drug testing at hospital upon receiving treatment
- The Supervisor is responsible for filing out the first report of injury and email and or fax to the main office.
- First Aid kits will be available in designated locations, shop, job site toolboxes and or Supervisor vehicles.
- The supervisor will inspect first aid kits on a periodic basis to ensure kits are fully stocked.
- No injured personnel that needs medical attention will drive themselves to the location to get medical treatment.
- Employees suspected of suffering from Heat/Cold stress disorders such as Heat Exhaustion or Hypothermia must be treated based on their symptoms. In most cases removing someone from heat and giving them an electrolyte solution like Gatorade while they cool off can help ease symptoms of Heat Exhaustion. Employees who are experiencing mental impairment, muscle stiffness and severe shivering should be moved to a warm area and have any wet clothing replaced with dry clothes or blankets. Call 911 if symptoms of Heat Stroke or severe Hypothermia are present in your employees.
- Supervisor and or Safety Director shall have the responsibility to attain emergency numbers and have them available to all personnel at the site.

2. Trained Personnel

All Foremen & supervisors are trained in drug and alcohol awareness
All Foremen & supervisors are trained in First Aid and CPR and hold valid training certificates
All Foremen & supervisors shall maintain unexpired certifications for First Aid and CPR

3. First Aid Supply Maintenance

- Supplied first aid kits will be re supplied and or replaced after supplies are utilized.

- First Aid Kits Include:

Weatherproof box
Tweezers
Adhesive strips
Bandages
Antiseptic Wipes
First Aid Cream
Burn Cream
Latex Gloves
Dressing
Scissors
Eye Wash
Cold Pack

DOCUMENT MANAGEMENT

All parties are encouraged to make suggestions to improve the program. Please contact the Safety Director for all suggestions.

CHANGES AND UPDATES

Program start date 07-25-1998
Revision No. 1 02-20-2004
Revision No. 2 10-16-2010
Revision No. 3 02-25-2015
Revision No. 4 11-13-2015

PERSONNEL

The owners of CORPORATE DESIGN & MANAGEMENT have the responsibility for the First Aid Program. They have designated the Safety Director the responsibility to manage the First Aid Program.

CADMIUM AWARENESS POLICY

PURPOSE

To define minimum company requirements and responsibilities for providing an awareness policy for exposure to cadmium.

Training

- All employees with the potential of being exposed to cadmium shall be trained to avoid the exposure of cadmium. Training shall include Respiratory Protection, Personal Protective Equipment Protection, and the Emergency Response.
- All training shall be documented and maintained at the home office.
- Additional training materials can be obtained from the Safety Director.
- Every effort shall be made to protect employees from the exposure to cadmium.
- This policy is available for employees to review or copy at the home office and at the job site.

Testing, Air Monitoring, Identifying, Maintenance, Ventilation, Protection Devices, and Communication

- The client facility representative is solely responsible for:
 - Testing
 - Air Monitoring
 - Identifying
 - Maintenance
 - Upkeep of ventilation systems
 - Protection Devices
 - Decontamination and personal hygiene facilities
 - Communicating with FWR Supervision about the locations, areas and surfaces which pose potential exposure to cadmium.

Exposure

- The supervisor is responsible for communicating with the client facility representative and FWR Safety Director. Safety Director concerns pertaining to identifying work areas and surfaces, which pose potential exposure to cadmium.
- The supervisor is to ensure that the Employee Protection Program is implemented whenever cadmium levels are at 2.5 micrograms per cubic meter of air calculated as an 8-hour time weight average.
- If at any time an employee is suspicious or aware of potential exposures that are not addressed, the employee is to contact the Supervisor who will the coordinate with the client representative and the FWR Safety Director in addressing the employee concerns.
- Once areas and surfaces of potential cadmium exposure have been identified, the Supervisor is to coordinate with the client representative and the Safety Director to ensure employees are adequately protected from harmful exposure. This protection may include engineering controls, Respiratory protection, Personal Protective Equipment Protection and additional training that may be needed for a safe completion of tasks.

Personal Protective Equipment-in order to prevent emergency situations-1910.1027(h), 1926.1127(h).

- Additional Personal Protective Equipment may include:
 - A respirator appropriate for cadmium particles, including PAPR's
 - Suitable coveralls and gloves.
 - Activities should be conducted in well-ventilated areas to which access has been restricted.
 - Plastic ground covers should be utilized to the extent possible to contain
 - Gloves, respirators, coveralls, and rags should be decontaminated or placed in double bags, sealed and held for proper disposal.
 - The need for Personal Medical Monitoring should be evaluated and provided as required.

- Personal Protective clothing exposed to cadmium should not be cleaned by:
 - Air blasting
 - Shaking
 - Any method that could create air borne cadmium particulate.

- Employees are to be notified within five working days, in writing, if they have identified unacceptable blood levels.

Personal Hygiene

- All employees exposed to cadmium should wash their hands and faces before eating, drinking, or smoking.
- No eating, drinking or tobacco products are allowed in the area where possible cadmium exposure may occur.
- Workers should shower and decontaminate before leaving work site.
- Vehicles should not be parked in contaminated areas.
- Employees are to maintain an extremely high level of personal hygiene.

Possible sources of exposure are:

- Welding and cutting
- Paints
- Braising and welding filler material
- Cadmium plate steel
- Cadmium alloys
- Cadmium coated conduit or equipment

Signage and barricades shall be placed at a sufficient distance to protect any employee for entry into the areas, which pose hazards from cadmium.

OSHA References: OSHA 29 CFR 1910.1027 OSHA 29 CFR 1926.1127

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

PURPOSE

The purpose of the Companies Personal Protective Equipment Program (PPE) is to inform its employees of basic personal protective equipment, which includes personal protective equipment for the eyes, face, head, hands, and feet. This equipment shall be provided, used, and maintained in a sanitary and reliable condition, wherever it is necessary by reason of hazards including work environment, chemical hazards, electrical hazards, or mechanical hazards encountered in a manner capable of causing injury or impairment. Separate programs exist for fall protection, respiratory protection, and hearing conservation. Additional protective equipment may be required for certain jobs. Always wear the proper PPE when and where it is required.

EMPLOYER PROVIDED PERSONAL PROTECTIVE EQUIPMENT

The Company will provide, at no cost to the employee, all personal protective equipment required for the job that the employee will be conducting. All PPE shall be sized for proper and safe fit.

Protective equipment, including personal protective equipment (PPE) for ears, eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, inspected, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

Only those items of protective clothing and equipment that meet National Institute of Occupation Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

EMPLOYEE-OWNED PERSONAL PROTECTIVE EQUIPMENT

All PPE used by our employees will be approved by the Safety Department. In special cases where employees provide their own protective equipment, the Safety Department shall assure its adequacy, including proper maintenance, and sanitation of such equipment.

RESPONSIBILITIES

This program covers the responsibilities of managers, supervisors, foremen, and employees, assessment of hazards, selection, and use of personal protective equipment (PPE), and training. It is each employee's responsibility to ensure they are wearing the required personal protective equipment and performing their job in the safest, most efficient manner possible.

A. Supervisors/Foremen have the primary responsibility for implementation of the PPE Program in their work area. The Company's supervisors and foremen will be responsible for:

1. Following all provisions of this program and related procedures.
2. Assessing the hazards and exposures that may require the use of PPE.
3. Determining the type of equipment to be provided.
4. Getting the employee trained in the use and proper care of PPE.
5. Ensuring that all employees are assigned appropriate PPE.
6. Seeking assistance from the Safety Director to evaluate hazards.

7. Notifying the Safety Director of new hazards or when work processes are added or changed.
8. Ensuring defective or damaged equipment is immediately replaced.

B. Employees are responsible for:

1. Following all provisions of this program and related procedures
2. Wearing the proper PPE when and where it is required
3. Attending required training sessions.
4. Cleaning and maintaining PPE as required
5. Informing their supervisor of the need to repair or replace the PPE
6. Notify supervisor of PPE usefulness

C. Safety personnel are responsible for:

1. Development, implementation, and administration of the PPE Program
2. Conducting workplace hazards assessments to determine the presence of hazards which necessitate the use of PPE
3. Maintaining records on hazard assessments
4. Maintaining records on PPE inspections
5. Maintaining records on PPE training
6. Providing documented training and re-training as required as well as technical assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE
7. Providing guidance to the supervisor for the selection and purchase of approved PPE
8. Reviewing, updating and evaluating the overall effectiveness of the PPE Program

SELECTION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the employees are exposed or potentially exposed. All selections will be made with input from managers, supervisors, foremen and employees.

Personal protective equipment will meet the following standards:

Eye/Face Protection Equipment - ANSI Z87.1-1989 “American National Standard Practice for Occupational and Educational Eye and Face Protection”.

Foot Protection Equipment - ANSI Z41-1191 “American National Standard for Personal Protection Protective Footwear”.

Hand Protection Equipment - No national standard available - selection will be based on task performed, conditions present, duration of use, and the hazards and potential hazards identified.

Head Protection Equipment - ANSI Z 89.1-1986 “American National Standard for Personal Protection - Protective Headwear for Industrial Workers”.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eye Protection/Face Protection

Appropriate eye and face protection such as safety glasses, goggles, and face shields, must be used to protect against the hazards associated with flying particles, dust, molten metal, liquid chemicals, chemical gasses and vapors, or potentially hazardous light radiation from welding or laser operations.

Safety Goggles

Safety goggles are to be used for overhead drilling through masonry or steel, airborne dust, chemical splashes, windy conditions, etc.

Full-Face Shields

Full-face shields are required for grinding, cutting, liquid chemical handling, working near batteries, etc. Safety glasses and/or goggles are required to be worn under face shields.

Welding Helmets

Welding Helmets must be worn by all employees performing the task of welding. These shields will be provided to protect employees’ eyes and face from infrared or radiant light burns, flying sparks, metal spatter, and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding, and oxyacetylene welding and cutting operations. Helmet lenses shall provide protection from direct radiant energy from the arc and must meet OSHA 1910.252(b)(2)(ii) regulations.

Employees must be trained to know the following:

A. Why eye protection is necessary;

Eye protection must be worn when there is a potential for injury to the eyes or face from flying particles, dust, molten metal, liquid chemicals, vapors or gases, radiant light, or any combination of the above.

B. How eye protection will protect the wearer;

The use of ANSI approved eye protection will protect you against eye injuries by creating a barrier between your eyes and the hazard.

C. What the limitations are of the eye protection;

Safety glasses will not stop all projectiles and may not catch dust or liquid splashes. Wearing chemical or safety goggles helps protect against these exposures. Eye and face protective equipment is not substitutes for machine guards and other engineering controls. Tinted lenses offer limited protection against sun glare or other light sources and should not be worn in welding, brazing, or cutting operations.

D. How to properly don protective eyewear for comfortable and effective fit;

Protective eyewear must fit closely to the eye and/or face to prevent particle or liquid entry into the eyes. They must be tight enough not to fall off but must be comfortable and provide maximum protection. Goggles can be worn over glasses and can be vented or non-vented depending upon the hazard. Contact lens wearers should be aware that dirty and/or chemical environments may present additional hazards. Chemical vapors can penetrate the lens causing damage to the eye. Proper eye protection should always be utilized in conjunction with contact lenses.

E. How to identify signs of wear;

When eye protection becomes chipped, scratched, scraped, or the headband has lost its elasticity or is fraying, it should be replaced. Pits or scratches may affect the impact resistance of the lens or the frame and obscure vision. Wearers should inspect eye and face protection before wearing and replace any defective equipment.

F. How to clean and disinfect safety eyewear;

Eye and face protection should be kept clean utilizing the manufacture's recommended cleaning procedures. Lenses of the eye protection must be kept clean. Daily inspection and cleaning of eye protection with soap and warm water or with a cleaning solution and tissue is recommended.

Do not use ammonia, alkaline cleaners, abrasive cleaning compounds or solvents when cleaning eyewear lenses. Use of certain solvents may lower the impact resistance of the eyewear and damage the lenses.

Foot Protection Equipment

Foot and leg protection is required when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects that may pierce the sole of the shoe or where an employee's feet are exposed to electrical hazards.

1. Foot protection should meet the following criteria:
2. Durable, sturdy work shoes or boots
3. Provide adequate ankle support - at least 6" high.
4. Have rigid soles for support and puncture protection
5. Soles must be oil, chemical, and slip resistant
6. Safety boots for electrical authorized employees must also be Electrical Hazard (EH) rated.

Employees will not be allowed to wear slip-on sandals, sneakers, or dress shoes on construction sites.

Employees must be trained to know the following:

- A.** Why foot and leg protection is necessary.

Areas of the workplace may require the use of foot protection because work activities require the handling or moving of heavy, sharp, and cold or hot material that may fall on the foot or leg.

- B.** how to identify signs of wear.

As with all protective equipment, shoes and leggings should be inspected for signs of cracks in the material, shoes should not have holes or separations between the shoe upper and sole. Replace broken straps, laces, and buckles. Metal embedded in the soles may render the shoes unacceptable if there is an electrical exposure.

- C.** How to clean and maintain the leg and foot protection.

Follow manufacturer's recommendation on cleaning and preserving safety equipment.

Hand Protection

Most accidents involving hands and arms can be classified under four main hazard categories: chemical, abrasions, cutting, and heat. There are gloves available that can protect employees from these types of hazards. Suitable gloves shall be worn when hazards from electricity, chemicals, cuts, laceration, abrasions, punctures, burns, biological, and harmful temperature extremes are present.

Glove selection shall be based on performance characteristics of the gloves, working conditions, durations of use, and hazards present. One type of glove will not work in all situations. Gloves should be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold material. The type of glove materials to be used in these situation include: leather, welder's gloves, cut resistant gloves, aluminum-backed gloves, and other types of insulated gloves. Skin contact is a potential source of exposure to toxic materials. It is important that the proper steps be taken to prevent such contact.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of

operation, power train, or other moving parts. To protect hands from injury due to contact with moving parts, it is important to:

Ensure that guards are always in place and used.

Always lock-out machines or tools and disconnect the power before making repairs.

Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and bench grinders.

The following is a guide to the most common types of protective work gloves and the types of hazards they can guard against:

Aluminized Gloves

Gloves made of aluminized fabric are designed to insulate hands from intense heat. These gloves are most commonly used for working with molten materials.

Chemical Resistance Gloves

These gloves may be made of rubber, neoprene, nitrile, vinyl, etc. These gloves protect hands from corrosives, oils, and solvents. When selecting chemical resistance gloves, be sure to consult the manufacturer's recommendations, for the correct type of glove from the chemical you are working with.

Cut Resistant Gloves

These gloves are used to protect hands from accidental cuts and scratches from using cutting tools or workplace hazards such as sheet metal, sharp objects, etc. Cut resistant gloves selected by Our Company shall have a cut resistant rating of 5.

Disposable Gloves

Disposable gloves usually made of light-weight latex, rubber, and vinyl, can help guard against mild irritants.

Electrical Insulated Gloves

Electrical insulated gloves and sleeves must be worn when working on or when the distance and position will expose the employee to electric shock when working on voltages greater than 50 volts. (Di-electric gloves must be tested and inspected prior to use and subsequently every six months)

Fabric Gloves

Made of cotton or fabric blends are generally used to improve grip when handling slippery objects. They also help insulate hands from mild heat or cold.

Leather Gloves

These gloves are used to guard against injuries from grinding sparks or scraping against rough surfaces.

Employees must be trained to know the following:

A. Why and when hand protection is necessary.

Protection is required when a work activity may present an exposure to the employee from skin contact or absorption of a harmful substance, extreme heat or cold, burn, cut, puncture, or abrasion. Different gloves must be provided for each type of exposure. Cut resistant gloves must be worn while performing cutting task or handling sharp objects. Leather, canvas, or other cloth material may be used for protection against abrasions or heat. Chemical and liquid resistant gloves must be referenced from the manufacture's information.

B. How to identify signs of wear for replacement.

Gloves that are torn frayed or otherwise damaged should not be worn. Loose gloves may not be worn around moving machinery or where there is a possibility of getting a glove caught in moving equipment. Gloves that have become discolored need to be discarded. Consult the manufacturer's specification and instruction for replacement of gloves.

C. How to clean, disinfect, and dispose of protective gloves.

Follow manufacturer's recommendation for cleaning, inspecting, and storage. For gloves that have been in contact with hazardous chemicals, pesticides, body fluids or other contaminants, contact your Supervisor/Foreman for disposal instructions.

Head Protection Equipment

Employees must wear protective hardhats when working in areas where there is a potential for injury to the head from impact, or from falling or flying objects, or from protruding objects. Protective hardhats designed to reduce electrical shock hazards shall be worn by employees when near exposed electrical sources which could contact the head. The use of hardhats is mandatory on all construction sites.

Employees must be trained to know the following:

A. Why and when head protection is necessary.

Head protection is required to protect the head from falling objects, low clearance areas, an electrical shock. Head protection must be worn when working under other employees or when working near electrical sources that may come into contact with the head.

B. How head protection will protect them:

Hardhats are constructed with an outer shell and inside suspension system that cradles the head and is designed to withstand impact and penetration forces of 8 pounds. They also offer electrical shock protection to the head.

C. How to adjust straps or other parts of the suspension for a comfortable and effective fit.

Follow manufacturer information on how to tighten the headband to achieve a proper fit for the helmet. Suspension systems allow for adjustment to maintain the required distance between the webbing and the shell of the helmet. Do not use suspension systems from other manufactures and do not turn the system around to allow the hardhat to be worn other than as specified by the manufacturer.

D. How to identify signs of wear.

Inspect the shell for dents, cracks, nicks, gouges, and any damage due to impact, penetration, abrasions, rough treatment, or wear that might reduce the integrity of the hardhat. Degradation of the thermoplastic material may

be apparent when the shell becomes stiff, brittle, faded, dull in color, or exhibits a chalky appearance. With further degradation, the shell surface may crack, flake, or delaminate. Inspect the webbing, headband, and suspension attachment points for signs of cracks, frayed or cut crown straps, torn headband or size adjustment slots, loss of pliability, or other signs of wear. These conditions can be caused by perspiration, hair oils, and normal wear. A hardhat should be replaced immediately at the first sign of any of these conditions.

Field Test: Compress the shell inward from the sides about 1" with both hands and then release the pressure without dropping the shell. The shell should quickly return to its original shape, exhibiting elastic. If the hardhat does not exhibit elasticity similar to that of a new shell, or if it cracks due to brittleness, it should be replaced immediately.

E. How to clean the hardhat.

Hardhat service life can be extended by cleaning both the shell and the suspension. This should be a part of the inspection and maintenance program. Scrub the shell and suspension with a mild detergent to remove dirt and stains. Rinse thoroughly with clean, warm water. After rinsing, wipe dry and carefully inspect for any signs of damage.

Hearing Protection

Hearing protection must be worn when noise levels exceed 85 daA. Hearing protection must increase as noise levels increase. The Noise Reduction Rating (NRP) number provided by the manufacturer will assist in evaluating the proper level of protection needed.

Here are some related decibel levels:

1. Whisper: 10 dbA
2. Typical office: 70-75 dbA
3. Sander: 85 dbA
4. Saws, drills, screw guns: 65-105 dbA

Hearing Protection is mandatory when using the following tools (but not limited to):

1. Grinders
2. Mechanical saws
3. Roto hammers
4. Core drills
5. Impact hammers

You must train the employee to know the following:

- A. Why hearing protection is necessary (i.e., the workplace hazards)
- B. How the earplugs or earmuffs will offer protection
- C. The limitations of hearing protection equipment

- D. Proper steps to insert and wear hearing protection.
- E. How to adjust earmuffs for a comfortable and effective fit
- F. How to clean and disinfect hearing protection equipment

Training:

Each employee who is required to use PPE will be trained in the following:

- A. Why PPE is necessary
- B. When PPE is necessary
- C. What PPE is necessary and any alternative choices of protective equipment
- D. How to properly don, doff, adjust, and wear PPE
- E. The proper care, maintenance, storage, useful life, and replacement of PPE

Retraining requirement:

- A. Changes in the workplace or processes that introduce new exposures or hazards that require additional PPE training.
- B. If an employee who has been trained demonstrates a lack of knowledge or behavior which leads the supervisor to believe the employee does not have a proper understanding of the PPE involved.

Emergency Action and Evacuation Procedures

Each project team shall develop an emergency evacuation plan and emergency action plan. Each project team shall develop the following:

- Owner requirements and procedures
- CORPORATE DESIGN & MANAGEMENT Crisis Management
- Coordination with local emergency response personnel
- The EAP will be communicated and made available to all on-site employees

Project Management will communicate the EAP to all workers during orientation. The EAP will be posted at the jobsite and communicated during to employees during the weekly safety meetings.

MEDICAL EMERGENCY

During the job-site orientation, employees will be shown how to call for medical assistance in case of an emergency.

A worker may be required to meet with medical personnel and guide them to where the emergency is located. Workers are instructed to not move an injured worker before help arrives unless absolutely necessary.

FIRE

In case of fire, employees will evacuate the work area immediately and report to the predetermined assembly area.

Workers will not attempt to put out a fire unless they've received special instructions to do so. Once the fire is reported all employees should meet at the assembly area.

SEVERE WEATHER

Should severe weather conditions develop around the jobsite, employees should follow the direction of the foreman. Employees may be directed to a safe zone until weather conditions improve.

Homeland Security Emergency

Should a Severe Condition Red threat advisory be issued indicating a terrorist attack or severe risk of possible attacks, CORPORATE DESIGN & MANAGEMENT project management will determine whether employees should evacuate or take shelter at the project.

Project-Specific Emergency Evacuation Plan

This plan will be posted throughout the jobsite and be made assessable to all employees.

Project Name:

Work Location:

1. This is a site-specific Emergency Evacuation Plan communicating evacuation procedures, alarms, and assembly points should an emergency situation arise because of fire, severe weather, hazardous chemical release, explosion or other situations that could cause harm to employees.
2. It's each employee's responsibility to familiarize themselves with evacuation routes, alarms and assembly points in case an emergency evacuation of the jobsite is required.
3. Be aware: Evacuation routes, alarms or assembly points for one emergency may differ from another emergency situation. Therefore, please familiarize yourself with each emergency plan below.

IN CASE OF FIRE OR MEDICAL EMERGENCY

Emergency Phone Number:	911
Alarm or Notification:	See Evacuation Plan
Evacuation Route:	See Evacuation Plan
Primary Assembly Point:	Contractor Office Trailer
Secondary Assembly Point:	Front Gate

IN CASE OF SEVERE WEATHER OR HOMELAND SECURITY EMERGENCY

Alarm or Notification:	See Evacuation Plan
Evacuation Route:	See Evacuation Plan
Assembly Point:	Contractor Office Trailer

IN CASE OF A CHMICAL RELEASE OR EXPLOSION

Alarm or Notification:	See Evacuation Plan
Evacuation Route:	See Evacuation Plan
Primary Assembly Point:	Contractor Office Trailer
Secondary Assembly Point:	Front Gate

4. Employees must evacuate their work area upon being hearing the alarm or being notified of an emergency. No worker is exempt form evacuation even if the evacuation is a drill.
5. Employees have to report to eh designated assembly point and be accounted for. Failure to report may cause danger for others who search for you. Do not leave the jobsite without authorization from your foreman.

EMERGENCY CONTACT LIST

<u>Contacts</u>	<u>Cell Phone Number</u>	<u>Title</u>
Doug Hofer	260-417-9988	President
Pat Feely	260-413-9114	Vice President
Nick Fogarty	260-222-1890	Estimator/Project Mgr
Jared Hofer	260-442-1713	Estimator/Project Mgr
Graham Gemlick	260-494-6019	Safety Officer
Nathan Reck	260-452-4315	Commercial Div. Mgr
Chris Pranger	260-760-9512	Pranger Enterprises

CORPORATE DESIGN & MANAGEMENT, Inc.

AERIAL MANLIFT SAFETY

PURPOSE

To establish guidelines for proper use of equipment and procedure for safe operation of all aerial man-lifts.

SCOPE

This procedure applies to all company divisions, on-site construction and maintenance projects.

DEFINITIONS

Outrigger - Extension device for expanding the stabilization base of the platform ground support.

Competent person – A person who because of training and experience, can identify hazardous conditions in scissor lifts and of training employees to identify such conditions.

Portable outrigger – outrigger designed to be moved from one work location to another.

SAFE WORK PRACTICE

- Only trained and authorized individuals can operate a man lift and all training shall be documented.
- Each scissor lift must have a clearly noted rating chart posted where the operator can see it. **Do not exceed the rated maximum loadings listed.**
- Equipment must be inspected regularly.
- Employees shall always stand firmly on the floor of the lift. Don't sit or climb on the edge or use the planks of the lift for a ladder.
- An effective two-way voice communication system can be provided between the operators and stationary people on the ground.
- When required a diaper and wheel cover must be used.

OPERATOR RESPONSIBILITY

- It is your responsibility to read and understand the manufactures manual(s) and this safety handout before operating an aerial scissor lift.
- Remember that YOU are the key to safety. Good safety practices not only protect you but also protect the people around you.
- Ensure the operating manual is stored in a weatherproof storage compartment.
- Ensure a pre-start inspection is accomplished at the beginning of each shift.
- Report any problems or malfunctions and do not operate prior to repair.
- Make sure you have been properly trained.
- **All employees must use approved fall restraint system and be attached to the boom or basket.**
- **All lifts shall be equipped with a working back-up alarm.**
- No modifications shall be made without written approval from the manufacturer.
- Check the area in which the aerial platform is to be used for possible hazards.
- Ensure that the operation of the aerial platform is within the provisions outlined in the operator's manual.
- Ensure all personnel on the aerial platform comply with the provisions outlined in the operator's manual.
- Brakes shall be set to ensure that the lift does not move when the boom is elevated in a working position with an employee in it.
- Outriggers must be used when lift is extended.
- Transportable outriggers can be used as a method of suspension for ground rigging work for scissor lifts where the point of suspension does not exceed 300 feet above the safe surface.
- Before the lift can be moved the boom shall be inspected to ensure that it is properly cradled and outriggers are in the properly stowed position.
- When using outriggers make sure they are totally extended, and they are located to support the load.
- If outdoors remember to check for sewers and pipes if loads are very heavy.

TRAINING REQUIREMENTS

- Only a competent person can perform training.
- Prevention of accidents and injuries.
- Establish the criteria for design, manufacture, testing, performance, inspection, maintenance, training, and operation.
- Establish understanding of responsibilities.

INSPECTIONS

According to ANSI and OSHA standards, three inspections are required when using an aerial scissor lift. The inspections include a daily visual inspection, daily lift control inspection and a monthly detailed documented inspection. These inspections are necessary to minimize or eliminate potential serious injury or death.

Daily Visual Inspection

- Check for missing, damaged, or unreadable safety signs.
- Check for broken, missing, damaged or loose parts.
- Check pivot pins for damaged or missing retaining devices.
- Check the tires for cuts, bulges and pressure as specified by the manufacturer.
- Perform all maintenance procedures as outlined by the manufacturer of the machine.
- Check for cracked weld and other evidence of structural damage.
- Check hydraulic system for leaks and damage.

Daily Lift Control Inspection

- After starting, recheck all gauges and lights.
- Check all audible and/or visual alarms (if provided). Make sure everything is functioning correctly.
- Check all control functions, including emergency stop mechanism, from the upper control station and the lower control station (if provided). If the aerial platform does not respond correctly when each control is operated, do not use the machine until it is fixed.
- Move slowly until you are sure everything is operating properly.
- Recheck the steering and platform making sure it works properly.

Monthly Documented Inspection

A competent person shall also inspect all lifts at 30-day intervals using the check sheet that shall be kept on file. If anything is found to be unsafe, operation of the unit will not be allowed until it is repaired. A sample checklist is attached.

WORKING ON OR AROUND ELECTRICAL EQUIPMENT

- Electrical conductor parts of the power supply system shall be protected against accidental contact.
- Electrical grounding shall be provided.
- General building electrical installations shall comply with all standards and electric codes.
- Safe operating procedures can be reached by using the minimum safe approach distance (M.S.A.D.)
- Maintain M.S.A.D. from all other energized lines and parts
- Assume all electrical parts are energized
- Do not maneuver machine or personnel inside prohibited zone
- Where flammable vapors or combustible dusts may be present, electrical installations shall be in accordance with all standards that may apply.
- Watch out for electrical lines and cables-they result in fatalities.
- To use the M.S.A.D. system refer to the chart that follows:

VOLTAGE RANGE

(PHASE TO PHASE)

MINIMUM SAFE APPROACH DISTANCE

(FEET) (METERS)

0 TO 3

Over 300V to 50KV

Over 50KV to 200KV

Over 200KV to 350KV

Over 350KV to 500KV

Over 500KV to 750KV

Over 750KV to 1000KV

AVOID CONTACT

10 3.05

15 4.60

20 6.10

25 7.62

35 10.67

45 13.72

AERIAL LIFT CHECKLIST

Company: _____ Inspector Name: _____
Date: _____ Name of equipment inspected: _____

Instructions: Complete the following checklist on a daily basis. The condition column should be marked with and **S** for Satisfactory and a **U** for Unsatisfactory.

Item	Condition	Corrective Action
Oscillating axle	_____	_____
Steer cylinder	_____	_____
Leveling jack/stabilizer	_____	_____
Steer wheel & tire assembly	_____	_____
Hydraulic filter	_____	_____
Ground controls	_____	_____
Battery Installation	_____	_____
Ladders or steps	_____	_____
Hydraulic reservoir	_____	_____
Fuel tank assembly	_____	_____
Safety props	_____	_____
Drive brake	_____	_____
Wheel & tire assembly	_____	_____
Drive hub	_____	_____
Drive motor & brake	_____	_____
Battery charger	_____	_____
Leveling jack/stabilizer	_____	_____
Wheel & Tire assembly	_____	_____
Motor/pump unit	_____	_____

Inspector Signature: _____

CONSTRUCTION WASTE MANAGEMENT PLAN

Project Waste Management Objectives:

- Our projects shall generate the least amount of waste possible by:
 - planning and ordering carefully to minimize poor quantity estimating and over packaging;
 - following all proper storage and handling procedures to reduce broken and damaged materials, contamination of reusable/recyclable materials, inadequate protection of materials from moisture, dust and other damage;
 - reusing materials wherever possible; and
 - CD&M will work with the project designers to ensure that specific construction details minimize waste by working to standard construction material dimensions.
- Of the inevitable waste that is generated, as much of the waste materials as economically feasible shall be salvaged for reuse or separated for recycling.

Waste Management Procedures:

- All contractors will be provided with a copy of this Waste Management Plan upon receipt of letter of intent, and will be expected to review this Plan, and provide a description of how the plan will be implemented for their own construction activities. All contractors will appoint one person responsible for implementing the waste management plan.
- Waste prevention, reuse, and recycling activities and performance will be discussed at the beginning of each subtrade meeting. As each new contractor comes on-site, the designated person from CD&M will provide a tour of the recycling areas and describe separation procedures.
- All contractors will be expected to make sure that their entire crew complies with the Waste Management Plan. All recycling containers will be clearly labelled and lists of acceptable or unacceptable materials will be posted throughout the site. Contractors are responsible for transporting their own recyclables to the designated area and carefully sorting them into the appropriate bins daily.
- All contractors will also provide adequate documentation verifying compliance with the requirements established herein.
- All contractors will be responsible for ensuring that materials are delivered to site in containers or packing that is reusable wherever possible. Contractors will be responsible for removing reusable packing from site and taking it back to the supplier – examples of this are glazing frames, block / brick pallets. Where packaging is not reusable it shall be recycled - cardboard will have its own recycling collection points. Wood crating, where not reusable, is to be placed in clear wood bin.
- The following chart identifies the waste materials that will be generated on this project, the reuse/recycling/disposal method for each material, and any handling procedures. In addition to these minimum requirements, CD&M and all contractors will make every effort to reuse/recycle additional materials at local recycling/reuse facilities.

Waste Management – Handling:

- On the following pages are tables indicating how different types of waste will be handled. Individual contractors will be responsible for source separating their own waste

Clearing/Excavation

Materials	Fate	Handling Procedure
Excavated Soils	<ol style="list-style-type: none"> 1. Reclaim on site for backfill 2. Grade fill for future development 3. Bioremediation 4. Landfill 	Site Stockpile, ensuring wind/water erosion is prevented
Asphalt	<ol style="list-style-type: none"> 1. Reuse on site as temporary fill 2. Reuse elsewhere for roadfill 3. Recycled 	<p>Stockpiled, then crushed on- or offsite for fill.</p> <p>Stockpiled, then hauled to recycling facility</p>
Concrete	Recycled	Stockpiled, the crushed and removed

New Construction Phase (Minimum Requirements)

Materials	Fate	Handling Procedure
All Metals: Aluminum framing, hot rolled steel, cast iron, rebar, cold rolled galvanized steel sheet, metal pipe, etc.	<ol style="list-style-type: none"> 1. Reuse or salvage by contractor. 2. Recycle by Salvage Contractor. 	Deposit all metals in “metals” dumpster.
Clean Wood (incl. OSB, PT wood, form-ply, etc.)	Scraps reused for formwork, backing / blocking etc. Remainder recycled.	Separate “clean wood” in clean wood dumpster.
Impacted Wood (veneered, creosote treated, etc.)	<ol style="list-style-type: none"> 1. Reuse or salvage on site. 2. Reuse by general public. 3. Landfill. 	Normal trade waste.
Concrete, Mortar, Masonry	Recycle at Asphalt Plant.	Break up any wastes or mistakes and put in “concrete” dumpster.
Glass	Recycling Plant	Glass bin
Paint	Return to paint depot. Opened cans to be turned over to Owner for maintenance materials.	Special containment for recycling.
Remaining Materials	Reduce, reuse, and recycle where possible. Balance to landfill.	Normal trade waste.
Packaging	Cardboard recycle Clear plastics recycle	<p>Cardboard recycle bin</p> <p>Plastics recycle bin</p>
Electrical Equipment	Recycle where possible	Trade contractor removal. Ship to plant for disposal

An Equal Opportunity Employer

Ongoing Recycling Requirements

Materials	Fate	Handling Procedure
Beverage Container	Recycle.	Drink container recycling
Cardboard	Reduce, reuse, and recycle.	Separate in cardboard collection
Mixed Office Paper	Reduce, reuse, and recycle.	Separate in paper collection container.

Additional Recycling Efforts (Goals)

Materials	Fate	Handling Procedure
Forming Plywood	Reuse as many times as possible, then recycle.	Stack next to supply of new for boards for reuse. Recycle clean unusable forms in “clean wood” dumpster.

Pandemic Response

Corporate Design & Management adopts this plan to prepare for and respond to a threat of influenza or other pandemic that causes serious widespread illness. The Board of Directors appoints Nick Fogarty as Coordinator for the pandemic response plan.

The purpose of this plan is to address the following issues related to pandemics:

- Creating a culture of infection control in the workplace that is reinforced during the annual influenza season, to include, if possible, options for working offsite while ill, systems to reduce infection transmission, and worker education.
- Establishing contingency plans to maintain delivery of services during times of significant and sustained worker absenteeism.
- Where possible, establishing mechanisms to allow workers to provide services from home if public health officials advise against non-essential travel outside the home.
- Establishing partnerships with other members of the construction community to provide mutual support and maintenance of essential services during a pandemic.

The board also appoints a team of management level and other appropriate staff to assist the coordinator known as the Pandemic Response Team. The Coordinator and each Pandemic Response Team member will select a back-up employee to assume their duties in case of their own illness. This person will be kept current on all emergency procedures and this list will be kept with this plan and updated as needed.

Members of this team are:

Doug Hofer
Tom Werling
Jared Hofer
Grahm Gemlick

It is the duty of the Coordinator to:

- Monitor issues and information related to pandemics to keep our plan up to date.
- Recommend any changes to the plan as circumstances warrant.
- Conduct employee training.
- Communicate with public health agencies, emergency responders and others regarding our plan, and understand their capabilities should an outbreak occur.
- Attend external training/seminars about pandemic influenza outbreaks in order to remain current about the pandemic threat in our community.
- Implement this plan should it become necessary.

Pandemic Response Team members will have the following responsibilities:

- Identify and communicate to the Coordinator which employees, vendors, suppliers and systems are essential to maintaining operations at their locations.
- Identify and communicate to the Coordinator the names of possible ancillary employees who could perform certain job duties in the case of a pandemic (e.g. consultants, temporary work services, retired employees).
- Develop and communicate to the Coordinator an emergency communications plan for their jobsites, including identification of key personnel, vendors, and customers.
- Develop and submit a plan to continue operations at their locations with the least possible number of staff.
- Ensure that all employees in their departments are adequately trained on emergency procedures in the case of a pandemic and in the prevention of illness.
- Assist the Coordinator in the implementation of this plan, if necessary, at their locations.

Preparation

The Coordinator will maintain a list of contacts in the health profession to provide consultation and advice regarding this plan and its implementation.

The Coordinator will, at least annually prior to the influenza season, provide information to all employees regarding those practices that are recommended by public health officials that will reduce the spread of the infection. The Coordinator will also develop a list of recommended infection control supplies (hand soaps, tissues, and so on) and ensure that each location has a sufficient supply of them.

The Coordinator will maintain a list of duties and positions for which individual employees are cross-trained within the jobsite. Should staffing levels drop due to an outbreak, supervisors can use this list to fill in positions where needed.

The Coordinator will maintain a list of duties that employees can perform from home, as well as any equipment (such as computers) that may be necessary to perform those duties. Supervisors can then draw on this list to have those duties performed by employees from home should it become necessary.

The Coordinator shall recommend to the Board an emergency sick leave policy to be adopted in the event of a pandemic. The policy is to be non-punitive and require employees who have been exposed or who exhibit symptoms of the illness to remain at home.

The Coordinator and the Information Technology Director will ensure that the agency has sufficient IT infrastructures to support employee telecommuting and remote access to agency services..

The Coordinator and the Human Resource Director will establish the following policies and procedures:

- Flexible work hours, including staggered work hours and telecommuting
- Restricting employee travel to affected areas
- Guidance for employees returning to the United States from affected areas
- Counseling services for all employees and their families, particularly those affected by illness
- Special procedures/accommodations for employees and customers with special needs or disabilities

The Coordinator shall develop a plan to keep employees informed of developments as they occur, including those employees who remain at home. This could include plans to obtain home e-mail

addresses, telephone numbers for employees to call to receive recorded messages, pages on the website for employees, and so on. The plan must also include procedures for responding promptly to employees' questions about such issues as whether to report for work and special hours of operations during a flu outbreak.

The Coordinator and Pandemic Response Team will conduct random drills at all locations to test the effectiveness of our plan.

Should a Pandemic Occur

Should a pandemic occur, the Coordinator will, after consultation with knowledgeable health officials, implement the following steps, as deemed necessary:

- Encourage customers and potential customers to use remote facilities. The staffing of these services is to be increased as necessary to ensure that individuals using them receive prompt service and response so they will continue to use them.
- Employees with job duties that can be accomplished by telecommuting will be encouraged to work from home unless they have been cross-trained to work in place of an employee who is ill.
- The emergency sick leave policy shall be implemented. Supervisors will be instructed to send and keep employees home if they exhibit symptoms of the illness, working from home if practical.
- Team members will contact their key vendors to determine the impact of the outbreak on their operations and its effects on our ability to perform our daily functions, and they will communicate the results to the Coordinator. The Coordinator will see to it that we obtain extra quantities of any necessary supplies that may be threatened due to the outbreak.
- The Coordinator, with the assistance of team members, will monitor staffing levels at all locations and assist supervisors in finding ways to maintain critical operations in light of any staffing shortage. Should the closing of any jobsites be a consideration due to inadequate staffing availability, the Coordinator will first contact the [Health Officer] to obtain their advice and consent prior to any closing. Should an office be closed, notices shall be posted prominently at the location informing customers of the situation and telling them where and how they can transact business. Telephone and other lines of communication must be routed to a location where they will be staffed by employees so customers' attempts to reach us do not go unanswered.
- The Coordinator is to ensure that the public is kept informed of any changes that affect their transaction of business with us. This information is to be included on the home page of our website, in the lobbies of our locations, and in other media as appropriate.
- The Coordinator is to implement the employee contact plan to ensure that all employees are kept informed of developments as they occur, including employees who remain at home.

Testing Our Plan

The board directs the Emergency Preparedness Coordinator to conduct an annual assessment of our Pandemic Response Plan and submit its findings to the board with the Pandemic Coordinator's and individual managers' responses to exceptions.

The plan is approved by the Board of Directors on March 1, 2023.

Ground Fault Protection Policy with Assured Grounding Conductor Program

Corporate Design & Management is dedicated to ensuring the safety of its employees and visitors by implementing ground fault protection measures. This policy outlines our commitment to maintaining an Assured Grounding Conductor (AGC) program, conducting daily inspections of cords and equipment, performing regular testing, and promptly removing defective electrical equipment from service.

Policy Statement

Corporate Design & Management is committed to preventing electrical hazards and protecting individuals from the risks associated with ground faults. Our Ground Fault Protection Policy, which includes an AGC program, daily inspections, testing protocols, and equipment removal procedures, is integral to our commitment to safety.

1. Assured Grounding Conductor Program:

- An Assured Grounding Conductor (AGC) program is established to ensure that all electrical equipment is properly grounded. The AGC program includes regular inspections, testing, and maintenance of grounding conductors to ensure their effectiveness and compliance with safety standards.
- A Competent Person is designated to oversee the AGC program, responsible for implementing procedures, conducting inspections, and ensuring compliance with regulatory requirements.

2. Daily Inspection of Cords and Equipment:

- All cords, plugs, and electrical equipment will be inspected daily by trained personnel before each use.
- Inspections will include visual checks for damage, wear, frayed wires, exposed conductors, loose connections, and other abnormalities.
- Any defective or damaged equipment will be immediately removed from service and properly labeled to prevent accidental use.

3. Types of Testing, Frequency, and Recordkeeping:

- Periodic testing of ground fault protection devices, such as ground fault circuit interrupters (GFCIs), will be conducted according to manufacturer specifications, industry standards, and regulatory requirements.
- Testing may include functionality tests, insulation resistance tests, trip time tests, and other diagnostic tests to verify the integrity of ground fault protection systems.
- Testing frequency will be determined based on the specific conditions and usage of electrical equipment, with documentation of testing results recorded in accordance with established procedures.

4. Removal of Defective Electrical Equipment:

- Any equipment found to be defective, damaged, or not providing adequate ground fault protection will be promptly removed from service.
- Defective equipment will be clearly labeled, tagged, or marked to indicate its status and prevent accidental use.

- Repairs or replacements of defective equipment will be arranged promptly to maintain safety and compliance with regulatory requirements.

Implementation:

To ensure the successful implementation of this Ground Fault Protection Policy, Corporate Design & Management will:

- Designate a Competent Person responsible for overseeing the AGC program and implementing ground fault protection measures.
- Provide training to employees on proper inspection techniques, testing procedures, and equipment removal protocols.
- Establish procedures for documenting inspections, testing results, equipment maintenance, and removal of defective equipment to maintain accurate records and ensure accountability.
- Conduct regular audits and reviews of the policy to assess effectiveness, identify areas for improvement, and update procedures as needed.

By adhering to this Ground Fault Protection Policy, Corporate Design & Management demonstrates its commitment to safeguarding the well-being of its employees and visitors. Through the implementation of an AGC program, daily inspections, testing protocols, and equipment removal procedures, we mitigate the risk of electrical hazards and create a safer working environment for all.

Lock out/Tag out Policy

Corporate Design & Management prioritizes the safety of its employees and is committed to preventing accidents and injuries during maintenance or servicing of machinery and equipment. This Lockout/Tagout Policy establishes procedures and guidelines to ensure the effective control of hazardous energy sources and protect workers from unexpected energization or startup.

Policy Statement: Corporate Design & Management implements a comprehensive Lockout/Tagout (LOTO) program to safeguard employees from the hazards associated with the release of hazardous energy during maintenance activities. This policy adheres to the following principles:

1. Identification of Locks/Tags:

- Locks and/or tags applied during the Lockout/Tagout procedure shall clearly identify the individual who applied them. This ensures accountability and enables effective communication among employees.

2. Annual Inspection of Lockout/Tagout Procedures:

- The energy control (Lockout/Tagout) procedure will be inspected annually to ensure compliance with regulatory requirements and organizational standards. Any necessary updates or improvements will be made accordingly.

3. Machinery/Equipment Shutdown Procedures:

- Prior to maintenance or servicing, machinery/equipment shutdown procedures outlined in the Lockout/Tagout program must be followed rigorously to prevent accidental activation or release of stored energy.

4. Isolation of Energy Sources:

- All energy sources must be isolated before any maintenance or servicing activities commence. This includes electrical, mechanical, hydraulic, pneumatic, and other energy sources that could pose a hazard to employees.

5. Verification of Isolation/Zero Energy:

- After a lockout device is installed, isolation/zero energy must be verified to ensure that hazardous energy has been effectively controlled. This verification process is crucial for the safety of employees involved in maintenance activities.

6. Individual Lockout/Tagout Application:

- All workers involved in maintenance activities must place their own lock and tag on each energy control point. This multi-lock system enhances safety by providing multiple layers of protection and preventing unauthorized activation.

7. Lockout/Tagout Training:

- Employees will receive comprehensive Lockout/Tagout training upon hire and whenever changes occur in procedures, equipment, or regulations. Training will cover the proper application of locks and tags, isolation procedures, verification of zero energy, and other relevant topics.

8. Retraining on Lockout/Tagout:

- Retraining on Lockout/Tagout procedures will be required periodically, as determined by management or whenever there is a change in procedures, equipment, or regulations that may affect employee safety.

Implementation: To ensure the successful implementation of this Lockout/Tagout Policy, Corporate Design & Management will:

- Designate a qualified individual or team responsible for overseeing the Lockout/Tagout program and conducting annual inspections.
- Provide necessary resources, including locks, tags, training materials, and equipment, to support the effective implementation of Lockout/Tagout procedures.
- Communicate this policy to all employees, contractors, and relevant stakeholders, and ensure that they understand their roles and responsibilities in adhering to Lockout/Tagout procedures.

Conclusion: By adhering to this Lockout/Tagout Policy, [Organization Name] is committed to protecting the safety and well-being of its employees and preventing accidents and injuries associated with hazardous energy sources. Through effective training, rigorous procedures, and regular inspections, we will create a safer work environment for everyone involved in maintenance activities.

Subcontractor Management Policy

Corporate Design & Management recognizes the importance of effectively managing subcontractors to ensure the safety, quality, and success of our projects. This Subcontractor Management Policy outlines procedures and guidelines to ensure that subcontractors are selected, engaged, and supervised in a manner that aligns with our commitment to health, safety, and environmental excellence.

Policy Statement:

Corporate Design & Management is committed to partnering with subcontractors who share our dedication to health, safety, and environmental (HSE) excellence. Our Subcontractor Management Policy adheres to the following principles:

1. HSE Program and Training Review:

- HSE programs and/or training documentation of subcontractors are reviewed and evaluated during the selection process. Subcontractors must demonstrate compliance with relevant HSE regulations, standards, and industry best practices.
- Incident/injury statistics, such as Total Recordable Incident Rate (TRIR) and Experience Modification Rate (EMR), are considered when selecting subcontractors to assess their safety performance and track record.

2. Site Orientation:

- A comprehensive site orientation is provided to subcontractors before they commence work on-site. This orientation covers site-specific hazards, emergency procedures, safety rules, and expectations to ensure subcontractors are aware of and adhere to site-specific requirements.

3. Participation in Pre-Job Meetings and Hazard Assessments:

- Subcontractors are actively involved in pre-job meetings and hazard assessments to discuss project requirements, potential hazards, control measures, and responsibilities.
- Collaboration between subcontractors, project managers, and other stakeholders ensures that all parties have a clear understanding of project objectives and safety expectations.

4. Post-Job Performance Reviews:

- Post-job performance reviews are conducted for subcontractors to evaluate their overall performance, adherence to safety protocols, quality of work, and compliance with contractual requirements.
- Feedback gathered from project stakeholders is used to assess subcontractor performance, identify areas for improvement, and inform future subcontractor selection decisions.

Implementation:

To ensure the successful implementation of this Subcontractor Management Policy, Corporate Design & Management will:

- Designate a Subcontractor Management Team responsible for overseeing the selection, engagement, and supervision of subcontractors.
- Develop standardized procedures and checklists for reviewing HSE programs, conducting site orientations, facilitating pre-job meetings and hazard assessments, and conducting post-job performance reviews.

- Provide training and resources to employees involved in subcontractor management to ensure they understand their roles and responsibilities.
- Foster open communication and collaboration with subcontractors to promote a culture of safety, quality, and continuous improvement.

Conclusion: By adhering to this Subcontractor Management Policy, [Organization Name] is committed to mitigating risks, ensuring compliance, and fostering a safe and productive work environment for all stakeholders. Through thorough evaluation, effective communication, and ongoing performance reviews, we will strengthen our partnerships with subcontractors and achieve project success while prioritizing health, safety, and environmental protection.