



**SITE SAFETY
&
INCIDENT PREVENTION
PROGRAM**

TABLE OF CONTENTS

HEALTH AND SAFETY POLICY	3
SITE SAFETY & INCIDENT PREVENTION PROGRAM	3
Site Specific Safety Committee.....	3
Contractor Safety performance.....	4
Designated contractor Competent Person	4
Contractor Monthly Incident Summary Reports.....	5
Safety Regulations.....	6
Contractor Safety Submittals.....	6
Violation of Safety and Health Requirements.....	7
Disciplinary Program.....	7
Substance Abuse Policy.....	8
Work Related Injuries, Illness and Incident Investigation.....	8
Safety Planning.....	10
Safety Inspections.....	10
Safety Training.....	11
GENERAL SAFE WORK PRACTICES	11
Emergency Action Procedures.....	12
 PROJECT-SPECIFIC SAFETY PROCEDURES AND REQUIREMENTS	
Project Site Security.....	12
First Aid Policy.....	13
Heat Stress.....	14
Hazardous Communication/SDS.....	15
Fall Protection Requirements.....	16
Scaffolds and Aerial Lifts.....	19
Personal Protective Equipment.....	20
Hand and Power Tools	22
Housekeeping.....	23
Ladder Safety.....	24
Electrical Safety.....	26
Trenching and Excavation.....	27
Underground Utility Locations.....	27
Confined Space.....	27
Fire Protection and Prevention.....	28
Hot Work Permit Requirements.....	29
Equipment and Vehicles.....	29
Mobile Crane Safety and Rigging... ..	30
Demolition.....	31
Concrete and Masonry.....	31
Steel Erection	32
Mold Control	32
Silica Exposure Information.....	33
Installing and Sanding Sheetrock.....	33
Lock Out Tag	34
Code of Conduct/Workplace violence.....	35
Protecting Associates in the Workplace.....	36

HEALTH AND SAFETY POLICY

On this Samet Corporation project site, Samet Corporation enforces its Safety Program through its Superintendent, Safety Director and weekly meetings with our own labor force, subcontractor employees and tiered subcontractors employees

stressing the importance of maintaining a safe and productive work site. As a condition of doing business with Samet Corporation, all subcontractor employees and tiered subcontractors engaged on this project are required to adhere to our project safety rules, regulations and policies established by our award winning Safety Program. In addition to our own safety requirements, our Safety Program incorporates regulations of the current editions of the State and Federal laws, including but not limited to, the latest amendments of the following: Williams-Steigler Occupational Safety and Health Act of 1970, Public Law 91-956; Part 1910, Occupational Safety & Health Standards, Chapter 17 of Title 29, Code of Federal Regulations; Part 1926, Safety & Health regulations for Construction Chapter 17 of Title 29, Code of Federal Regulations. This site specific safety and incident prevention program will assist project management, supervision, subcontractors and tiered subcontractors and workers in understanding an incident free environment and the safety and health expectations and requirements of this project. Compliance with the site safety and incident prevention program is expected and a condition of employment on a Samet Corporation project site.

Safety and accident prevention is everyone's responsibility. Each worker on this project site is expected to follow all Samet Corporation Safety Rules and specific safety requirements as outlined in this policy. Each contractor supervisor and foreman is responsible for safety, implementing Samet Corporation safety program and training employees in safe work procedures. **Superintendent** has the overall responsibility for safety at this location. **Bruce Jaworoski** has the corporate responsibility and authority for safety and accident prevention. **Samet Corporation** policy is to provide a safe and healthy place of employment for every worker on site and to abide by accident prevention regulations set forth by the federal, state and local governments.

Health and safety will always remain the top priority for all levels of management, supervision, and workers engaged in construction activities. Health and safety will never be sacrificed in lieu of schedule, cost, production, or any other component of the work process. This project has been designated an **Incident Free Construction Site**.

To comply with this philosophy and to achieve an Incident and Injury Free Environment, the project's contractors will:

- ❖ Thoroughly plan all work activities and operations so they are performed safely, as well as efficiently.
- ❖ Effectively communicate the health and safety requirements of Samet Corporation this Site Safety & Incident Prevention Program to all contractors and their workers at all levels of the project through open communications, comprehensive training, assessments, and workplace inspections.
- ❖ Develop an understanding, among those in leadership on this project, of their responsibilities and accountability for providing a safe and healthful workplace.
- ❖ Coordinate work operations and activities to minimize or eliminate situations which may jeopardize worker's health and safety due to conflicting or simultaneous work operations or activities.
- ❖ Communicate to all workers that safety is their responsibility and they will be held responsible, accountable, and assigned the appropriate authority for their individual safety and the safety of their co-workers.

Samet Corporation

SITE SAFETY & INCIDENT PREVENTION PROGRAM

This Site Safety and Incident Prevention Program was prepared to assist project management, supervision, contractors and workers in understanding the incident injury free philosophy and the health and safety expectations and requirements of Samet Corporation on this project. **Compliance with this Site Safety and Incident Prevention Program is expected and a condition of employment on this project.**

Contractors' project managers and superintendents have overall responsibility for the implementation and the execution of this Site Safety and Incident Prevention Program.

SITE SPECIFIC SAFETY COMMITTEE

A site specific safety committee will be organized to assist project team in implementing this Site Safety and Incident Prevention Program. Superintendent will discuss the ground rules of the site safety committee based on the scope of work. Participation in the safety committee is mandatory. Each contractor who is chosen to participate in the safety committee will provide one employee. The premise of the committee is to work as a team to identify and correct safety or health hazards, identify unsafe work practices and offer solutions to safety issues.

CONTRACTOR SAFETY PERFORMANCE

Samet Corporation expects all contractors to execute his or her work on this project with a visible, proactive, and commitment to safety at all levels. Each contractor should plan their work with focus on protecting their workers from incidents and injuries. The following are actions that each of us can take to improve safety performance on this project:

- Attend and actively participate in tool box meetings.
- Discuss safety in all meeting.
- When you talk about safety, talk about people, not numbers or statistics.
- Ask where the next injury is likely to happen and what can be done to prevent it.
- Recognize individuals and groups daily for working safely.
- Take positive actions when you see someone doing something you believe is unsafe. Talk to them about your concern for their safety, not about violating rules or procedures.
- Take responsibility for people's safety that work with you, for you and around you.
- Find ways to express care and concern for people and work to improve the dignity and respect people experience on the project.
- Make and keep promises around safety issues.

Samet Corporation or their representative will continually monitor and assess each contractor for compliance with this Site Safety and Incident Prevention Program and appropriate regulatory requirements.

Immediate corrective action will be taken to eliminate any safety discrepancy, hazard, at-risk behavior, or violation observed.

DESIGNATED CONTRACTOR COMPETENT PERSON

Each contractor will designate a competent person as defined by OSHA 29 CFR 1926.32(f) as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them" as their project safety representative. This person(s) name will be submitted to Samet Corporation and this person must have the authority and responsibility to ensure the proper implementation and enforcement of this Site Safety and Incident Prevention Program.

The General Trades Competent Person/Foreman designated will be expected to have an adequate knowledge of OSHA construction standards, pre-task safety plans and risk/severity assessment. The designated representative will, as a minimum:

- Attend OSHA 10 hour construction safety training or a minimum of 2 years' experience as a Foreman/Competent Person would be acceptable. OSHA 30 hour construction safety training is highly recommended.
- Conduct regular safety meetings with workers to instruct them on project safe work practices and requirements.
- Timely submission of safety submittals.
- Conduct documented pre-task safety plans and communicate daily to workers to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Scaffold Competent Person designated to oversee erection and dismantling of scaffolds will be expected to have an above average knowledge of OSHA 29 CFR 1926.450 Subpart L –Scaffolds, pre-task safety plans and risk/severity assessment as it pertains to scaffolds. The designated representative will, as a minimum:

- Attend OSHA 10 hour construction safety training or a minimum of 2 years' experience as a Foreman/Competent Person would be acceptable. OSHA 30 hour construction safety training is highly recommended.
- Attend scaffold competent person training conducted by an authorized OSHA certified trainer or 2 years of experience in scaffold construction would be acceptable.
- Submit a fall protection plan for erection and dismantling scaffolds to Samet Corporation superintendent and or Samet Safety Manager for review.
- Conduct daily inspections of the scaffold and instruct workers in safe work practices.
- Submit safety information in a timely manner.
- Conduct documented pre-task safety plans and communicate daily to workers to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Trenching and Excavation Competent Person designated to oversee digging trenches and excavations will be expected to have an above average knowledge of OSHA 29 CFR 1926.650 Subpart P – Excavations, pre-task safety plans and risk/severity assessment as it pertains trenching and excavations. The designated representative will as a minimum:

- Attend OSHA 10 hour construction safety training or a minimum of 2 years' experience as a Foreman/Competent Person would be acceptable. OSHA 30 hour construction safety training is highly recommended.
- Attend trenching and excavation competent person training conducted by an authorized OSHA certified trainer or 2 years' experience as a trenching competent person would be acceptable.
- Conduct daily inspections of trenches and excavations and instruct workers in safe work practices.
- Submit safety information in a timely manner. Conduct documented pre-task safety plans and communicate daily to workers to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Fall Protection Competent Person designated to oversee his company's fall protection plan will be expected to have an above average knowledge of OSHA 29 CFR 1926.500 Subpart M – Fall Protection, pre-task safety plans and risk/severity assessment as it pertains to fall protection. The designated representative will as a minimum:

- Attend OSHA 10 Hour Construction safety training or a minimum of 2 years' experience as a Foreman/Competent Person would be acceptable. OSHA 30 hour construction safety training is highly recommended.
- Attend fall protection training conducted by an authorized OSHA certified trainer or 2 years' experience in personal fall protection systems would be acceptable.
- Conduct daily inspections of fall protection equipment, instruct workers in proper personal fall protection methods, inspect guardrails systems and other fall protection systems used to protect workers within your scope of work.
- Submit safety information in a timely manner. Conduct documented pre-task safety plans and communicate daily to workers to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Rigging qualified person designated to oversee the rigging of structural steel, concrete panels, materials or other equipment hoisted above the ground will be expected to have an above average knowledge of OSHA 29 CFR 1926.251. Competent Person designated for rigging structural steel shall have an above average knowledge of OSHA 29 CFR 1926.753 Hoisting and rigging. The designated representative will as a minimum:

- Attend OSHA 10 Hour Construction safety training or a minimum of 2 years' experience as a rigger would be acceptable.
- Certified by employer that he/she is a qualified rigger based on formal training and experience.
- Conduct daily inspections of rigging equipment.
- Submit safety information in a timely manner. Conduct documented pre-task safety plans and communicate daily to workers their work activities to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

The Safety Competent Person designated to oversee the safety of their employees and subcontractors will be expected to have an above average knowledge of OSHA construction standards, pre-task safety planning, job hazard analysis, risk/severity assessment.

- Attend OSHA 30 Hour Construction safety training.
- Have as a minimum 5 years' experience in commercial construction.
- Conduct daily inspections of the work areas, conduct regular safety meetings with workers to instruct them on project safe work practices and requirements.
- Submit safety information in a timely manner. Conduct accident and near miss investigations reports and lessons learned.
- Conduct documented pre-task safety plans and communicate daily to workers their work activities to ensure compliance with safe work practices, this Site Safety and Prevention Program and OSHA safety regulations.

CONTRACTOR MONTHLY INCIDENT SUMMARY REPORTS

Each contractor must submit a Monthly Summary Report.

This form must be submitted even if the subcontractor has no incidents to report. Information to report on this form includes:

- Monthly total man hours worked.
- First aid cases.
- OSHA medical treatment cases.
- OSHA lost work day cases.
- Restricted work cases.

All incidents including near misses must be reported and investigated. The report must be submitted to Samet Corporation for review and implementation of lessons learned to prevent further incidents from occurring.

Contractors can obtain applicable safety forms from project superintendent.

SAFETY REGULATIONS

Samet Corporation and contractors will incorporate, as a minimum, OSHA 29 CFR 1926 Construction Safety Standards, OSHA 29 CFR 1910 General Industry Standards (as applicable), specific state safety regulations, specific owner requirements, project safety rules, and this Site Safety and Incident Prevention Program when determining the safe work practices and protection of all workers. If any of these standards, requirements, or procedures conflict, the more stringent requirement shall prevail.

CONTRACTOR SAFETY SUBMITTALS

Prior to beginning work each contractor shall submit to Samet Corporation Superintendent or his representative the following:

- Executed Contractor Safety Certificate
- Contractor's written site specific safety programs
- Contractor's written housekeeping plan
- Contractor's signed Housekeeping Commitment Agreement
- Contractor's written hazardous communication program.
- Contractor's written substance abuse program.
- Contractor's written silica exposure control program (if applicable).
- Safety Data Sheets for all chemicals and materials used or stored on site.
- Names of designated competent persons as required by their scope of work for trenching, scaffolding, rigging, electrical and etc.
- Names of trained and qualified equipment operators as required by their scope of work for cranes, forklifts, aerial lifts and etc.
- Names of employees trained in First Aid.
- Training verification for competent persons.
- Energized Work Permit if required to work on energized circuits.
- Detailed job hazard analysis/Pre-Task Safety Plan for the scope of work
- Personal Protective Equipment Hazard Assessment and Certification
- Annual crane inspections of any crane brought onto the site.
- Verification of OSHA and or project required training as necessary. Employee training shall be verified by contractor's senior representative and documentation of training submitted to Superintendent. Examples of training may include:
 - OSHA 10 hour construction safety training
 - Fall protection
 - Pre-task safety training and risk assessment
 - Ladders
 - Scaffolds
 - Aerial lifts
 - Forklifts
 - Trenching
 - General construction hazards
 - Crane signalperson
 - Confined spaces
 - Respiratory protection

- Lockout
- Rigging

Throughout the course of the project each contractor will be required to submit various on-going safety documents to Samet Corporation Superintendent as required by the scope of work. These submittals may include but not limited to:

- Monthly Incident Summary Report.
- Accident and incident investigation report (within 24 hours).
- Daily Work Site Safety Inspections.
- Daily documented scaffold, trench, crane, aerial lift and forklift inspections.
- Weekly safety tool box meeting training records.
- Daily pre-task safety plan
- Air sampling data for respirator use if applicable
- Inspections of rigging equipment
- Inspections of personal fall protection equipment
- Initial inspections of all welding machines and generators
- Daily inspections of heavy equipment (backhoes, dump trucks and etc.)
- Inspections of hand and power tools.
- Daily inspections of ladders
- Daily inspections of material handling/hoisting equipment.

Safety forms can be obtained from project superintendent

Violation of Safety and Health Requirements

Violations of statutory health and safety regulations or the project safety rules and policies contained in the site safety plan will not be tolerated. All hazards identified are to be abated immediately. When a hazard cannot be immediately corrected, a written explanation is to be submitted to Samet Corporation Superintendent. Failure to correct hazards may result in disciplinary actions or suspension of part or all work.

DISCIPLINARY PROGRAM

At-risk behavior on this project that contributes to an incident or injury will not be tolerated. Each worker has an individual responsibility to work safely and minimize unsafe actions. Samet Corporation reserves the right to discipline contractor based on safety violations committed by their employees. The discipline/sanctions will not be based solely on an individual employee's safety violations but on the company's safety violations.

Samet Corporation has established a progressive disciplinary program for those acts or practices not considered Immediately Dangerous to Life or Health.

Committing an unsafe act and or practice that is not Immediately Dangerous to Life or Health will result in the following:

- First occurrence: Verbal warning with a note to file (Safety Ticket)
- Second occurrence: Written warning, re-training, or sanctions to include but not limited to suspension from project, holding monthly invoice checks and etc.
- Third occurrence: Written notification of sanctions, possible termination from project site. At the time of the third violation, Samet Corporation reserves the right to discipline/sanction a contractor to include but not limited to removal of employees from the site, retraining, meeting with subcontractor's corporate leadership to discuss a safety improvement plan and etc.

Other-than-serious safety violations may consist of, but not limited to:

- Failure to wear hard hat properly
- Failure to wear safety glasses/eye protection when required.
- Failure to use hearing protection when required.
- Failure to wear proper work boots/shoes and clothing.
- Failure to wear seatbelts on mechanized equipment.
- Failure to have first aid kit.
- Using frayed/cut drop cords.
- Using drop cords less than #14 AWG.
- Using unrated ladders.
- Failure to submit daily safety reports.
- Failure to submit weekly tool box safety talks.

Committing unsafe acts and or practices that are considered Immediately Dangerous to Life and Health (IDLH) may result in employees and or supervisors immediate removal from the project. Samet Corporation also reserves the right to immediately discipline/sanction a contractor. Sanctions include but not limited to immediate abatement of the IDLH condition/hazard and permanent removal of employees and or supervisors from the project. Mandate a meeting with subcontractor's owner to discuss actions to improve his company's safety performance. Samet Corporation reserves the right to terminate a contractor for repeated IDLH safety violations.

IDLH safety violations may include, but are not limited to:

- Failure to follow fall protections requirements.
- Removing guard rails and not putting them back in place.
- Working in an unprotected trench greater than 5 feet deep.
- Failure to follow the Substance Abuse Policy will result in a fine and removal from the job.
- Possession of firearms, explosives or dangerous weapons.
- Violation of project security rules and procedures.
- Fighting, horseplay, practical joking or gambling.
- Entering a confined space without following procedures.
- Failure to follow lock-out/tag-out procedures.
- Working on energized circuits without an energized hot work permit.

It is impossible to publish every safety rule to cover every circumstance. However, if workers fail to follow safe work practices not covered by this policy, disciplinary actions will be assessed based on Samet Corporation on site Superintendent and Project Manager's assessment of the violation.

Safety Violations

Non-serious safety hazards can result in disciplinary actions or sanctions based on Superintendent and Project Manager's discretion.

Serious safety hazards can result in disciplinary actions or sanctions including permanent removal of employee (s) from the project based on Superintendent and Project Manager's discretion.

SUBSTANCE ABUSE POLICY

This project is committed to providing a safe, drug free work place for all employees. This policy applies to all Samet Corporation contractors, vendors, and other third party employees.

Drug and alcohol abuse on and off the job can contribute both to incidents and to greater risk for all individuals employed on this project, as well as the general public. Construction work is dangerous; therefore all work tasks on this project will be considered safety sensitive. The use, sale, offer to sell, purchase, and transfer, distribution, or possession of drug paraphernalia, any detectable amounts of alcohol or illegal drug, firearm, or other dangerous weapons by any employee on this project is prohibited. Each contractor will promote a Drug Free Workplace with their employees and communicate during the safety orientation what constitutes prohibited activities. Every worker involved in an incident shall have a post incident drug/alcohol test performed within three (3) hours after the incident. Any worker on the project site who is reasonably suspected of being under the influence of alcohol or a controlled substance shall be tested. Contractors will transport their workers involved in an incident to a collection facility selected by Samet Corporation. Workers that refuse to test, stall to be tested, are uncooperative with collectors, or attempt to alter a urine specimen will be considered positive and immediately removed from the project.

WORK-RELATED INJURIES, ILLNESSES AND INCIDENT INVESTIGATION

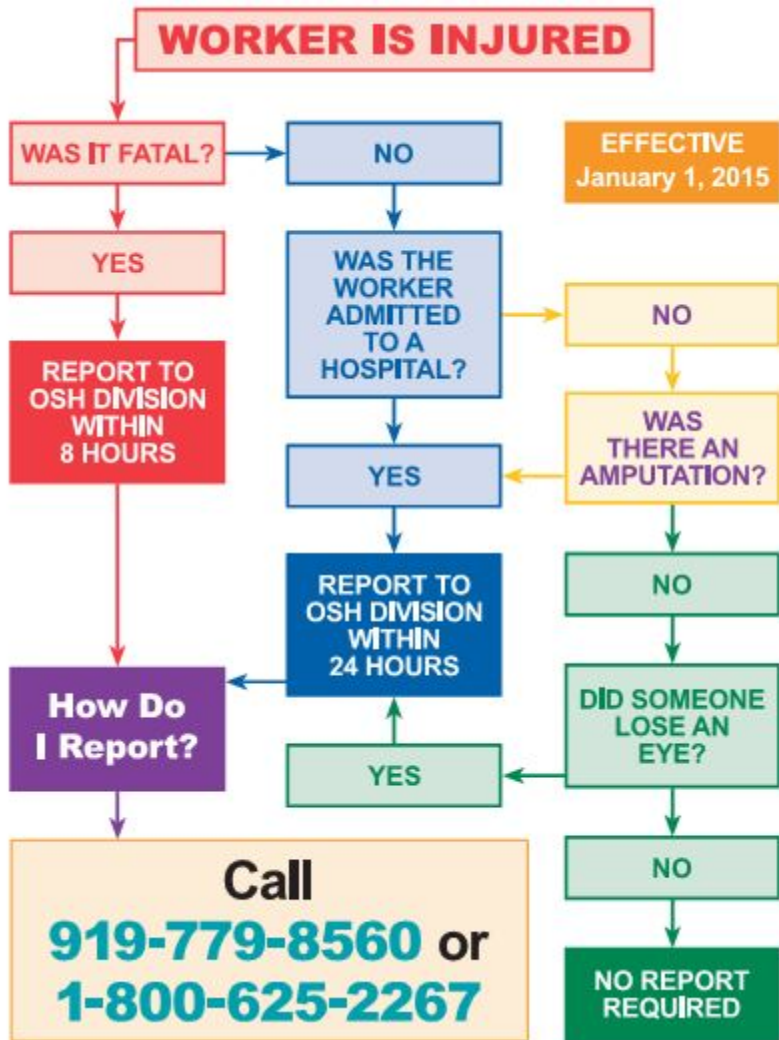
An incident is defined as any unplanned or undesired event that results in or has the potential to result in a work-related injury/illness, property damage, or disruption of business where the cause was from human errors or omission.

Every incident will be investigated to determine the probable root causes (s) and steps required preventing a similar occurrence from happening in the future.

In the event of a work-related injury or illness, the worker is to notify his or her supervisor. All work related injuries/illnesses and incidents must be reported to Samet Corporation immediately.

First line supervision will be responsible for conducting the investigation of the incident immediately. A safety representative may assist the first-line supervisor in the investigation but will not solely conduct the investigation. The incident notification and investigation report form will be submitted to Samet Corporation within 24 hours of the occurrence.

Incident Investigation Procedure



The subcontractor competent person must talk with a representative of the department and must report: the employer name, location and time of the incident, number of employees involved the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

- **DO NOT DISTURB** the scene except to aid in rescue or make the scene safe.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), Samet Corporation superintendent, an employee representative of the project safety committee, and Samet Corporation safety director. Project superintendent will have available are necessary tools, materials and equipment for use in conducting an incident investigation. Items such as cell phone with cameras and voice recording capabilities, tape measures, marking paints, flags and etc will be readily available to aid in the investigation. Samet Corporation Safety Director will act as the incident commander and will work with the investigation team.

The investigation team will take written statements from witnesses, photograph the incident scene, and conduct measurements with tape measures and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment, weather issues, noise, and illumination, physical factors pertaining to the injured person

(s) and any anything else in the work area that may be relevant. Any evidence including physical evidence pertaining to the investigation will be cataloged and secured until the investigation is completed. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, root causes, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be submitted within 24 hrs to be reviewed by the safety committee, Samet Corporation superintendent and Safety Director. Samet Corporation Safety Director will upon review oversee lessons learned and or additional training requirements as recommended by the incident investigation.

When a supervisor/competent person becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to **project superintendent and Samet Corporation Safety Director for review.**

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor/competent person or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to project superintendent and Samet Corporation Safety Director to record on the incident log.

In the event of a work-related injury or illness, the worker is to notify his or her supervisor. All work related injuries/illnesses and incidents must be reported to Samet Corporation immediately.

In the event of a work-related injury or illness, the worker is to notify his or her supervisor. All work related injuries/illnesses and incidents must be reported to Samet Corporation immediately.

First line supervision will be responsible for conducting the investigation of the incident immediately. A safety representative may assist the first-line supervisor in the investigation but will not solely conduct the investigation. The incident notification and investigation report form will be submitted to Samet Corporation within 24 hours of the occurrence.

SAFETY PLANNING

Job Hazard Analysis (Completed by Contractor Superintendent and Project Manager)

Prior to starting work on this project, each contractor will submit a written Job Hazard Analysis (JSA) for their scope of work. The JSA can be included in the Site Specific Safety Plan. The Job Hazard Analysis must identify and outline each work component or activity, list the potential safety hazards, risk/severity assessment and health hazards associated with each activity, and describe what safety controls, PPE, tools and equipment will be implemented and required to mitigate the recognized hazards and safely complete each activity.

Pre-Task Safety Planning (Completed by Contractor Foreman or First Line Supervisor)

Each Foreman, designated supervisor and or workers will analyze each task to be performed for each scope of work and identify the work sequences, hazards, and controls necessary to protect workers from the identified hazards. The Pre-Task Safety Plan will be communicated daily to each crew performing work on this project. Each employee will sign the PTP form acknowledging the safety procedures while engaged in the task. A sample pre-task can be obtained from project superintendent. In cases of a changed construction activity that would require a change in PPE use, or a lapse in proper use, insufficient skill or knowledge, the employee or subcontractor competent person must assess the change(s) and retrain his employees and document that re-training in his daily pre-task safety plan and field report.

SAFETY INSPECTIONS

Each Contractor performing work will be responsible for conducting daily safety inspections of their work area, tools and equipment. The following inspections will be required as applicable to ongoing work activities. Safety forms or permits can be obtained from project Superintendent.

General Daily Worksite Safety Inspections

Each contractor will perform a general safety inspection of their work area where there employees and subcontractors are working on a daily basis. Subcontractor's competent person will use their daily pre-task safety plan when assessing the potential hazards, safe work practices and physical hazards while conducting inspection of their work areas. Samet Daily

Worksite Safety Inspection form or equivalent form must be used to document these inspections and the completed corrective actions

Daily Scaffold Inspections

Contractors using scaffolds will designate a competent person to inspect all scaffolds each day prior to use. The inspector shall use a scaffold inspection tag or equivalent to document inspections.

Daily Trench Inspections

Each contractor working in trenches or excavations will designate a competent person to inspect all excavations each day prior to beginning work

Daily Crane Inspection

Each contractor using cranes on this site will designate a competent person to inspect each crane each day prior to use. A sample form can be obtained from project superintendent.

Daily Forklift Inspection

Each contractor using forklifts on this site will designate an operator to inspect forklifts each day prior to use

Daily Aerial Lift Inspections

Each contractor using scissor or boom lifts will designate the operator to inspect the lifts each day prior to use.

Material handling/ hoisting equipment

Each contractor using material lifting devices such as duct jacks or similar hoisting equipment shall inspect equipment daily. The inspector shall use an equipment inspection tag or equivalent to document his inspection.

Harness and Lanyard Inspections

Each contractor who requires their employees to wear personal fall arrest systems shall inspect harnesses and lanyards as required. Workers engaged in steel working activities shall inspect harnesses and lanyards daily. All others shall inspect harnesses and lanyards monthly, color code or tag them to indicate current inspection.

Rigging Equipment Inspections

All contractors using rigging equipment (slings, shackles, ring clutches and etc.) shall submit a rigging plan to include inspection criteria based on manufacturer's requirements. All rigging equipment shall be inspected and certified by contractor prior to use and as a minimum monthly.

Ladder Inspections

All contractors using ladders shall inspect them prior to each use. Ladder inspection documentation is contained in the Worksite Daily Safety Inspection Form.

Hand and Power Tool Inspections

All contractors using hand and power tools shall inspect them daily prior to each use. Tool inspection documentation is contained in the Worksite Daily Safety Inspection Form

SAFETY TRAINING

Safety and health training is a requirement and mandatory for all and contractor workers assigned to this project to promote and ensure that an incident and injury free environment exists.

Safety Orientation:

All project management, supervisors, and workers shall attend site-specific safety orientation training. Samet Corporation Superintendent or his representative will conduct safety orientations. No workers will be allowed to start work until they have attended the safety orientation.

As a minimum, the safety orientation will include viewing Samet Corp Safety video, Project Safety Rules, site safety orientation report, emergency action plans, fire extinguisher training, safety training requirements and procedures contained in this manual. The site-specific orientation will communicate each worker's responsibility to be in compliance with this project's Site Safety and Incident Prevention Program, Project Safety Rules, regulations, accountability, and the disciplinary policy.

Upon conclusion of, all personnel will be given a numbered hard hat sticker verifying that they have been through the orientation.

Weekly Tool Box Safety Meetings

All workers assigned to this project will participate in weekly Tool Box Safety Meetings conducted by contractors. Documentation of completed tool box meetings will be submitted to Samet Corporation Superintendent. Failure to attend and conduct weekly meetings could result disciplinary actions.

GENERAL SAFE WORK PRACTICES

Clean and safe working conditions are absolutely essential for achieving an Incident and Injury Free Environment, as well as for the promotion of construction efficiency and progress. Each worker on this project is valued not only for what they do, but for who they are. Everyone must maintain a strong personal desire to think and act safely, in an effort to create an Incident and Injury Free Environment.

The following general safe work rules are a partial list of the general rules that apply to each worker on this project. There will be no tolerance for any worker who carelessly disregards these rules or the other applicable health and safety rules.

PROJECT SAFETY RULES

1. Access to this site is restricted to employees and those authorized by Samet Corporation.
2. Use and/ or possession of intoxicants, alcohol, or drugs are strictly prohibited.
3. All personnel on the project site will wear hard hats, hard soled work boots, safety glasses, reflective vests or high visibility clothing in the designated work zone.
4. Possession of firearms or other weapons is prohibited on project sites and in and on company owned property.
5. Workers will carry ear protection on their person.
6. Workers shall wear long pants and shirts with 4" minimum sleeves at all times.
7. Workers will wear cut resistant gloves whenever necessary to prevent hand and finger injuries
8. Workers cutting masonry materials shall use a wetting method or mechanical ventilation to reduce respirable crystalline silica from workers breathing zone according to OSHA permissible exposure limit of 50 ug/m³ of air.
9. Workers mechanically sanding sheet rock shall use mechanical means to reduce respirable dust from workers breathing zone at or below OSHA permissible exposure limit of 5 mg/m³ of air.
10. Full body harness, shock absorbing lanyards or other fall protection devices will be utilized when working at unprotected heights greater than 6 feet above a lower level and in all aerial articulating boom lifts and forklift baskets.
11. No radios, tape decks or earphones allowed on site. No glass containers allowed on site.
12. Workers on scaffolds 6 feet or greater above a lower level shall be protected by either guardrails or personal fall protection.
13. Only authorized and trained personnel are permitted to operate equipment.
14. No riders on mechanized equipment. No riding in back of pickup beds.
15. All mechanized equipment must have seat belts, operable horns and backup alarms. Operators shall wear seat belts.
16. No one shall enter a trench or excavation unless it is properly protected or sloped and employees trained on the hazards involved in trenching operations.
17. Only trained, qualified operators will use powder-actuated tools.
18. All ladders shall be heavy duty type 1, 1A or greater. They will be secured and extend three feet above landing. Type II and Type III ladders (< 225 Lbs.) are prohibited. **Aluminum ladders are prohibited.**
19. Guardrails shall be maintained at all times at all openings, stairways and at the building perimeter.
20. Be alert for chemical safety hazards. Flammable liquids must be kept in approved metal safety containers.
21. All flexible cord sets shall be 3 wire type, designed for hard/extra hard use and be # 14 AWG or greater. Replacement plugs to be UL/FM approved for outdoor locations.
22. Work on exposed energized circuits greater than 50 volts is prohibited.
23. Subcontractors shall have in their possession a first aid kit which is readily accessible to their employee and or their tiered employees and fire extinguisher located at their work area.
24. Report all accidents, near misses, unsafe conditions or practices to your supervisor and superintendent.
25. Contractors will provide fresh drinking water daily for their employees' use.
26. No eating and drinking inside buildings except for clear liquids (water). Eating and or smoking area (s) will be designated on the project site.

EMERGENCY ACTION PROCEDURES

An emergency plan is a set of rules or procedures to be followed by all personnel in the event of a project emergency. A site specific emergency action plan will be written and all subcontractor competent persons will be provided with a copy of the site specific emergency action plan when they mobilize on site. The plan and procedures will be discussed during the project safety orientation meeting.

The emergency plan is maintained in the Samet field office and is under the direction of the project superintendent. The emergency plan determines the proper access/egress of emergency equipment and/or personnel into or out of the site in case of emergency.

Project superintendent will activate emergency action plan by the use of 3 long air horn blasts and or phone communication to subcontractor competent persons.

Supervisors will be directed to key locations on the site to assist in an emergency situation.

Each employee is expected to follow direction of supervisors and cooperate in any emergency action effort.

Personnel should evacuate the site in an orderly fashion if instructed to do so by supervisors.

If you become aware of an emergency situation or an injury, notify a supervisor immediately.

Personnel are strictly forbidden to discuss project conditions, incidents or emergencies with the media, press or any person not associated with the project.

PROJECT SITE SECURITY

“ No Trespassing” signs should be posted at the project site to prevent casual entry by the public. All construction traffic will enter through designated areas. On projects that are fenced in, all construction traffic will enter through designated control gate(s). Subcontractors entering the project in company vehicles shall register the vehicle with the project superintendent. Parking areas will be designated for privately owned vehicles.

Subcontractors are responsible for directing their employees and vendors to use specified gates and parking areas as required. Subcontractors are responsible for securing and maintaining their own equipment, office trailers and storage areas to include after hours, weekends and holidays. If the subcontractor elects to store tools or other valuable items onsite, all tools or other valuable items should be labeled with the owners name and locked in a secure metal job box or storage container. At a minimum, locks should be high tensile steel security lock sets.

Mechanized equipment should be locked and or secured in storage containers. All workers on site shall report suspicious behavior to their respective supervisors.

Subcontractor employees may be subject to Samet Corporation disciplinary procedures for violation of project security measures and for certain offenses, may be subject to legal action:

- Possession of firearms and other weapons on project site.
- Fighting or horseplay.
- Being on project while under the influence of alcohol or controlled substances.
- Intentional violation of project traffic and parking rules.
- Theft.
- Smoking in unauthorized areas.
- Possession, distribution, or offering for sale, alcohol or controlled substances on project site.
- Negligent damage of owner’s property or the property of contractors or employees.

FIRST AID POLICY

In the event an employee is injured on the job, First Aid kits are available for the employee to treat their own injuries. First aid kits will be located in the vicinity of the work area and contents of the kit inspected when brought on site. Subcontractor Foreman will notify project superintendent or his representative if employees use first aid items. In the event of a serious injury, 911 will be called.

No employee is required to treat another's' wounds. However, in the event "Good Samaritan" assistance is rendered the exposed employee and victim will be evaluated by a medical clinic or doctor for Blood Borne Pathogens exposure control within 24 hours. The exposed employee will receive general blood borne pathogen training pursuant to OSHA 1910.1030 requirements.

HEAT STRESS

Work involving high air temperature, radiant heat sources, high humidity, direct physical contact with hot objects or strenuous physical activities have a high potential for inducing heat stress in workers engaged in construction activities.

Age, weight, degree of physical fitness, degree of acclimatization, metabolism, use of alcohol or drugs and a variety of medical conditions all affect a worker's sensitivity to heat. Even the type of clothing the worker wears must be considered. Prior heat injury predisposes a worker to additional injury.

It is difficult to predict just who will be affected and when, because a workers susceptibility varies. Environmental factors include more than ambient air temperature. Radiant heat, air movement, conduction and relative humidity all affect a workers response to heat.

Workers should consume adequate liquids and take necessary rest breaks to help prevent heat disorders. It is recommended that water be consumed rather than carbonated beverages or sport like Gatorade. These beverages can dehydrate a worker because of the sugars and other ingredients contained in the beverage.

Heat Disorders and Health Effects

Heat stroke: Occurs when the body's system of temperature regulation fails and body temperature rises to critical levels, **Heat stroke is a medical emergency. Do not send worker home or leave unattended.**

Primary Signs and Symptoms:

<u>Confusion</u>	<u>Convulsions</u>
<u>Irrational Behavior</u>	<u>Lack of sweating</u>
<u>Loss of conscious</u>	<u>Hot dry skin</u>

Heat Exhaustion: Symptoms often are non specific and may be sudden in onset; these symptoms often resemble a viral illness. It is caused from dehydration where a large loss of body fluid causes a slowing of the circulatory system.

REMOVE FROM HEAT, GIVE FLUIDS, AND ADEQUATE REST.

Primary Signs and Symptoms

<u>Fainting</u>	<u>Weakness</u>
<u>Headache</u>	<u>Thirst</u>
<u>Nausea</u>	<u>Giddiness</u>
<u>Vertigo</u>	

Heat Cramps: Usually caused by performing hard physical labor in a hot environment. They are caused from an electrolyte imbalance caused from sweating. Cramps can be caused by too little or too much salt.

GIVE WATER OR A COMMERCIAL CARBOHYDRATE-ELECTROLITE REPLACEMENT LIQUID (Gatorade) EVERY 15 TO 20 MINUTES.

HAZARDOUS COMMUNICATION/SDS

All contractors will submit their hazardous communication program and SDS to the Samet Corporation project superintendent prior to the start of work. Unless designated otherwise, the Superintendent serves as the site hazardous communication coordinator. The following information will assist in understanding OSHA Hazardous Communication requirements:

List of Hazardous Chemicals

The superintendent will maintain a list of all hazardous chemicals. This list will be located in the superintendent's trailer and available for all employees upon request.

Safety Data Sheets (SDS's)

The project superintendent and or project manager will maintain a notebook containing contractors Hazardous Communication Program and SDS's. The notebooks will be located in the jobsite trailer and be readily available to all employees during their work shift.

Information on the SDS's must contain the following and be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS)

- Name of product
- Hazardous ingredients and primary entry into the body
- Physical data
- Fire and explosive data
- Health hazards
- Reactivity
- Spill or leak procedures
- Special protection information
- Special precautions

Each supervisor or lead man will monitor their employees under his direct supervision for proper training and proper precautions prior to the hazardous chemical's introduction to the jobsite.

All hazardous chemicals introduced into the work site will have an SDS. If supplier or manufacturer fails to supply an SDS, the subcontractor will contact the supplier.

Labels and Other Forms of Warning

The superintendent and or project manager is designated to ensure that all hazardous chemicals on the construction site are properly labeled, tagged, or marked with the following information:

- Identity of the hazardous chemical(s)
- Appropriate hazard warnings
- Name and address of the manufacturer, importer, or other responsible party

Since chemical manufacturers are required to label their containers of hazardous chemicals, we will use these labels as our primary means of warning employees about the product. Labels are not to be removed from any container or defaced in any manner. If a label is missing or illegible, notify subcontractor supervisor or project superintendent immediately.

The superintendent and or project manager will refer to the corresponding SDS to verify label information. Small containers into which materials are transferred for use are required to be labeled with the identity of the hazardous chemical (s) and appropriate hazard warnings.

The superintendent and or project manager will ensure all containers upon receipt onsite and monthly thereafter to ensure that all containers on the site are labeled and that the labels are up to date.

Training

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas.

The training will emphasize these elements:

- A summary of the standard and this written program.
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
- Physical and health hazards associated with potential exposure to work place chemicals.
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures.
- Where SDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.
- Employees shall be routinely tested to ensure they understand the hazard communication program.

It will be Samet Corporation policy to provide training regularly at Tool Box meetings as the hazards change or when a new

chemical hazard is introduced to the jobsite.

Contractor Employees

Project superintendent will advise subcontractor's foreman of Samet Corporation hazardous chemical list during the safety orientation. In addition, the contractor's foreman will be notified of the location and availability of SDS s.

Each contractor bringing chemicals onsite must provide a copy of their written Hazardous Communication Program including all SDS' to Samet Corporation superintendent prior to mobilization on the jobsite. The superintendent will maintain company's Hazcom program until subcontractor finishes their work.

Community Right to Know

Each project location will cooperate with city and county officials to comply with requirements of the OSHA standards regarding hazardous materials onsite.

FALL PROTECTION

Samet Corporation, subcontractors, vendors or other third party individuals will take all practical measures to eliminate, prevent, and control fall hazards. All work will be planned with the intent to eliminate identified and potential fall hazards. Samet Corporation's fall protection policy and OSHA 29 CFR 1926.500 Subpart M govern the requirements to protect workers exposed to falls. Additionally, Samet Corporation fall protection policy is 100% fall protection 6 feet or greater above a lower level. The use of conventional fall protection systems are the only means to protect workers from falls to lower levels. **Workers wearing personal fall arrest systems shall not free fall more than 6 feet or never contact a lower level.**

A written fall protection and prevention plan may be required as deemed necessary by Samet Corporation. Contractors engaged in the following shall submit their fall protection plan for approval prior to beginning work on site: **Steel erection, concrete (cast in place), wood framing, dry laid masonry wall (segmented), pre-cast concrete walls, tilt-up concrete walls, and roofing work. Fall protection plan must be approved prior to beginning work.** The designated competent person must oversee the company's fall protection plan to ensure it meets Samet Corporation's fall protection policies. **Subcontractors submitting a fall protection plan shall include a rescue plan if applicable.**

Samet Corporation is committed to the philosophy of 100% continuous fall protection, whenever the potential exists for a worker to be exposed to fall hazards of six feet (6') or greater above a lower level.

Acceptable fall protection systems include the following conventional systems:

- Guardrail systems.
- Safety netting.
- Floor and wall hole covers.
- Positioning device systems.
- Fall restraint systems.
- Protection from falling objects.
- Personal fall arrest systems.
- **Safety monitoring systems as part of a warning line fall protection system is prohibited.**

Workers exposed to fall hazards shall be uniformly equipped, trained, and given periodic refresher training in fall protection at specific intervals to minimize the adverse effects of accidental falls. Fall protection training records will be maintained on the project and available for review by Samet Corporation.

100% FALL PROTECTION MEANS PROTECTED FROM FALLS AT ALL TIMES WHEN WORKING AT OR ABOVE SIX FEET. The use of dual lanyards shall be used to ensure 100% protection. This means it is mandatory for all trades, including:

- Structural steel erection (including connectors).
- Re-bar assembly
- Concrete forming
- Pre-cast/tilt-up erection.
- Masonry
- Carpentry/framing

- Roofing
- Dry laid masonry walls

Personal Fall Arrest Systems shall consist of ANSI certified:

- Full-body harness with,
- shock absorbing lanyard and locking snap hook or,
- Retractable lanyard
- Vertical life line with rope grab
- Properly engineered anchorage points.

Flat Roof fall protection program: Warning line systems

There are times when a warning line is necessary. The roofers shall place the warning line as close as 15 feet from the edge. For the other trades working on a roof the warning line must be 25 feet from the edge.

The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches (.9 m) from the walking/working surface and its highest point is no more than 39 inches (1.0 m) from the walking/working surface;

After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion, 30 inches (.8 m) above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge;

The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kN), and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions; and

The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

If any employee or subcontractor is working on the outside of the warning line system then 100% fall protection is required.

Personal fall arrest systems will be required for workers on ladders when the following conditions are present:

- Work requires the employee to reach such that the center of the body travels outside the area between the side rails of the ladders.
- The ladder is positioned such that its distance to a leading edge or open-sided floor is less than the working height of the ladder.
- Employees not maintaining 3 points of contact when climbing the ladder.
- Employees working on ladders when it's feasible and would not create an additional hazard to tie off to an approved anchor point when working greater than 6 feet above a lower level on the ladder. Note: Competent Person shall evaluate conditions that would support tying off on ladders.

Samet Corporation will only accept the following conventional fall protective systems:

- Standard guard rail systems (including toe boards) as defined by OSHA shall be used to protect all open sides and edges to include but not limited to perimeter of building floors, window openings, stairways and landings, elevator or stairway door openings, ladders access points around floor openings, across doorways to unprotected balconies, above parapet walls (less than 39" high) and any other areas necessary to protect against falls to lower levels. During the course of building erection and installing building components, workers exposed to unprotected falls shall be protected by the use of personal fall protection systems.
- Personal fall arrest systems as defined by OSHA and Samet Corporation Fall Protection Policy are as follows:
 - a) Full body harness with shock absorbing lanyard attached to an approved anchor point with a metal to metal connection. The use of engineered anchor brackets (with all holes filled), wire rope chocker and or synthetic strap designed for fall protection are acceptable methods used to secure to an anchorage capable of supporting 5,000 lbs. **At no time shall a worker be exposed to a free fall more than 6 feet.**
 - b) Full body harness with retractable lanyard attached to an approved anchor point with a metal to metal connection. The use of engineered anchor brackets (with all holes filled), wire rope chocker and or synthetic strap designed for fall protection are acceptable methods used to secure to an anchorage capable of

supporting 5,000 lbs. **At no time shall a worker be exposed to a free fall more than 6 feet.**

c) Full body harness with shock absorbing lanyard attached to a vertical life line with the use of a rope grab attached to an approved anchor point with a metal to metal connection. The use of engineered anchor brackets (with all holes filled), wire rope chocker and or synthetic strap designed for fall protection are acceptable methods used to secure to an anchorage capable of supporting 5,000 lbs. **At no time shall a worker be exposed to a free fall more than 6 feet.** Securing an approved anchor point above the workers head would be an acceptable means of protection.

Samet Corporation will accept controlled access zones on a limited base.

- When used to control access to leading edge.
 - When floor sheathing installation has stopped for the day a control line shall be erected at least 15 feet back from the leading edge. Control line shall extend the entire length of the leading edge. Control lines shall be made of ropes, wires or equivalent strength and be supported by stanchions and clearly marked with high visible material and a sign attached to the line indicating "Fall Protection Required Beyond This Point". The use of roof flagging material would be acceptable.

Samet Corporation will not accept warning lines and monitors as a fall protection system.

- To minimize swing fall ensure worker's anchors are perpendicular to any fall hazard.
- The use of a fall restraint system to prevent falls to a lower level must be approved by Samet Corporation Safety Director, Project Superintendent and Contractor's Competent Person
- Ladders when used to access multiple floors shall have a landing coral or a walk through type ladder.

General fall protection requirements

Workers will not tie off to a perimeter cable or wire rope guardrail unless the perimeter guardrail has been properly designed as a horizontal lifeline. Horizontal lifelines must be designed by a qualified person.

When wire rope is used to construct guardrail systems at least 3/8" diameter cable shall be used with three cable clamps per connection. Guardrail systems must be constructed such that the toprail is 39" - 45" high and is capable of withstanding a 200 lb. force without deflecting below 39".

Lanyards will not be tied back to themselves unless approved by the manufacturer.

On properly constructed scaffolds, elevated decks, and elevated platforms that have perimeter guardrail systems consisting of a top rail and mid rail, workers are not required to tie off. Personal fall arrest systems will be required if the perimeter guardrail system must be removed.

Any contractor that creates a floor hole or penetration larger than 2 inches will be responsible for protecting that opening and properly marked, "**HOLE OR COVER-DO NOT REMOVE.**"

Any contractor that must remove a guardrail, hole cover or other fall protection system in the course of their work will be responsible for immediately replacing the protective system.

SCAFFOLDS AND AERIAL LIFTS

Contractor shall identify a competent person in charge of erecting and dismantling all scaffolds. The competent person shall ensure that the scaffold is erected and used according to OSHA regulations (29 CFR 1926 subpart L- Scaffolds) and Codes of Safe Practice (Scaffold Industry Association). Records will be maintained for scaffold training and be available for review by Samet Corporation Superintendent. **The Competent person shall submit to Samet Corporation Superintendent or his representative a fall protection plan for erecting and dismantling scaffolds.**

Employees working on scaffolds 6 feet above a lower level shall be protected from falling by either a standard guardrail system or personal fall arrest system. Any use of a personal fall arrest system used on a scaffold shall be approved by Samet Corporation Superintendent and Samet Corporation Safety Director. The subsequent specific scaffold requirements shall be followed:

- Fabricated frame scaffolds shall be erected under the supervision of a competent person and inspected daily. Scaffold tags or equivalent shall be used to document the inspection. Green Tags - Approved ready for use. Yellow Tags -

Caution if restrictions are required. Red Tags – Scaffold unsafe do not use. Narrow span scaffolds (Baker scaffolds) are required to be inspected and tagged.

- Masonry tower scaffolds shall be inspected daily and tagged when erected.
- Fabricated frame stair towers shall be erected under the supervision of a competent person and inspected and turned over to the general contractor. In turn will assume control of stair tower and will assign a competent person to inspect the tower daily. Documentation of inspection can be a scaffold tag or equivalent.
- Scissor lift operators shall be designated by their employer and shall follow all manufactures operating instructions. Personal fall arrest systems **are not required** to be worn as long as the worker is on the platform, **unless required by OSHA and or the manufacturer of the scissor lift.** Workers are not authorized to work outside the lift unless they are protected by the use of a personal fall arrest system with an approved anchor point. Samet Corporation Superintendent must approve the use of personnel fall arrest systems for work outside the lift.
- Articulating aerial boom lift operators shall be designated by their employer and shall follow all manufactures operating instructions. All workers in the lift shall wear personal fall arrest systems and tie off to an approved anchorage point on the lift.

General Requirements for All Scaffolds

- All scaffolding, prior to erection, will have its components inspected for defects and any damaged parts.
- Scaffolding shall be erected on a firm foundation/footing. Scaffold poles, legs, posts, frames and uprights will bear on metal base plates and mud sills where required.
- Platforms must be fully planked or decked. The maximum allowable space between scaffold planks shall not exceed one inch. Openings in scaffold platforms shall not exceed 9 1/2 inches to accommodate uprights that pass through a scaffold platform.
- Scaffold planks shall extend past the horizontal support a minimum of 6 inches and not more than 12 inches unless cleated or restrained by hooks.
- Scaffold planks are overlapped the overlap must occur at a horizontal support and the overlap must be at least 12 inches.
- Scaffold planks must be scaffold grade planking.
- Ladders or stairs must be used to access any scaffold platform that is more than 2 feet above the point of access. End frames of fabricated frame scaffolds can be used as a ladder if the following criteria are met:
 - Specifically designed and constructed as ladder rungs.
 - Rung length of at least 8 inches.
 - Spacing between rungs does not exceed 16 3/4 inches.
- No workers will climb up or down a scaffold using the cross bracing.
- Scaffold platforms 6 feet of height or greater will be equipped with standard guardrail systems. If guardrails cannot be used on a scaffold, workers will wear a full body harness and be tied off to a fixed anchorage point approved by Samet Corporation Superintendent.
- Workers working below scaffolding will also be protected from falling objects. Scaffolds will be equipped with toe boards, screening, debris netting, catch platforms, or a canopy structure.
- Scaffolds shall not be erected such that the height to base ratio exceeds 4 to 1 unless they are properly guyed, tied, or braced to prevent overturning.

Aerial Lifts

- Specific Requirements
- Personal fall arrest system shall be worn while working in articulating boom platforms, ladder trucks and tower trucks.
- Operators shall be trained in accordance with the manufacturers operating and maintenance manual.
- Operator shall check the area in which the aerial platform is to be used for possible hazards such as, holes, drop-offs, debris, electrical hazards or other possible conditions.

Training Requirements

- Nature of electrical, fall, and falling object hazards
- Correct procedures for protection of above
- Proper use of the scaffold

- Load capacities of scaffolds
- Requirements of 29 CFR 1926 subpart L
- Retraining as necessary to restore proficiency

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment (PPE) shall meet applicable standards of the American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM) and properly used in accordance with the manufactures' recommendations. Each employer shall furnish their employee (s) approved PPE and are trained in the selection, use and care. All Samet Corporation employees, subcontractors and vendor employees and third-party individuals will, as a minimum, wear the following personal protective equipment at all time in the designated work area while on this project (except in office and lunch areas). All PPE must be of the proper fit for each individual and must be maintained in a clean and sanitary condition.

Head Protection

An approved hard hat must be worn at all times.

- Hard hats must be properly maintained and inspected.
- Ball caps, or other head gear not specifically designed to wear with a hard hat will not be allowed. Headgear conforming to the crown of the head would be acceptable to wear under hard hats.
- Hard hats must be worn with the bill facing forward except when reversing the suspension is allowed by the manufacturer to accept a welding shield or other face shield.

Eye and Face Protection

- Safety glasses with side shields must be worn at all times.
- Workers that wear prescription safety glasses may do one of the following:
 - Obtain prescription safety glasses (Z87.1) with rigid side shields.
 - Wear over- the- glass safety glasses.

In addition, the following eye/face equipment must be worn when performing the following work activities:

- | | |
|------------------------------|-------------------------------------|
| • Arc welding | Welding hood with proper shading*. |
| • Burning | Burning goggles with proper shading |
| • Grinding or cutting metals | Face shield* |
| • Drilling (rock) | Face shield* |
| • Chemical handling | Face shield* |
| • Molten materials | Face shield* |
| • Corrosive liquids | Face Shield* |
| • Concrete pouring | Face Shield* |

Note: * Safety glasses will be worn in conjunction with face shields and welding hoods.

Foot Protection

- Hard soled work boots or shoes above the ankle that are in good condition must be worn at all times. Safety toed work boots if worn must conform to ASTM F2412-05 & ASTM F-2413-05. Athletic shoes, sandals, or other street-type shoes are not allowed, even if they have steel toes.

Work attire

- Shirt sleeves will have a minimum length of 4 inches. No shorts, tank tops, or cut-off shirts are permitted.
- All personnel shall wear a reflective vests or high visibility clothing while in the designated work zone. During the hours of dusk to dawn ANSI class II reflective vests or clothing shall be worn.
- Long pants that fit properly around the waist. Shorts or pants that are being worn low on the hips or thigh are not allowed. The length of the pants will be such to not present a tripping hazard.

- Long hair must be contained under the hard hat. Pony tails will not be allowed to extend below the collar.
- Rings, chains, bracelets, dangling earrings, or other loose jewelry will not be worn when working near or on machinery, equipment, or moving parts.

Respiratory Protection

Project superintendent and Safety Director will review with subcontractor Foreman to determine if hazards exist that require respiratory protection prior to start of work. Subcontractor Foreman/Competent Person shall submit written documentation supporting this hazard assessment to Samet Corporation upon request.

Respiratory protection would be required if OSHA permissible exposure limits are exceeded and no means of engineering controls could be used. Subcontractor would be responsible for determining the exposure level by sampling for airborne contaminants.

When respirators are required to be used, the employer must establish a comprehensive respiratory protection program, as outlined in OSHA’s Small Entity Compliance Guide for Respiratory Protection and as required in the OSHA respiratory protection standard [29 CFR 1910.134 and 1926.103]. Important elements of this standard are:

- Periodic exposure monitoring,
- regular training of personnel,
- selection of proper NIOSH-approved respirators,
- an evaluation of the worker's ability to perform the work while wearing a respirator,
- respirator fit testing, and
- maintenance, inspection, cleaning, and storage of respiratory protection equipment.

The respiratory protection program should be evaluated regularly by the employer.

If a worker desires to voluntarily wear a filtering face piece and a respirator is not required, the first-line supervisor is required to inform the worker about the specific respirator and its limitations. All disposable dust masks must be NIOSH approved. Contractors shall read and have employee sign Appendix D to section 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard. Appendix D is contained in the appendix of this manual.

Only those workers (required use) that have received a medical clearance from the PLHCP may be fit tested and wear a respirator. This includes disposable dust and mist respirators! **WORKERS ARE ONLY PERMITTED TO WEAR A RESPIRATOR AFTER HAVING SUCCESSFULLY PASSED A MEDICAL CLEARANCE, RECEIVED RESPIRATOR TRAINING, AND PASSED A RESPIRATOR FIT TEST.**

Use of Respirators

Do not use respirators as the primary means of preventing or minimizing exposures to airborne contaminants. Instead, use effective source controls such as substitution, automation, enclosed systems, local exhaust ventilation, wet methods, and good work practices. Such measures should be the primary means of protecting workers. However, when source controls cannot keep exposures below OSHA permitted exposure limits (PEL), controls should be supplemented with the use of respirators.

Hearing Protection

Approved hearing protection will be worn as specified in posted areas and while working with or around high-noise level producing machines, tools, or equipment. A good rule to follow is: When you must raise your voice to be heard, you need hearing protection. Exposure to impulsive or impact noise must not exceed 140dB noise level.

Duration per day, hours	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

Impulsive or impact noise	
Equipment or tools	Sound Level Created
Pneumatic chip hammer	103-113
Jack Hammer	102-111
Concrete Joint Cutter	99-102
Skill Saw	88-102
Stud Welder	101
Bulldozer	93-95
Crane	90-96
Hammer	87-95
Backhoe	84-93
Above hearing exposure based on an 8 hour exposure	

Hand Protection

Workers will wear cut resistant gloves whenever necessary to prevent hand and finger injuries. The project safety supervisor can assist in recommending the correct glove for the task. Note: Level of cut resistant gloves to be determined by contractor's Competent Person.

Additional Protections

Specific activities may require that additional personal protective equipment be worn such as working on energized circuits. Contractors shall evaluate the need for additional protection based on their pre-task safety plan.

Certification

This hazard assessment has been performed to determine the required and appropriate type of personal protective equipment for each affected worker on site. All employees and subcontractors have been trained and understand these requirements for selection, care and use of the proper PPE. If any PPE is found to be defective or damaged, I will take the responsibility for removing it from service. I also understand that if the task changes, I will re-address the use of proper PPE.

Assessment Certified by (Safety Director) _____ Employee: _____

Date: _____

Hand and Power Tools

All Hand and power tools will be kept in good condition with regular maintenance. Hand and power tools are to be operated according to manufacturer's instructions and guidelines and the personal protective equipment appropriate for the hand or power tool will be worn. Workers working 6 feet or greater above a lower level while using hand held tools and or power tools that may be subject to dropping shall be tethered or area barricaded to prevent tool from hitting unsuspected workers below.

Hand Tools

- Impact tools such as chisels, wedges, etc are not to have mushroomed heads.
- Wooden handles will not be splintered or cracked.
- Pocket knives should not be used for stripping wire unless protective gloves are worn with a minimum cut level of 2.

Electric Tools

- Never lift or carry a power tool by its cord.
- Guards and safety switches will not be removed or made inoperative.
- Electric tools must have a three-wire cord unless double insulated.

Portable Abrasive Wheel Tools

- Guards will not be removed.
- Grinding discs and wheels will be checked to verify they are the correct one for the grinder and rpm.

Pneumatic Tools

- Air hoses ½" in diameter or greater will have a safety excess valve installed at the source of air.
- Clips or retainers are required to prevent attachments from being ejected from the tool.
- Pneumatic nail guns shall be disconnected from the air supply when unattended.

Powder Actuated Tools

- Workers will be trained to operate a powder actuated tool and required to carry their training card at all times.
- Fired cartridges are not to be discarded on the floor but placed in a container or bucket and properly disposed of.
- Subcontractor Foreman will evaluate lead exposure of employees using these tools. See SDS for information.

HOUSEKEEPING AND ORDERLINESS

Project management, supervision, workers, vendors, and third party persons, shall maintain all work locations in an orderly and clean manner at all times. Daily cleanup of work areas is mandatory for all trades on site. **Subcontractor competent person shall submit a housekeeping plan to project team prior to starting work.**

Samet Corporation Cleanliness Standard

Dumpsters for general trash, construction debris (wood, metal, concrete and etc) and or specific recycling dumpsters pursuant to contract requirements will be provided. Subcontractors shall provide trash containers on site for general trash and debris. All miscellaneous trash generated by workers shall be deposited in a container or in the back of pickup trucks daily. There will be no bottles, food wrappers, cups and etc thrown on the ground. When containers are $\frac{3}{4}$ full they will be either removed from the site or dumped in a large metal dumpster provided. Subcontractors, if included in their contract, will provide their own dumpsters for their specific excess materials. Subcontractors shall pursuant to contract obligations allocate adequate resources to ensure this housekeeping standard is maintained throughout their time on the project. Project team shall address this housekeeping standard with all subcontractors prior to beginning work.

Specific housekeeping /cleanliness requirements are defined in this document.

Site work:

Subcontractors shall ensure all general trash and debris is deposited in appropriate containers or in the backs of pick-up trucks. Equipment maintenance area shall be designated by Samet Corporation. During general maintenance of equipment contractor shall make sure drip pans are use to contain any fuel/oil spills.

Concrete footing and slabs:

Wood for form work shall be staged in neat piles. Cut pieces of wood (scrap) used for form work shall be deposited in a container daily. When stripping forms all nails shall be bent over or removed from wood and deposited in a container daily. Rebar caps used to protect dowel rods shall be brought to the site in boxes or metal containers. After rebar caps have been used they shall be put back in a box or container for later use. Caps will not be left on the ground after their use.

Cast-in-place walls and column piers:

Rebar and formwork shall be staged in neat piles. Dunage that had been used to protect forms and rebar from the ground shall be stacked in piles and removed or deposited in appropriate container daily. Metal straps used to bundle rebar shall be deposited in containers daily upon removal from bundle. Metal straps shall not be left on the ground.

Tilt-up walls:

Rebar and formwork shall be organized and staged in neat piles. Cut pieces of wood used to form walls shall be deposited in an appropriate container daily. When a wall is lifted and put in place all wood formwork shall be cleaned up and put into piles and deposited in an appropriate container as soon as possible throughout the day. Stub ends of welding rods shall be deposited in small containers and not thrown on the ground or concrete slab. Rigging equipment shall be organized and not scattered on the ground after lifting operations.

Pre-cast walls:

Subcontractor will discuss with project team location of trucks and rout of entering the project and location crane used to erect panels. Rigging equipment shall be organized and not scattered on the ground after lifting operations. Stub ends of welding rods shall be deposited in small containers and not thrown on the ground or concrete slab. Dunage that has been used to protect panels shall be stacked in piles, removed or deposited in appropriate container daily.

Masonry/brick walls:

Project team will designate a storage area for cubes of CMU and bricks and designate an area for cutting blocks and bricks. Subcontractor along with project team will designate a storage area for scaffolds and walkboards. Scaffold components shall be not be scattered around the project site. When dismantling scaffolds all components shall be returned to the designated storage area. Pieces of blocks and bricks shall be cleaned up under scaffolds and adjacent areas and deposited in appropriate containers throughout the day.

Steel columns, beams, joists and decking:

Project team will designate a storage area for all structural steel components. Dunage that had been used to protect steel from the ground shall be stacked in piles and removed from the site daily. Metal straps used to bundle joists, decking and miscellaneous steel shall be deposited in appropriate container daily. Stub ends of welding rods shall be deposited in small containers and not thrown on the ground or concrete slab. Rigging equipment shall be organized and not scattered on the ground after lifting operations.

Building materials:

Project team will designate a storage area for all exterior building materials such as insulation boards, OSB, metal studs, bricks and masonry blocks, window frames, tyvek, hardy board, vinyl siding, plumbing supplies, mechanical equipment and etc. Subcontractors can use storage containers to store materials on site if approved by project team. All storage of materials shall

be organized. Stacked lumber piles shall not exceed 20 feet in height, bricks and masonry blocks should not be stored more than 7 feet high unless they are tapered back sufficiently not cause materials tip over. Competent person who accepts materials that need to be stacked shall ensure they are secured to prevent tipping over.

Wood framing:

Project team will designate a storage area or lay down areas for all lumber, panelized walls, floor joists, and roof trusses delivered to the site. Lumber shall not be stacked more than 20 feet. All strapping material and wraps shall be deposited in appropriate containers throughout the day. Lumber cut areas shall be kept organized and saw dust and debris cleaned up throughout the day and deposited in appropriate containers. Lumber stored inside buildings under construction shall be organized in hallways and rooms in a way that workers can walk through without walking on the lumber piles. Miscellaneous lengths of lumber shall have all nails removed or bent over. Miscellaneous pieces of lumber shall be picked up and deposited in the appropriate container throughout the day. When framing on each floor is completed the area shall be broom cleaned with all excess material removed and ready for the next trade to occupy the area.

General Housekeeping requirements:

All materials, equipment and etc. brought on site shall be organized and stored in areas designated by project team. Trade partners are responsible for organizing material, equipment and tools so they do not create a tripping hazard or impede/block exits out of the area or rooms they are working in. Trade partners are responsible for daily clean up of excess material and debris. Excess material and debris shall be deposited in appropriate containers throughout the day. Areas and rooms where multiple trade partners are working each trade partner shall clean up their own excess material and debris. When work is completed in a room or area all excess material and debris shall be removed and broom cleaned.

Housekeeping is an important part of our daily work. With the cooperation of everyone we can keep our areas clean and neat, and free from tripping hazards.

Take the time to think safety. With your help, accidents can become a thing of the past.

LADDER SAFETY

The following general requirements apply to all portable ladders. Samet Corporation requires all portable ladders to be rated heavy duty type 1, 1A, or 1AA. **Type II or Type III Ladders (<225 Lbs.) are Prohibited.** Job made ladders if used shall comply with ANSI A14.4. The use of aluminum ladders is prohibited on this project. **Competent Person shall evaluate the use of personal fall protection systems while on ladders greater than 6 feet up.**

- The use of ladders with broken or missing rungs, broken or split side rails, or other faulty or defective construction is prohibited.
- Portable ladder feet shall be placed on a substantial base, and the area around the top and bottom of the ladder shall be kept clear.
- Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
- Ladders shall be used only for the purpose for which they were designed.
- Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
- The sides of ladders shall extend at least 36 inches above the upper landing surface. When this is not practical, grab rails, which provide a secure grip for an employee moving to or from the point of access, shall be installed.
- Portable ladders shall be tied, blocked, or otherwise secured to prevent movement.
- Portable metal ladders shall not be used for electrical work.
- Inspect all ladders daily before each use. If any ladder is found defective, red tag it until it is repaired or discarded. NEVER use a defective ladder.
- Use shellac, varnish, or two coats of oil as a preservative on wood ladders. Never use paint, it conceals defects.
- Clean mud or greasy substances from your shoes before climbing up a ladder.
- Always face the ladder and hold on with one hand.
- Carry tools in suitable pockets, or have tools and other objects hoisted with a rope and bucket.
- Use personal fall arrest system if the type of work requires it.
- If it is dangerous to reach out too far from a ladder in any direction. Change the position of the ladder as often as necessary.
- Never use a ladder as a horizontal member of a scaffold.

Straight and Extension Ladders

- Place the ladder at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately $\frac{1}{4}$ of the working length of the ladder.
- Ladders must be equipped with a tie-off rope and nonskid safety feet or secured at the base, and must be adequately tied off.
- After the extension section has been raised to the desired height, check to see that safety dogs or latches are engaged and that the extension rope is secured to a rung on the base section of the ladder.
- Extension ladders must be overlapped a minimum of three rungs.

Stepladders

- Stepladders shall always be opened and set level on all four feet, with spreaders locked in place; they should never be used like a straight ladder.
- Never stand on the top of a stepladder or place tools or materials on the steps.

ELECTRICAL SAFETY

The following regulations apply to electrical installations used on this Project site, both temporary and permanent. Electricians working on exposed live (50 to 280 volts) parts shall wear the appropriate level of personal protective equipment required under NFPA 70e.

- Extension cords used with portable electrical tools and appliances shall be #14 AWG or greater and be three-wire type designed for hard or extra-hard usage. Grounds are never to be removed from the extension cords.
- All flexible cords plugged into a generator with an output of 5KW or greater and all flexible cords plugged into the permanent wiring of the building shall be protected by a ground fault circuit interrupter (GFCI).
- Any replacement plug ends installed on flexible cords shall be UL/FM approved for its intended use. Note: Open construction sites are considered wet locations. UL/FM approved water resistant replacement plug ends would be acceptable.
- Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Temporary lighting circuits shall be permitted within cable assemblies, or within multi-conductor cord or cable of a type identified for hard usage or extra-hard usage.
- Samet Corporation prohibits splicing or repairing flexible cords with electrical tape.
- Electrical and extension cords or cable are not to be laid on floors, in walkways, etc., unless it is impractical to do otherwise. They should be suspended, or protected in such a way as not to block or hang in walkways, doorways, or work areas.
- All energized panel boxes shall be equipped with a lockable cover, all holes sealed, and circuits labeled. Panel boxes shall have an approved cover on them at all times, except when being serviced; and when a temporary cover is in place, it will be marked "DANGER-HIGH VOLTAGE" to denote live current.
- **It is Samet Corporation policy that electrical panels shall be de-energized and locked out prior to being worked on.** However, if any work on energized circuits is required with panels removed an Energized Work Permit and Safety Plan shall be submitted and reviewed by Samet Corporation Safety Director and Senior Superintendent. Compliance with NFPA 70E is mandatory. PPE requirements shall comply with NFPA 70E Hazard Risk Classification Table 130.7 (c)(9) and 130.7 (c)(10).
- Samet Corporation requires all 125-volt, single phase, 15-, 20, and 30-ampere receptacles that are either temporary or permanent wiring of the building or structure and that are in use by personnel shall have ground-fault circuit interrupter (GFCI) protection for personnel. Additionally, receptacles other than 125-volt (240v), single phase, 15-, 20-, and 30-ampere receptacles that is either temporary or permanent wiring of the building or structure and that are in use by personnel shall have ground-fault circuit interrupter (GFCI) protection for personnel. Electrical contractor shall inspect GFCI receptacles daily and log the results on the daily Subcontractor Daily Work Site Safety Inspection form. Form is contained in the Appendix of this manual.

Electrical Power Cords

- Perhaps the most abused tool on the construction job site is the electrical power cord. They are kinked, twisted, cut, pulled and crushed almost constantly.
- Unfortunately, these damaged cords also take their toll in injuries and even fatalities. In one incident, a worker was installing ventilation ducts and received a slight shock from the exposed conductor on a damaged electrical cord. The shock didn't kill him, but he fell backward four feet off a scaffold and struck his head. The fall paralyzed him permanently from the waist down.
- Don't take electrical cords for granted. They can be a big help to us, but they can also hurt. Keep these pointers in mind:
- Visually inspect the cord for damaged and exposed conductors. If the cord is in damaged condition, don't use it, take it out of service.
- Inspect to make sure the ground prong is in good condition and the cord provides a satisfactory ground for the electrical tools being used.
- Don't drag cords over rough surfaces and don't use them to lift or pull materials. Electrical cords were not designed to function as ropes.
- Don't disconnect cords by jerking them out. They should be disconnected at the receptacle.
- Don't string electrical cords through water or oil and grease. Also, don't hammer nails or staples into cords.
- When not in use, the electrical cord should be neatly coiled and stored.
- Only round cords that are rated for heavy duty use are allowed. **Never use flat power cords.**
- With just a little respect, electrical cords can provide us with long and safe services.

TRENCHING & EXCAVATION SAFETY

- Prior to any excavation or trenching on this project, the following must be performed:
- Any contractor engaged in trenching operations deeper than 5 feet shall designate a competent person and inform Samet Corporation Site Superintendent.
- Underground utilities must be located. Underground utility locating authorities must be given the required advance notice.
- Trenches or excavations greater than 5 feet in depth will be sloped, benched, or otherwise protected from cave-ins accordance with OSHA Subpart P and as determined by the Competent Person. Sloping, benching or other protective systems are recommended for any trenches and excavations over three feet in depth.
- Protective systems designed to be placed in trenches such as trench boxes must have tabulated data available for review as necessary.
- Spoil piles and other materials will be placed a minimum of 2 feet from the edges of all trenches and excavations.
- In trenches deeper than four feet, locate means of egress, such as ladders or steps or ramps (45 degree slope), so they are no more than 25 feet of travel from anyone in trench.
- A competent person must inspect the trench, adjacent areas, and any protective systems for possible cave-ins, failure of protective systems, and hazardous conditions. Inspections must be performed daily before work begins and after every rainstorm or other hazardous conditions.
- A registered professional engineer must design all excavations and protective systems over 20 feet in depth.

UNDERGROUND UTILITY LOCATIONS

Any contractor who digs a trench or excavation to install project utilities public or private shall call NC 811 Dig Safety (1 800 632-4949) or www.nc811.org 2 business days prior to digging.

Before digging, be sure that all utilities have responded to your locate request. The North Carolina 811 representative will advise you during your call of the member utility owners notified. It is the responsibility of the caller (subcontractor) to contact a utility locating company to have any private lines located. The underground facilities located by North Carolina 811 or the Private Utility Locate Company will be identified by color coded paint, stakes or flags. Once the underground facilities have been located it is very important that the stakes, flags or paint not be disturbed. Notification will be good for 15 business days. However, the request should be updated on the 13th business day, if the work will not be completed by the end of the 15th business day

A copy of the North Carolina 811 notification form shall be submitted to Samet Corporation SRS Superintendent prior to digging

CONFINED SPACE

Samet Corporation Superintendent along with subcontractor's competent person will identify all confined spaces on the project. Any subcontractor who enters a confined space as required by the scope of work on this Project Site as defined by 29 CFR 1926.1201 Confined Space in Construction shall abide by all the requirements of the standard. Specific requirements for work in a confined space shall be attached as an amendment to this site specific safety and incident prevention program. As a minimum before work starts at a project site, each subcontractor must ensure that a competent person identifies all confined spaces in which one or more of their employees it directs may work, and identifies each space that is a permit space, through considerations and evaluation of the elements of that space, including testing as necessary. Samet Corporation policy is that all confined spaces by definition as indicated in 29 CFR 1926.1201 will be reclassified as a non-permit confined space based on 1926.1203(e)(1)(i-vi). Subcontractor's competent person shall submit to Samet Corporation superintendent a confined space entry permit indicating its reclassification as a non-permit confined space. In the event a confined space can't be reclassified as a non-permit space all requirements under 1926.1203(a-d) shall be followed. Samet Corporation superintendent is required to coordinate confined space rescue with local fire department in absence of on site rescue procedures.

FIRE PROTECTION AND PREVENTION

Fire Protection

Temporary fire protection measures, such as fire extinguishers, temporary hose lines, and temporary standpipes are required near hazardous locations and as required by OSHA regulations.

- Fire extinguishers will be:
 - Inspected monthly.
 - Conspicuously located.
 - Protected from freezing.
 - Placed within the immediate area of any welding/cutting operation or flammable liquid storage.
- If a fire extinguisher is discharged for any purpose, it should be reported to Samet Corporation Superintendent.
- All enclosed buildings under construction shall have appropriate number of fire extinguishers rated not less than 2A-20B:C placed inside the building as required by OSHA 29 CFR 1926 Subpart F.
- All temporary buildings (shops, field offices, locker rooms, etc.) will have a class ABC fire extinguisher rated not less than a 2A-10B:C.
- All spark producing operations shall require the use of fire extinguishing equipment rated not less than 2A-20B:C.

Fire Prevention

Combustible refuse from construction operations will not be burned or dumped anywhere on the construction site. Such refuse will be removed at frequent intervals, as required. Storage of large quantities of construction debris will be placed in metal dumpsters.

- Compressed gasses will be:
 - Stored with valve caps securely fastened when not attached to a regulator.
 - Secured upright at all times, including when transported in vehicles.
 - Fuel and oxygen cylinders will be separated by 20 feet for greater when not in use or separated by a not less than a 5 foot ½ hour fire rated wall.
 - Empty cylinders shall be stored separate from full cylinders.
- Oily rags and waste are to be stored separately in metal containers fitted with self-closing lids. Trash and refuse must be placed in trash containers provided for this purpose.
- No open burning is permitted on this project.
- All fire safety rules and signs on this project will be observed.

Flammable Liquid Storage and Dispensing

Flammable liquids will be:

- Stored outside not within 20 feet of any structure or inside a properly constructed storage container.
- Stored in approved metal safety cans and marked to indicate its contents.
- Not more than 25 gallons stored inside any trailer or building.
- Posted with "NO SMOKING" signs.
- Outside storage areas kept free of weeds and other combustible materials.

- Gasoline or diesel storage tanks will be double walled and protected from contact by mechanized equipment.
- Location of fuel storage tanks for dispensing liquids shall be approved by Project Site Safety Coordinator.
- At fuel dispensing points, the following is required:
 - Fire extinguisher rated not less than 20 B-C located within 75 feet of fueling point.
 - No Smoking signs posted.
 - Self-locking fuel nozzle prohibited.
 - Spill kit stored nearby.

HOTWORK PERMIT REQUIREMENTS

A Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but not limited to: Brazing, Flame Cutting, Grinding, Soldering, Torch Applied Roofing and Welding. Hot work permits will be issued by Samet Corporation Project Superintendent and will filled out by contractor engaged in hot work operations in an enclosed building/structure.

- All provisions of the Hot Work Permits will be followed including fire watch personnel. Hot Work Permits can be issued for the duration of the hot work. Sample hot work permit is contained in appendix A of this manual.
- The following precautionary measures will be taken when a Hot Work Permit is required:
 - Work area will be cleared of combustible material within 35 feet.
 - Gratings, openings, etc. will be completely covered in such a way to prevent sparks and slag from falling to a level below.
 - Fire extinguishers will be available in the immediate area of work.
 - No flammables or combustible material stored within 35 feet in any direction.
 - Combustible/flammable materials that cannot be moved must be covered with fire blankets or other suitable material.
 - A worker must be designated as a fire watch during Hot Work activities and for one-half hour after work has ended.
 - Follow confined space entry procedures, if required.

EQUIPMENT AND VEHICLES

- Heavy equipment (cranes, forklifts, dump trucks, excavators/backhoes, man-lifts, etc.) used on this project will be inspected prior to use and comply with applicable OSHA and ANSI standards.
- Seat belts shall be worn on all equipment with roll-over protective structures.
- Equipment that is equipped with windshields will be free from cracks or other visible damage.
- Vehicles and equipment with an obstructed view to the rear must have an audible backup alarm or a flagman must be used.
- No equipment or vehicle will be used to transport personnel unless it is specifically designed to do so.
- Equipment operators are responsible to check their equipment daily to verify it is working properly. Minimum inspection items include:
 - Brakes
 - Lights
 - Backup alarm
 - Hydraulic systems
 - Steering mechanism
 - Operating controls
 - Mirrors
 - Fire extinguisher
 - Limit switches
 - Leaks
- Equipment operators will possess the required training, certification, and licenses as required by law for the equipment that they are required to operate. All forklift operators shall have a valid operator's license and a copy shall be submitted to Samet Corporation Project Superintendent.
- Forklifts will be inspected on a daily basis at the beginning of the work shift. A Daily Forklift Inspection form is located in the appendix to this manual.

MOBILE CRANE SAFETY AND RIGGING

Any contractor who uses a crane on this Project Site shall adhere to the requirements of 29 CFR 1926.1400 Cranes and Derricks in Construction. **All crane operators shall fill out Samet Pre-Erection Crane Analysis and provide required documentation such as annual inspection certification, operator's license and signalman training.**

Mobile Cranes and Rigging

- No crane will be brought onto the project without a current annual inspection and applicable load charts.
- Crane operators will perform daily crane safety inspections. Crane operators are to turn in the Daily Crane Safety Checklist to Samet Superintendent. A Daily Safety Crane Checklist is provided in the Appendix to this manual. Note: An equivalent form may be used.
- All cranes will be equipped with an anti-two block device. Hooks will be equipped with safety latches.
- Contractor's supervisor shall designate a qualified person to monitor all rigging. All rigging will be inspected daily and before each shift. A Daily Rigging Safety Inspection Checklist is provided in the Appendix to this manual.
- The crane manufacturer's operating manual, instructions and load charts for a specific crane will be used to determine the safe operation of all cranes.
- All crane operators must be certified by the National Commission on Certification of Crane Operators (NCCCO) or equivalent. This rule applies to Contractors as well as Samet employees. Exception: cranes mounted on delivery trucks that unload outside, onto the ground.
- The supervisor shall ensure that crane operators meet legal and Owner requirements. After initial qualification, the supervisor shall closely monitor until the operator's capability is established.
- The ground where the crane will be set up must be solid and able to support the weight of the loaded crane. Determine if underground utilities exist near where the crane will be set up.
- Cranes will be set up level with outriggers fully extended or set per the manufacturer's recommendation for particular lift configuration. All tires should be clear of the ground.
- Cribbing or mats under outrigger pads should be of sufficient size and properly placed to ensure adequate soil bearing.
- Special attention needs to be taken when wind speeds exceed 20mph. Such lifts, will only be made at the discretion of the crane operator, project superintendent and safety director. Lower crane booms when appropriate due to high winds.
- Tag lines shall be used when needed to control the load. (Exception: When loading and unloading trucks)
- The entire swing radius of the rear rotating superstructure of all cranes must be barricaded to prevent crushing injuries.
- The load path shall be barricaded to protect worker from overhead hazards.
- Loads shall be routed to minimize exposure to workers.
- Before a lift, determine the load weight and load capacity. A designated qualified person will determine the load weight. Refer to the shipping weight or have the equipment or machinery assembly weighed. Calculate all structural loads and determine the center of gravity.
- Position the crane so there is a minimum swing and load path clearance of two feet. Cranes and their loads shall not be operated within 20 feet of electrical lines. Increased clearance is required for higher voltage lines. When working near electrical sources (overhead lines or lightning), the crane should be grounded.
- Crane operators are to know the weight of the load they are lifting.
- A written lift and rigging plan is required for any lift where:
 - The load is greater than 75% of the crane capacity as configured for the lift.
 - Two cranes are used.
 - The Project Manager/Superintendent or Safety Director determines the lift to be non-routine.

Signalman Training and Qualifications

Employers of signalmen shall ensure that each signal person meets the qualification requirements contained in 29 CFR 1926.1419 Signals – General Requirements.

- Know and understand the type of signals used. If hand signals are used, the signal person shall be designated in writing and know and understand the standard method for hand signals.
- Be competent in the application of the type of signals used.
 - Have a basic understanding of equipment operations and limitations, including the crane dynamics involved in swinging and stopping loads and boom deflection from hoisting loads.
- The crane operator, signal person shall be able to effectively communicate the language used.

- The signals used (hand, voice, audible, or new) and means of transmitting the signals to the operator (such as line of sight, video, radio, etc.) shall be appropriate for the site conditions.
- If radios are used to signal crane operator radio must have a dedicated channel.
- Hand signal charts shall be either posted on the equipment or readily available at the site.
- A crane operator should always move loads according to the established code of signals, and use a signaler. Hand signals are preferred and commonly used.
- Only a qualified person should give signals to the crane operator.
- There should be only one designated person at a time giving crane signals.
- A crane operator should move loads only on crane signals from one person.
- A crane operator must obey STOP signals no matter who gives it.
- The person giving crane signals must be in clear view of the crane operator.
- The person giving crane signals must have a clear view of the load and the equipment,
- The person giving crane signals must keep persons outside the crane's operating area. Any request or questions should be addressed to the signaler.
- The person giving crane signals should never direct a load over a person.

DEMOLITION

- Prior to start of any demolition work, an engineering survey of the building or area to be demolished is required to determine the condition of the area. No work will commence until this engineering survey has been completed.
- Debris and material shall not be dropped through walls, floor holes, windows, or other elevated work areas without the area below being barricaded and proper signs posted.
- Debris chutes shall have a substantial gate at all elevated openings.
- Samet Corporation may require the demolition contractor to submit a site specific fall protection plan if the work requires the removal of exterior walls and or flooring.
- Demolition plans shall follow OSHA 29 CFR 1926 Subpart T.

CONCRETE AND MASONRY

- Free standing masonry walls over 8 feet in height will be adequately braced to prevent collapse. Limited access zones will be established as required by OSHA to protect workers from the hazards associated with collapsing masonry walls.
- All rebar dowels, electrical conduits or similar items which are considered a "potential impalement hazard" shall be capped (protected) at all times. This includes vertical and horizontal impalement hazards.
- Workers cutting masonry materials shall not be exposed to airborne concentrations of respirable crystalline silica dust that exceeds OSHA permissible exposure limit (PEL) of 50 ug/m³ of air. Subcontractor is responsible for determining the exposure level of respirable dust in and around their employees breathing zone. Wet cutting saws either stationary or hand held equipped with an integrated water delivery system that continuously feeds water to the blade for cutting would be an acceptable practice to keep respirable dust from exceeding OSHA PEL limits. Hand held grinders and drills used on masonry materials are required to be equipped with a commercially available shroud and dust collection system. Dust collector must provide 25 cubic feet per minute (cfm) or greater of air flow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.
- Workers who would be exposed to respirable crystalline silica dust that is **greater than 50 ug/m³** in and around workers breathing zone masonry contractors must submit a comprehensive respiratory protection program that complies with 29 CFR 1910.134 Respiratory Protection and 29 CFR 1926.1153 Respirable crystalline silica if they require their employees to wear respiratory protection when cutting masonry materials.
- Respirable crystalline silica dust that is at or below **25ug/m³** in and around the workers breathing zone does not require respiratory protection. However, workers choosing to wear a disposable dust mask on a voluntary basis must complete Appendix D to Section 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard. Appendix D is contained in this site specific manual.

Pre-Cast Concrete

- A competent person must be designated to be responsible for the inspection of all rigging and hardware and the supervision of the rigging of pre-cast concrete members.
- Pre-cast member are not to be moved over other workers.
- Workers involved in the setting or connection of pre-cast members will strictly adhere to the 100% fall protection policy with no exceptions.
- No workers will use their hands to reach under a pre-cast member to adjust a shim or bearing pad.

STEEL ERECTION

Samet Corporation is the controlling contractor on this project and will notify steel erection company that an adequate lay down area, set up area, and adequate access exists prior to the delivery of structural steel to the project site. Steel Erection Company will be notified that concrete has attained 75% of its design strength, all anchor bolts are properly designed and installed according to building plans and specifications prior to beginning steel erection.

- Steel Erection Company shall submit to Samet Corporation superintendent a written steel erection plan. The plan must include all aspects of the process for unloading materials to installing permanent floors. Steel erection procedures shall follow OSHA 29 CFR 1926.750 Subpart R – Steel Erection standard or any supplemental requirements required by Samet Corporation. The following requirement shall be incorporated into the plan:
 - 100% continuous fall protection for heights six (6) feet or greater above a lower level. Workers engaged in steel erection activities to include connecting, bolt-up and decking are **not exempt** from the project's 100% fall protection requirements.
 - During skeletal steel erection, a tightly planked temporary floor shall be maintained within two (2) stories or 30 feet, whichever is less, below and directly under that portion of each tier of beams on which any work is being performed.
 - During structural steel assembly, a safety railing of wire rope (at least 3/8" dia.) or equivalent shall be installed. Top railing should be 45 inches and a mid railing 22 inches above the deck along all open sides including stairway landings and elevator shafts. The railing must support 200 lbs of downward force and not deflect below 39 inches and shall not deflect outward beyond the edge of the floor.
 - When placing structural steel members, the load shall not be released from the hoisting line until the member is secured by at least two bolts or the equivalent at each connection, drawn up wrench tight.
 - The detailed site erection plan shall include the following items:
 - Storage/staging of materials
 - Equipment for hoisting materials
 - Routes for lifting operations
 - Critical lifts
 - Rigging procedures
 - Connection procedures
 - Erection bridging procedures
 - Stability requirements
 - Fall protection requirements
 - Decking procedures
 - Proper training of workers

MOLD CONTROL

Necessary steps will be taken to control the formation of mold from occurring in the work and storage areas. Mold will occur when there is water and a source of food (i.e. sheet rock, wood, and other building materials).

Work will be planned to:

- Prevent moisture accumulation
- Double check points where moisture may enter
 - Doors & windows

- Flashing and caulking
- Waterproof membranes (proper lap at joints and corners)
- Roofing systems and penetrations
- Properly store materials
 - Dry location
 - Off the ground
 - Loose tarps or sheets to allow air flow
- Have drying equipment readily available
 - Fans
 - Dehumidifiers
 - Wet-dry vacuums

If mold is observed, work will not continue in the area until Samet Corporation supervision has made an evaluation of the exposure and develop an abatement plan.

SILICA

Any subcontractor employees or tiered contractor employees shall not be exposed to airborne concentrations of respirable crystalline silica in excess of the action level of 25 micro grams/ per cu meter (25 ug/m3) permissible exposure limit (PEL) calculated as an 8-hour time weighted average (TWA). Contractors shall submit an exposure control plan to project superintendent prior to beginning any work. The contractor shall adhere to the requirements of 29 CFR 1926.1153 Respirable crystalline silica. If respiratory protection is required by this section, the employer shall institute a respiratory protection program according to 29 CFR 1910.134. In addition employer shall ensure medical surveillance available at no cost to employees as required under 29 CFR 1926.1153(h).

- Workers that perform any of the following work tasks will be protected from exposure to crystalline silica dust:
 - Abrasive blasting using silica sand as a blasting medium.
 - Abrasive blasting of concrete regardless of the type of medium.
 - Sawing, hammering, drilling, grinding, sanding or chipping of concrete, rock or masonry products.
 - Heavy equipment and utility vehicles used to fracture or abrade silica containing materials i.e. rock ripping, grading, demolition, fracturing and etc.
 - Dry sweeping or compressed air blowing of concrete, masonry, rock, or sand dust.
- Workers exposed to silica dust will receive training on silica hazards and protection methods.
 - Acceptable engineering controls will be used when exposure to silica is likely to exceed the action level of 25 ug/m3. Maintain an effective dust control program meeting the requirement of 29 CFR 1926.1153(c)(1) Table 1: Specific Exposure Control Methods When Working with Materials Containing Crystalline Silica
- Examples of acceptable engineering controls are:
 - Substitute blasting medium for less hazardous material with 0% silica.
 - Dust collection systems with grinders, drills, jackhammers or sanders shall be equipped with a commercially available shroud and dust collection systems that provides 25 cubic feet per minute (CFM) or greater of airflow per inch of wheel and the dust collection system must provide the air flow recommended by the tool manufacturer, or grater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism
 - Use wet saw systems equipped with integrated water delivery system that continuously feeds water to the blade.
 - Use wet drill systems that are equipped with integrated water delivery system that supplies water to the cutting or drilling surface.
 - Drilling, chipping, jackhammering and etc. a wetting method can be used in lieu of dust collection systems as long as a continuous stream or spray of water at the point of impact.
 - Wet sweeping, HEPA-filtered vacuuming shall be used to clean up materials, debris where crystalline silica may be present.
- Do not use respirators as the primary means of preventing or minimizing exposures to airborne contaminants. Instead, use effective source controls such as substitution, automation, enclosed systems, local exhaust ventilation, wet methods, and good work practices as indicated in 29 CFR 1926.1153 Respirable crystalline silica. Such measures should be the primary means of protecting workers. However, when source controls cannot keep exposures below the OSHA PEL (50ug/m3) controls should be supplemented with the use of respirators as required by Table I. The employer shall adhere to the respiratory requirements of 29 CFR 1910.134 and 29 CFR 1926.1153.

- Do not eat, drink, or use tobacco products in areas where crystalline silica dust is present. Always wash hands and face before eating, drinking or using tobacco products.
- Front line supervisors/Foreman should consult their safety representatives or insurance company's risk managers for further assistance.

INSTALLING AND SANDING SHETROCK

This procedure outlines the safety requirements for installing and sanding sheet rock in apartment complexes and commercial building under construction.

- Contractor must ensure that each worker is trained and fully understands his or her duties. Workers must pick up loose pieces of sheetrock and organize them in piles and dispose of all debris daily.

While wearing stilts, workers are prohibited from walking up and down stairs. When workers wearing stilts are within 10 feet of standard guardrails they must extend the top rail an additional 2 feet to ensure worker is properly protected.
- Workers hand sanding sheetrock joints can, on a voluntary basis, wear a disposable respirator (dust mask) rated N95. Workers must be trained and sign Appendix D to section 29 CFR 1910.134 "Voluntary Use of a Disposable Respirator".
- Workers engaged in mechanically sanding (powered orbital sander) sheetrock joint compound shall not be exposed to airborne concentrations of respirable dust above the OSHA permissible exposure level (PEL) of 5mg/m³ of air. Subcontractor is responsible for determining the exposure level of respirable dust in and around their employees breathing zone. The use of a vacuum attached to powered orbital sanders would be acceptable means to reduce respriable dust below the OSHA PEL from workers breathing zone.
- Workers who would be exposed to respirable dust that is **greater than 5mg/m³** in and around workers breathing zone must submit a comprehensive respiratory protection program that complies with 29 CFR 1910.134 if they require their employees to wear respiratory protection when sanding sheetrock.
- Respirable dust that is **less than 5mg/m³** in and around the workers breathing zone does not require respiratory protection. However, workers choosing to wear a disposable dust mask on a voluntary basis must complete Appendix D to Section 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard. Appendix D is contained in this site specific manual.

LOCK OUT POLICY

- This procedure establishes the minimum requirements for the lockout of energy isolation devices whenever maintenance or servicing is done on machines or electrical equipment. It shall be used to ensure that the machine or electrical equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or electrical equipment or release of stored energy could cause injury.
- Lockout is the preferred method of isolating machines or electrical equipment from energy sources. To assist employers in developing a procedure which meets the requirements of the standard, the following simple procedure is provided for use in lockout programs. This procedure may be used when there are limited numbers or types of machines or electrical equipment or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented, and utilized.
- All employees and contractor employees are required to comply with the restrictions and limitations imposed on them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees and contractor employees, upon observing a machine or piece of electrical equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize, or use that machine or electrical equipment.

Responsibility

- Appropriate employees (contractor) shall be instructed in the safety significance of the lockout procedure.
- A competent person will conduct a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked out. More than one energy source (electrical, mechanical, or others) may be involved. See the attached Samet Corporation Lockout Procedures checklist.

Lockout system procedure

- Notify all affected employees that a lockout system is going to be utilized and the reason therefore. The authorized employee (contractor) shall know the type and magnitude of energy that the machine or electrical equipment utilizes and shall understand the hazards.
- If the machine or electrical equipment is operating, shut it down by the normal stopping procedure.
- Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Lockout the energy isolating devices with assigned individual lock(s) and tag(s).
- Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment. The machine is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is complete and the machine or electrical equipment is ready to return to normal operating condition, the following steps shall be taken.

- Check the machine or electrical equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or electrical equipment components are operationally intact.
- Check the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Remove the lockout devices and reenergize the machine or electrical equipment.
- Notify affected employees that the servicing or maintenance is complete and the machine or electrical equipment is ready for use.

CODE OF CONDUCT /WORKPLACE VIOLENCE

Nothing is more important to Samet Corporation than the safety and security of its employees and contractors. Threats, threatening behavior, or acts of violence against employees, contractors, visitors, guests, or other individuals by anyone on Company property or projects sites will not be tolerated. Violations of this policy will lead to disciplinary action, which may include termination of employment.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Samet Corporation property or project sites will be removed from the premises as quickly as safety permits, and shall remain off Samet Corporation property or project sites pending the outcome of an investigation. Samet Corporation will initiate a decisive and appropriate response. This response may include, but not limited to, suspension and or termination or any business relationship, reassignment of job duties, suspension or termination of employment, and or criminal prosecution of the person or persons involved.

In carrying out these Samet Corporation policies, it is essential that all personnel understand that no existing Samet Corporation policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life threatening situation from developing.

All Samet Corporation employees are responsible for notifying their supervisor or the Safety Director of any threats, which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual

threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Samet Corporation controlled project site, or is connected to Samet Corporation employment. Employees are responsible for making this report, regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

This policy also requires all individuals who apply for or obtain a protective restraining order, which lists company locations as being protected areas. Provide to the Safety Director a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and copy of any protective or restraining order which is made permanent. Samet Corporation understands the sensitivity of the information requested and confidentiality procedures will be used.

Protecting Associates in the Workplace

Protecting all Associates' safety and well-being is of utmost importance to maintaining a positive, productive work environment and culture. This commitment includes protecting Samet field and office Associates from harassment, threats, and violent behavior, and also extends to our sub-contractors, customers, and anyone present at one of our job sites or offices. Being a good steward of your own personal safety and the safety of others involves knowing the risk factors, reducing any known risks, and taking pro-active approaches to help yourself and others stay safe and free from harassment, threatening or volatile behavior in any form.

Risk factors for working on construction sites:

- Working late at night or early morning hours
- Working during non-daylight hours
- Working alone or with a limited number of co-workers
- Uncontrolled access to a construction site
- Areas of known security concerns
- General construction parking areas
- Areas that cannot be readily seen by others (i.e. apartment units, closets, enclosed spaces)

Reducing the risks:

- Remove yourself from any contentious situation immediately and do not confront the workers or engage in conversation
- Note who the workers are and or what job they were doing
- If harassed in any form, contact your supervisor or a co-worker immediately and then report the incident to Associate Services. If you wish to by-pass your immediate supervisor, you may reach out to Associate Services or any member of the management team.
- Report all safety concerns to a member of Samet's safety team or VP of Administration
- You can raise concerns or make reports without fear of reprisal

Practical tips for helping yourself and others stay safe at work:

- Always be aware of your surroundings
- Inform your co-workers when working alone
- Inform your co-workers when you intend to enter and return from the project site
- Park your vehicle in close proximity to the construction office and not in the general parking area
- Keep your cell phone handy and ensure it is charged
- Keep phone numbers of project or department team members in your cell phone's favorites file
- Be aware of groups congregated in and around isolated areas
- Do not stay in isolated areas too long
- Keep doors to isolated spaces open
- When possible, position yourself between the door and the person(s) you are with

If you believe you are being harassed either through verbal communication, body language, or gestures, report the incident immediately to your supervisor and Associate Services. Samet will investigate and take prompt action against any worker(s) or individual(s) who harass Associates in the workplace or the general public near a project site. Threats, hostile behavior, or acts of violence against Associates, contractors, visitors, guests, or other individuals by anyone on company property or projects sites will not be tolerated. Violators will be subject to disciplinary action up to and including termination of employment. You may view Samet's full policy on harassment and sexual harassment on SametNet. If you have concerns

about the safety and security of a Samet job site or office, please contact a member of our safety team or VP of Administration.

Revision History

June 1, 2016 Added Silica Requirements (Section XX) and Modified Aerial Lift Requirement (Section XX)
January 24, 2018 Revised site safety and incident prevention program