Doing the Right Thing, Through Higher Standards and Integrity

ASPEN CONTRACTING, INC.
CREW AGREEMENT

This Crew/Independent Contractor Agreement ("Agreement") is made and entered into effective on or after January 1, 2025, by and between Aspen Contracting, Inc. ("Company") and the crew listed on this agreement ("Crew/Independent Contractor").

1. **Engagement.** Subject to the terms and conditions of this Agreement, Company hereby engages Crew to provide roofing, guttering, siding, and/or miscellaneous services ("Services"), and Crew hereby accepts such engagement for the terms and conditions laid out in this agreement and all documents that go with this agreement given by Company to Crew.

2. **Independent Contractor.** Company and Crew agree that Crew is being hired solely as an independent contractor and that neither Crew, nor any of Crew's independent contractors or employees, shall be deemed employees of Company for any reason. Crew affirms that they are the sole employer. Crew will have in writing with all its employees or independent contractors that they only work for the crew. Crew will keep all files on all individuals working for them and make them accessible to company upon request.

3. **Performance of Work.** Crew will perform the Services in a good and workmanlike manner in accordance with the work order for the work to be performed at each job site and in compliance with all applicable federal, state, and local laws, codes and regulations. Crew warrants that all required federal, state or local permits, licenses, fees, taxes and expenses connected with such compliance will be paid for or obtained by Crew in a timely manner. Crew will maintain and hold all licenses and other requirements necessary for the area they are working in. It is 100% the responsibility of the crew to know, understand, and follow all rules and regulations.

a. Commencement and Completion. Crew agrees to promptly begin work as soon as notified by Company and to complete the work in a professional and workmanlike manner within a reasonable period of time once work is commenced, and, in any event, by the deadlines established by Company. At all times, Crew shall provide competent supervision, a safety designee, a sufficient number of skilled workers, and adequate and proper materials and tools to maintain Company's work schedule.

b. Cooperation. Crew shall cooperate with other trades who may also be on the jobsite, so that each may reasonably complete their respective work within the required timeframes. Crew shall complete the work within a time that will allow any other trade whose work depends on the completion of Crew's work to also complete its work. Crew shall never put another trade at risk of a safety violation. Crew shall understand and acknowledge all safety regulations for themselves and other trades that are being performed.

c. Deviations. No deviations from the work specified at each jobsite will be permitted or paid for, unless a written extra work or change order is first agreed to and signed by Company. Crew is 100% responsible for all correction including, but not limited to, extra material needed to fix any deviation that occurred.

d. Care of Materials. Crew agrees to be diligent in the proper care of material supplied by Company. All usable materials are to be stored in an orderly way that protects the materials from the elements (wind, rain, sun, etc.) and provides for general job site safety. All non-usable materials are to be left at the jobsite in an orderly fashion and in good condition. The crew is never to take any unused materials. Company may, at its sole discretion, find Crew responsible for materials damaged due to negligent care by Crew and Company has the right to set off the cost of the damaged materials from any amounts owed to Crew under this Agreement. Crew shall promptly notify Company of any defects in materials supplied by Company. Crew will notify company of any excess material that is at jobsite.

e. Non-Conformity. If Company determines that Crew's work does not conform to the provisions of the work order, or that the work is not of appropriate quality, or if the work is not up to code, Company shall so advise Crew. If Crew does not cure such defects or errors within the time period designated by Company, Company shall have the right to correct the defects and to set off the cost of such corrections from any amounts owed to Crew under this Agreement. Crew is to know, understand, and follow all codes in the particular area they are working in.

f. Clean-Up. Crew agrees to clean up and deposit all debris, trash and refuse generated during the performance of the Services at the end of each day into a trailer or trash bin provided by Crew. Crew agrees to clean all surfaces (walls, floors, pavement, and other finished surfaces) that are soiled as a result of the performance of the Services. Crew further agrees to leave the job clean. Crew should notify Company if the job site has not been cleaned within acceptable practices by the prior trade. In the event Crew fails to comply with the above clean-up procedures, Company shall so advise Crew. If Crew does not thereafter comply, Company shall have the right to set off the cost of debris removal and clean-up from any amounts owed to Crew under this Agreement.

g. Non-Exclusivity. Crew is expressly free to perform services for other parties while performing Services for Company. Crew acknowledges that Crew is not granted the exclusive right to perform Services for Company in any storm location and that Company may contract with other crews to perform the same services as Crew.

4. **Compensation.** Crew shall be paid in accordance with the rates for the Services, as determined exclusively by Company. Company shall provide stated time frames for Crew to submit invoices for the work performed. Invoices not received by Company's stated time will be processed and paid at Company's next stated time. With respect to materials, Company will only reimburse Crew for materials needed for each specific job, as authorized by Company management. Crew must submit to Company completed expense reports and receipts for all materials within ten (10) days of Crew's receipt of such materials. No request for reimbursement of material costs will be granted after such time. Invoices in question will be held in their entirety until the disputed charge is resolved. Payment for a disputed charge may be withheld from the Crew's total payment regardless of the specific project in dispute. Crew acknowledges that any actual or potential fines related to Company's Safety Program, as defined below, any applicable penalties and costs of defense or response related to Investigations, as defined below, or other amounts paid by Company on

Crew's behalf as provided pursuant to Section 10, may be withheld from compensation otherwise due Crew pursuant to this Section. Crew further acknowledges and agrees that Company may, at its discretion, holdback some or all compensation otherwise owed pursuant to this Agreement pending expiration of the warranty period referenced below and Crew's satisfactory resolution of any applicable warranty claims.

5. **Crew's Independent Contractors or Employees.** Crew may hire its own independent contractors or employees to assist in the performance of Crew's duties hereunder. Crew shall be solely responsible for tracking and maintaining all required wage and/or compensation data for any such independent contractors and employees and shall provide such data to Company or any governmental agency upon request. Crew is responsible for hiring all necessary personnel to accomplish trades.

a. Responsibility. Crew acknowledges and agrees that Crew is and shall remain solely liable for all compensation, benefits, employment taxes, withholdings, costs and all other fees and expenses of any kind related to Crew's independent contractors or employees. Crew further acknowledges and agrees that Crew shall be solely responsible for any and all penalties or fines that may be imposed as the result of Crew's failure to comply with the responsibilities referenced in this Section. Crew has no authority, right or power to employ or contract with any other person or entity on behalf of Company. Crew will not subcontract work to be performed by another company in any such way. All crews are to use their own employees or independent contractors.

b. Compliance. Crew agrees to comply with all employment tax requirements for withholding on any independent contractors or employees used by Crew and to comply with state employment and workers' compensation laws. Company will not obtain workers' compensation insurance or general liability insurance for Crew or Crew's independent contractors or employees. Crew is 100% responsible for all its employees or independent contractors. Crews are responsible for all own licensing, bonds, and any other requirements needed in the area they work in.

c. Eligibility for Employment. Crew represents and warrants that Crew and Crew's independent contractors and employees, if any, are authorized to work in the United States. Crew understands that it is required to strictly adhere to immigration laws, including those forbidding the hiring and continued employment of individuals unauthorized to work in the United States and to fully and timely comply with employment verification procedures. Crew affirms that it complies with all such laws and maintains appropriate records of the same. Crew understands that should it be found not to be in compliance, that Company may cancel this Agreement immediately for cause. Crew acknowledges and agrees that Crew is solely responsible for any and all penalties or fines that may be imposed as the result of Crew's failure to comply with the responsibilities referenced in this Section. Crew will produce records upon request from company or government agency.

6. **Crew Conduct.** Crew agrees that it and its independent contractors or employees shall conduct themselves in a professional manner at all times and that Crew shall be responsible for the actions of all such independent contractors or employees when performing the Services or when present at a job site. Crew further affirms that it will not, nor will it permit its independent contractors or employees to use or be under the influence of alcoholic beverages or drugs while performing the Services or present at a job site.

7. **Job Site Safety and Other Investigations.**

a. Crew agrees to assume responsibility for any applicable federal and/or state laws governing health, safety, accident prevention and environmental concerns, including, without limitation, the Federal Construction Safety Act and the Occupational Safety and Health Act of 1970, as amended ("OSHA"), the Environmental Protection Act of 1990, as amended ("EPA"), and all rules, regulations and standards promulgated thereunder, relating to a job site or to the Services to be performed by Crew under this Agreement and any other performance of labor for Company. Crew agrees to ensure compliance at its own expense. Company reserves the right to terminate this Agreement if Crew engages in unsafe activities, as determined in Company's sole discretion.

b. In the event a job site at which Crew is performing Services for Company pursuant to this Agreement becomes the subject of an investigation or inspection conducted by any federal, state or local authority for purposes of assessing compliance with OSHA, EPA or any related state or local safety, health or environmental obligations (collectively, "Investigation"), Crew acknowledges and agrees that Company, at its discretion, may stop payment on and holdback any amounts owed to Crew by Company for Services performed pursuant to this Agreement pending resolution of the Investigation. Crew represents and warrants that Crew will fully cooperate in any Investigation and will provide all requested information to Company regarding the Investigation, including, but not limited to, written statements attesting to Crew's full responsibility for ensuring compliance with OSHA and EPA requirements at all job sites where Services are performed. Crew further acknowledges and agrees that in the event an Investigation results in a citation or other penalty against Company, Company may set off against any amounts otherwise owed Crew for Services performed pursuant to this Agreement an amount equal to the sum of any penalty(s) related to the Investigation and all costs, fees and expenses incurred by Company in defense of, or in responding to, the Investigation. Crew also agrees that it will defend and hold harmless Company in any claims or suits that arise from any such investigations. Crew is responsible for any legal defense, court cost, and any other expenses needed to defend itself against such violations of the crews.

c. Crew will have hazard form, safety plan, first aid kit, and any other materials on site 100% of the time. Crew will have a safety designee at all jobsites and that designee will be onsite 100% of the time while work is being performed. The safety designee is 100% competent and knowledgeable in all OSHA standards and regulations. No work will be performed if this individual is not onsite at any given time. Crew is the controlling employer and will correct any violations that may arise. Crew is responsible for the safety of the jobsite.

8. **Crew Safety Program.** In order to further ensure the safety of Crew and Crew's independent contractors and employees, Company has developed, and will continue to develop from time to time, health and safety abatement policies, plans and manuals (all such policies collectively referred to as the "Safety Program"). Crew acknowledges the following aspects of Company's Safety Program.

a. Crew will adopt and place in effect policies and practices to promote safety and safe working conditions at all job sites where the Services are performed. Crew is responsible for the safety of its independent contractors and employees and shall not delegate such responsibility to any other entity or Company. In addition to the foregoing, Crew agrees that it shall also comply with Company's Safety Program and acknowledges that failure to do so will result in termination of this Agreement. Company shall make its safety meetings and materials available to Crew and its Safety

Designee, as defined below, and Crew shall provide proof of its own safety policies and practices. Crew will hold regular weekly safety meetings to promote safe practices with their employees or independent contractors.

b. Crew represents and warrants that prior to performing the Services at any job site, Crew will make an on-site inspection of the job site in order to become familiar with the conditions thereof relating to health and safety of the workers performing the Services. Following such inspection, Crew shall have a safety evaluation agreement related to the job site in a form to be determined by Company in its sole discretion. Crew shall provide and maintain proper warning signals, signs, lights, harnesses and other fall protection devices, personal protective equipment and barricades, and shall take all other necessary precautions for the protection and the safety of the public and the workers while performing the Services. Crew acknowledges and agrees that Crew is responsible for all bi- annual inspections of safety equipment and shall provide records pertaining to such inspections to Company or Government agency upon request.

c. Crew shall establish and maintain a drug free workplace that utilizes drug testing. Anyone under the influence of alcohol or drugs is not permitted to work at any job site provided by the Company.

d. Crew shall designate an individual responsible for safety at each job site ("Safety Designee") and shall notify Company of the identity of the individual who has been so designated. Crew acknowledges and agrees that a Safety Designee will be present at all times at each job site and that the Safety Designee shall stop work immediately upon discovery of a safety violation or potential safety violation. In the event Crew's Safety Designee changes for any reason, Crew will immediately notify Company of the change and identify Crew's new Safety Designee. Safety designee is to be onsite 100% of the time while work is being performed. No work is permitted when safety designee is not on jobsite. The Safety Designee must be competent and knowledgeable of all OSHA standards and regulations.

e. Crew shall immediately notify Company of all workplace accidents, injuries and property damage at any job site where the Services are being performed, regardless of the affiliation of the individual(s) involved in the incident, and provide Company with copies of all accident, injury or property damage reports relating to the same within twenty-four (24) hours of the incident. In addition to the foregoing, Crew is solely responsible for maintaining all required OSHA logs and effectuating all required job site postings. Should Crew fail to maintain its equipment in safe operating condition and/or should Crew's operations present frequent injuries or risks to workers, this Agreement may be immediately terminated by Company in its sole discretion. In such event, Crew shall immediately remove its equipment and workers from all job sites.

f. Crew will be compensated for performing the Services at a base rate plus a safety compliance bonus rate, each to be determined exclusively by Company. If Crew performs Services in compliance with all applicable state and federal laws, codes, and regulations pertaining to safety, Crew may be eligible to receive the safety compliance bonus for that project. In the event that Company receives a validated report of a safety violation by Crew or by any of Crew's independent contractors or employees while performing the Services ("Report of Violation"), or if Company inspects a job site where Crew is performing the Services and finds Crew has no Safety Designee present ("Lack of Safety Designee"), Crew may, in addition to not receiving the safety compliance bonus on the project, be required to pay a fine to Company of an amount

ranging from fifty dollars ($50) up to fifty thousand dollars ($50,000) per Report of Violation or Lack of Safety Designee. The amount of the fine will be dependent upon the seriousness and frequency of the violation(s) and will be determined by Company in its sole and absolute discretion.

g. Unacceptable Report(s) of Violation or Lack of Safety Designee occurrence(s), as determined by Company in its sole discretion, will result in immediate termination of this Agreement.

h. Crews must hold and keep records of all weekly safety meetings with all employees and independent contractors. Records will be kept and provided to Company or government official upon request.

i. Crews will provide and maintain an email address that is made available to the Company. The Company will provide a weekly safety bulletin to each crew to assist in the crew's continuing education of safety. All safety emails must be thoroughly read, discussed, and documented with all employees and independent contractors of the crew. The documentation of the crew's continuing education in safety must be maintained and made available to the Company upon request.

9. **Health and Safety.** Crew agrees to exercise all precautions necessary to prevent accidents while performing the Services. Crew shall supply all necessary personal protective equipment, including but not limited to protective eyewear, hearing protection, head protection, fall protection equipment, etc. to its independent contractors or employees, or otherwise guarantee that all of its independent contractors and employees will possess and use the same. Crew shall further ensure that its independent contractors or employees wear protective clothing (i.e., shirts and pants or shorts) and footwear (i.e., steel- toed boots) while performing the Services. Crew represents that it and all of its independent contractors and employees have undergone proper safety training and have been properly trained and educated with regard to any hazardous material used in conjunction with the trade, as required by the state or federal law or as mutually agreed to by the parties. Any hazardous materials, containers, or waste shall not be left on any job site by Crew; Crew is solely responsible for the abatement/containment of such materials and shall transport/remove such materials from the job site and dispose of the materials properly at Crew's sole responsibility and expense. Crew will do continuing education on safety with all its employees or independent contractors. Crew will keep records of all equipment safety checks.

10. **Insurance.** Crew shall procure and maintain workers' compensation insurance (covering all individuals performing Services pursuant to this Agreement), employer's liability insurance, comprehensive general liability insurance, and automobile liability insurance at its expense throughout the term of this Agreement, and for two years after its termination. These insurance policies shall contain a provision that coverage afforded under the policy shall not be canceled until at least thirty (30) days' advance written notice has been provided to Company. With respect to Crew's comprehensive general liability insurance, and in addition to the requirements set forth in §10(a) below, Company shall be an additional insured on a primary and non-contributory basis under ISO Endorsement CG 2010 11-85 or ISO Endorsements CG 2010 10-01 and CG 2037 10-01. Crew shall obtain from all its insurers a waiver of subrogation on commercial general liability in favor of Company with respect to

losses arising out of or in connection with the Services to be performed pursuant to this Agreement. Crew will not perform any services that are not covered by their insurance carrier. Crew will not have any owner opt out exclusion in their policy. Crew is responsible for ensuring that their insurance is sufficient in each area they work and will ensure they are covered for all services they perform. Crew will have in place workers' compensation on all individuals that work for them no matter if they are employees or independent contractors. Crew will put in all claims to their carrier and/or give permission to the Company to put in any claims on their behalf if one arises and crew cannot or will not pay for the damages due to their work. Crew will fully cooperate on the claim, processing of claim, and payment of claim. All insurance must be procured from an admitted insurance carrier in the state in which Crew is performing the Services that maintains an A.M. Best rating of A- or better. Crew shall provide Company with Certificates of Insurance and corresponding insurance declaration pages, for itself and for any independent contractors engaged by Crews, as applicable, which Company will review and determine whether the policies meet its requirements in its sole discretion, prior to Crew performing Services for Company. Crew represents and warrants that all insurance has been obtained based on accurate representations regarding Crew's business and that Crew possesses all correct operation of work forms and documentation. Crew is solely responsible for updating and/or correcting any data or information related to insurance coverages, including, but not limited to, coverage dates. In the event Company becomes aware that Crew has failed to obtain the insurance coverage described in this Section or becomes aware that Crew's otherwise qualifying coverage is no longer in effect or has lapsed for any reason, Company may, in its sole discretion and at Crew's sole cost and expense, obtain some or all insurance coverage identified in this Section on behalf of Crew for such period of time as determined by Company. Nothing in the preceding sentence shall obligate Company to obtain such coverage on Crew's behalf and Crew acknowledges and agrees that the cost of obtaining such coverage may be withheld from compensation otherwise due Crew pursuant to this Agreement. For purposes of this Agreement, the following policies must satisfy the following condition and have the stated minimum coverage amounts:

a. Comprehensive General Liability. Comprehensive general liability insurance or commercial general liability insurance written on standard forms with extensions of coverage, if applicable, to include liability coverage arising out of Crew's work and operations including coverage for the "products completed operations hazard." Such primary general liability shall not exclude residential construction work or operations, or the products completed operations hazard arising out of residential construction or operations. Crew acknowledges and understands that any work that is subpar or that has to be redone by them or another crew deemed by the Company, the crew will put in a claim or give permission to Company to put in a claim to their carrier for payment. Subcontractor shall ensure that Company is named as an additional insured on Subcontractor's commercial general liability insurance policy. In naming Company as an additional insured, Subcontractor shall ensure that its commercial general liability policy provides Company with indemnification and defense from any lawsuit, claim, cause of action etc. brought against Company that in any way relates to acts or omissions of Subcontractor. Subcontractor shall also obtain commercial general liability coverage that provides coverage for the contractual indemnification Subcontractor agreed to provide to Company herein. Subcontractor shall provide Company with Certificates of Insurance, Declaration Pages and a Copy of the applicable policy confirming that Subcontractor has obtained the insurance coverage required by this Agreement. Such coverage must have minimum limits of insurance in force of at least:

i. $1,000,000 per occurrence;

ii. $2,000,000 general aggregate;

iii. $2,000,000 products and completed operations; and

iv. $2,000,000 per project general aggregate provision.

b. Comprehensive Automobile Liability. Automobile liability insurance on Crew's vehicles with minimum policy limits for bodily injury of $1,000,000 per person, an aggregate of $1,000,000 per accident with property damage limits of $1,000,000 for each occurrence. All individuals who operate any vehicle on or near jobsite for crew must be covered under this insurance policy.

c. Workers' Compensation Liability. Workers' compensation insurance with policy limits that cover the statutorily mandated benefits.

d. Employer's Liability. Employer's liability insurance with policy limits of at least $100,000 each accident, $500,000 disease policy-limit, and $100,000 disease per each employee.

e. Disability Insurance. Any state that requires this type of insurance the crew is to obtain and maintain. Crew is responsible to know and procure this in all areas they work.

Crew will not engage an independent contractor or another crew to assist with the performance of the Services pursuant to this Agreement. Crew acknowledges that Crew shall be responsible for ensuring that they will only have their employees or independent contractors.
Crew will not subcontract any work. Crew will take care of, or have their insurance take care of, any subrogation or claims against the company for faulty workmanship.

11. **Warranty.** Crew shall warrant against any defects in workmanship and/or materials which were supplied by Crew. Crew's warranty shall be of the same standards and duration as the warranty provided by Company to the owner of the property upon which the Services were performed. A copy of Company's warranty is available on request. For the avoidance of doubt, Crew acknowledges and agrees that Crew is responsible for the repair of any and all interior damage, including, but not limited to, mold remediation, resulting from Crew's performance of the Services. Furthermore, Crew will notify their insurance company of any and all claims for warranty that Crew cannot financially cover and also agrees to give Company the right to file a claim against Crew's insurance policy at any time after the effective date of this agreement.

12. **Termination.** Subject to Section 24, below, this Agreement shall terminate upon completion of the Services. If Crew should default in the performance of any of its duties or obligations hereunder during the term of this Agreement, and such default continues after verbal or written notice, Company may immediately terminate this Agreement. Otherwise, this Agreement may be terminated: (a) at any time by mutual written agreement of the parties; (b) by either party if the other party materially breaches any provision hereof; and (c) by either party, for any reason, upon seven (7) days' advance written notice. Upon termination, Crew shall be due only such sums for approved work completed prior to the termination, less any set off Company may be entitled to, and Crew shall furnish lien waivers to Company upon termination and payment.

13. **Mechanic's Lien.** Crew acknowledges and agrees that any pay request/invoices submitted to Company by Crew shall constitute Crew's, any sub- crew's and any material or other supplier's release of any liens for services or supplies provided by or through Crew with respect to all job sites represented by such pay request/invoices. In addition, to the extent other forms are required, Crew shall furnish all partial and final lien waivers, which mean instruments executed by reason of payment or waiver of payment, and releases and

sworn statements from all of Crew's material and other suppliers, as may be required by Company and in a form satisfactory and acceptable to Company, as a condition precedent to partial and final payments from Company.

If any lien or other encumbrance or any claim of nonpayment for labor, materials or supplies furnished to Crew is asserted, claimed or filed against Company's property and arises out of the performance of the Services, notwithstanding the furnishing of said pay requests, lien waivers or sworn statements by Crew or the making of any said payments to the Crew, the Crew shall protect, indemnify, hold harmless and defend Company, and its successors and assigns, from and against all such liens and encumbrances and all costs, fees, losses, damages and expenses (including but not limited to attorneys' fees and litigation expenses) in connection therewith. Any such assertion or claim may be treated by Company as default of this Agreement and Company may take whatever action as it deems necessary to mitigate its damages and charge the cost and expense thereof to Crew.

14. **Waiver of Subrogation.** Crew hereby waives any and all claims for recovery from Company for any and all loss or damage.

15. **Indemnification.** Crew agrees to protect, defend, indemnify, and hold harmless Company, its subsidiaries and their officers, agents, servants and employees from and against any and all claims, suits, proceedings, hearings, investigations, charges, demands, injunctions, costs, amounts paid in settlement and fees, including court costs and reasonable attorneys' fees (collectively, the "Claims") arising out of or related to (a) any breach (or claim or threat thereof that, if true, would be a breach) of this Agreement by Crew; (b) any Claims initiated against Company by, or on behalf of, any personnel hired and/or contracted by Crew; or (c) any other third-party Claims arising out of Crew's Services pursuant to this Agreement, including, but not limited to, any Claims related to Investigations. Company shall have the right to withhold from any payments due Crew under this Agreement the amount of any costs or fees for which Contractor has agreed to indemnify Company. Additionally, Crew agrees to protect, defend, indemnify and hold harmless Company, its subsidiaries, and their officers, agents, servants and employees from and against any and all Claims for or on account of any injury to any person (including death) or any damage to any property which may arise (or which may be alleged to have risen) out of or in connection with Crew's or its independent contractors or employees' performance of the Services, even though such injury, death or damage may be (or may be alleged to be) attributable in part to negligence or other fault on the part of Company, its subsidiaries, or their officers, agents, servants or employees. If Company reasonably believes that Crew will or has caused a Claim to be made or a lien to be filed against Company's property, Company may retain any and all monies due Crew and make such payments to Crew and the claimant jointly. The obligation of Crew to defend, indemnify and hold Company harmless shall not be enforceable if, and only if, it is determined by arbitration or judicial proceedings that the injury, death or damage complained of was attributable solely to the fault or negligence of Company, its subsidiaries, or their officers, agents, servants and employees and was not in any part attributable to Crew or its employees or independent contractors.

Crew agrees to reimburse Company for all sums which Company may pay or be compelled to pay in settlement of any Claim hereunder, including any Claim under the provisions of any workers' compensation law or any plan for employee benefits which Company may adopt. In any and all Claims against Company, its subsidiaries, or their officers, agents, servants or employees by any independent contractor or employee of Crew, anyone directly or indirectly employed by him or anyone for whose acts Crew may be liable, Crew's indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Crew under workers' compensation acts, disability benefit acts or other employee benefit acts.

Company shall be entitled to withhold from payment any amounts otherwise due to Crew

pursuant to this Agreement such amounts as may be reasonably necessary to protect it against liability for any injury, death or damages resulting from the performance of the Services. In addition, Crew expressly acknowledges and agrees that Company shall be entitled to withhold from payment the amount of all penalties, fees, costs and expenses incurred by Company as the result of any Investigation as well as all costs incurred by Company and paid to its own insurer as a result of Crew's failure to procure or maintain the insurance specified above in Section 10, including workers' compensation insurance.

16. **Choice of Law.** No matter where the work is performed, the laws of the state of Missouri shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto. The crew 100% acknowledges that the laws will be governed by the state of Missouri and will not contest this at any time.

17. **Assignment.** This Agreement and the rights, interests and obligations of Company hereunder shall be assignable and shall inure to the benefit of any parent, subsidiary or affiliate of Company or to any person, corporation, partnership or entity that succeeds to all or substantially all of the business or assets of Company. This Agreement is not assignable by Crew.

18. **Arbitration/Injunctive Relief.** The parties agree that any dispute arising with respect to the provisions of this Agreement shall be decided by binding arbitration in Lee's Summit, Missouri, in accordance with the Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association ("Rules"), by a single arbitrator agreed upon by the parties hereto or, in the absence of such agreement, by an arbitrator selected according to the Rules. Judgment upon the award entered by such arbitrator shall be entered in any court having jurisdiction thereof upon the application of either party. The parties agree to use their reasonable best efforts to have such arbitration completed as soon as is reasonably practicable. The expense of such arbitration is to be paid 100% by the Crew. Notwithstanding the foregoing, Crew expressly agrees that Company shall be entitled to bring an action in an appropriate court for injunctive and other equitable relief in the event of, or to prevent, a breach of any provision of this Agreement by Crew. Resort to such equitable relief, however, shall not be construed to be a waiver of any other rights, or remedies that Company may have for damages or otherwise. The various rights and remedies of Company under this Agreement or otherwise shall be construed to be cumulative, and no one of them shall be exclusive of any other or of any right or remedy allowed by law.

19. **Modification or Amendment.** No Amendment, change or modification of this Agreement shall be valid unless made in writing, signed by the parties, and signed by the president of the Company, no verbal changes will be valid.

20. **Unenforceability of Provisions.** If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

21. **Entire Understanding.** This Agreement and its attachments constitute the entire understanding and agreement of the parties with respect to the Services, and by signing this agreement Crew acknowledges and agrees that it can read and write English and fully understands all parts of this agreement and any other documents attached to this agreement. Crew acknowledges that the individual signing has the right to sign, and all parts are agreed upon by crew not just the individual.

22. **Headings.** Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents thereof.

23. **Waiver.** Waiver by one party hereto of breach of any provision of this Agreement

by the other shall not operate or be construed as a continuing waiver.

24. **Survival.** Crew's obligations under Sections 11, 13, 14, 15, and 19 shall survive the termination of this Agreement by either party and regardless of the reason.

The parties have executed this Agreement as of the date first written above. The parties hereto agree that facsimile signature shall be effective as if originals.

Safety Manual

Aspen Contracting, Inc.

Aspen Contracting, Inc. (the “Company”) is committed to providing a safe and healthful place to work. Consistently safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention by everyone.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times. Anyone who notices hazards or other safety problems, or feel that they need additional training, need to notify their manager.

Everyone is obligated to know the safety requirements and standards for their job and to abide by them. The Company will work to instill a positive attitude and safety awareness for all employees through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and others.

Our safety policies are based on past experience and current standards and are also an integral part of the company's core business philosophy. This means that compliance with the policies contained in this is a condition of engagement with or by the Company and must be taken seriously. Safety is our number one concern on the job.

Remember, nothing we do at Aspen Contracting, Inc. is worth getting hurt! Be safe,

Pat Nussbeck
President
Aspen Contracting, Inc.

1 HEALTH AND SAFETY RESPONSIBILITIES

Our goal is to protect employees and crews from injury while working for or on behalf of the Company. This goal must receive top priority from everyone. Specific duties and responsibilities of all personnel under our health and safety program are as follows:

1.0 DESIGNATED COMPANY SAFETY REPRESENTATIVE

a) Administers all aspects of the occupational health and safety program.
b) Ensures programs and technical guidance to identify and remove hazards from facilities, operations, and sites are being kept up on.
c) Assists Managers in the health and safety training of employees and crews.
d) Conducts periodic inspections to identify unhealthy or unsafe conditions or work practices and completes written report of inspections.
e) Ensures programs and activities that will develop and maintain incentives for and motivation of employees and crew in health and safety.
f) Maintains accident and incident investigation and reporting and recordkeeping procedures and systems. Investigates all accidents and takes action to eliminate accident causes.

1.1 MANAGERS

a) Direct and coordinate health and safety activities within project sites and locationsites.
b) Require all crews and crew personnel to comply with health and safetyregulations.
c) Offer instruction and training for all employees and crews in job health and safety requirements.
d) Conduct periodic health and safety inspections of job sites and direct correction of unsafe conditions.
e) Conduct weekly safety briefings with all employees and crews.
f) Review all accidents/incidents with employees and crews involved.
g) Ensures that corrective action is taken immediately to eliminate the cause of the accident.
h) Maintain copies of applicable programs and OSHA forms on site, in accordance with company practice and policy.
i) Completes a hazard assessment for all jobsites.

1.2 ALL EMPLOYEES

a) Must be familiar with and comply with proper health and safety practices.
b) Use the required safety devices and proper personal protective safety equipment.
c) Notify manager immediately of unsafe conditions/acts, accidents, and injuries.
d) Must complete all forms for all trades on a job site.
e) Promote the health and safety program.
f) Completes a safety checklist for all jobsites.

2 TRAINING

Training and education are very important to learning a healthful and safe approach to work. Knowledge of the safety rules and how and when to they apply is the first step to compliance and is essential to a safe workplace. Employees will be provided with orientation and will be furnished with information and literature covering the company health and safety policies, rules, and procedures. Individual training will also be provided. Included in this training is: the recognition, avoidance, and prevention of unsafe conditions, areas and activities that require personal protection equipment, and how to use protective equipment. The Company will also conduct on-going safety training meetings or briefings to provide information and training on equipment and procedures. Such training may be held in conjunction with the safety briefings/meetings addressed elsewhere in this program and must be attended. Records of safety training will be maintained by Management.

Crews will provide and maintain an email address that is made available to the Company. The Company will provide a weekly safety bulletin to each crew to assist in the crew's continuing education of safety. All safety emails must be thoroughly read, discussed, and documented with all employees and independent contractors of the crew. The documentation of the crew's continuing education in safety must be maintained and made available to the Company upon request.

3 RECORDKEEPING AND RECORDING

The OSHA Form 300 is a log of all recordable occupational injuries and illnesses that will be maintained at the National Headquarters (NHQ). Managers will ensure that the required injury and illness information is forwarded to the NHQ for posting onto the master log as soon as possible. Logs will be verified, certified by a Company executive and posted at the end of each calendar year from February 1 through April 30. Logs will be kept for 5 years.

The Designated Safety Representative will, within 8 hours after a death or hospitalization of three or more employees, report such event to OSHA.

4 HAZARD IDENTIFICATION, ASSESSMENT, ANDCONTROL

Hazard identification and elimination is the responsibility of all employees and must be an on-going concern for all. It is the responsibility of everyone to identify, report, and correct all possible hazards.

The Company requires regular inspections of jobsites for compliance with health and safety rules. The purpose of the inspections is to identify hazards and unsafe practices before there is an injury or accident. After completing jobsite or facility inspections, the person making the inspection will:

a) Discuss findings with persons responsible for creating the condition and invite their comments, suggestions and aid in correcting the hazard.
b) Where hazards are caused by crews on the job, discuss the situation with the crew's safety designee; then identify the problem to the crew involved and correct it immediately.

c) Ensure recommended corrections or changes are transmitted to and discussed with the proper individual for correction.
d) Follow up on changes, corrections, and other actions necessary.
e) Complete necessary forms from the inspection.

4.1 Location Guidelines

The following list includes items and categories for health and safety at the location. It is not all inclusive but provides a guideline of areas to be surveyed.

a) First aid safety and health equipment available.
b) Posters and signs posted for health and safety.
c) Training, such as health and safety talks, provided.
d) Equipment, ladder, and tool inspections.
e) Availability, use, proper maintenance and operating condition of protective guards and devices.
f) Housekeeping, maintaining clean work areas free of trash/debris accumulation, tripping and slipping hazards.
g) Adequacy and safety of lighting.
h) Sanitation: water, toilets for cleanliness and proper operation.
i) Noise hazards, hearing protection.
j) Availability of personal protective equipment such as head protection, fall protection equipment, safety belts, lifelines, safety shoes, eye protection, gloves.
k) Fire protection, prevention and control, use of fire protection equipment.
l) Electrical system and devices; condition and use of cords; ground fault protection or assured grounding conductor protection.
m) Handling and lifting of materials and equipment.
n) Hazard communication program and material safety data sheets (MSDS).
o) Temporary heating devices, if applicable.
p) Storage of flammable liquids, if applicable.

5 General Safety Programs and Rules

Following are the primary Occupational Health and Safety rules and programs of the Company.

5.1 General Rules

a) Report unsafe conditions to your immediate manager as soon as possible.
b) Promptly report all accidents/injuries/incidents to your manager.
c) Use eye and face protection where there is danger from flying objects or particles.
d) Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry will not be worn. If you have questions as to what is appropriate or required, ask a manager.
e) Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.

f) Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to manager as soon as possible.
g) Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required. If you have questions as to what is required, ask a manager.
h) Lock out, tag out, or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
i) Do not leave materials in aisles, walkways, stairways, work areas, roadways, or other points of egress.
j) Practice good housekeeping at all times.
k) Training on equipment is required prior to operation.
l) Compliance with all governmental regulations/rules and all company safety rules in the following sections is required.

5.2 Housekeeping

a) Material will be piled or stored in a stable manner so that it will not be subject to falling.
b) Form and scrap material with protruding nails and all other debris will be kept clear from all work areas.
c) Combustible scrap, debris, and garbage will be removed from the work area at frequent and regular intervals.
d) Stairways, walkways, exit doors, in front of electrical panels, or access to firefighting equipment will be kept clear of materials, supplies, trash, and debris.
e) Offices will be cleaned on a weekly basis to remove dust and dirt and to reduce the risk of spreading infectious disease.
f) Office lighting will be maintained, and bulbs will be replaced once they become ineffective.

5.3 Fire Prevention

a) Firefighting equipment will be conspicuously located, accessible, inspected periodically, and maintained in operating condition. An annual service check and monthly visual inspections are required for fire extinguisher.
b) All employees must know the location of firefighting equipment in the work area and have a knowledge of its use and application.
c) When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.
d) Smoking will be prohibited at or in the vicinity of operations which constitute a fire hazard and will be conspicuously posted “No Smoking or Open Flame.”
e) No combustible materials will be stored outdoors within 10 feet of a building or structure.
f) Flammable and combustible liquids must be stored in approved containers and/or tanks and may not be stored in areas used for exits, stairways or hallways.

5.4 Industrial Hygiene and Occupational Health

a) Toilet facilities will be provided as required for the number of employees.

b) An adequate supply of potable water will be available. The use of a common drinking cup is prohibited. Where single service cups are supplied, both a sanitary container for unused cups and a receptacle for disposing of the used cups will be provided.
c) Prompt access to medical attention will be available in case a serious injury occurs. Emergency telephone numbers will be readily accessible.
d) First aid supplies will be readily available.
e) Employees will be protected against exposure to hazardous noise levels by controlling exposure or by use of proper personal protective equipment.
f) Employees will be protected against exposure to harmful gases, fumes, dust, and similar airborne hazards through proper ventilation or personal respiratory equipment.
g) Any demolition work will be assessed for lead exposure (particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved) and/or asbestos exposure.

5.5 Personal Protective and Related Equipment

a) The required personal protective equipment required for each job will be identified by the managers and communicated to all employees at the beginning of the project and as needs and/or conditions change.
b) Personal protective equipment will be worn as required for each job in all operations. If you have questions as to what is required, ask a manager.
c) Steel-toed safety work boots/shoes will be worn at all times where required. If you have questions as to what is required, ask a manager.
d) Hard hats are required while onsite during any work that is being performed.

5.6 Electrical

a) Before work begins, employees will inspect the jobsite to determine whether any part of an energized electrical power circuit is so located that performance of the work may bring any person, tool or machine into physical or electrical contact with the circuit. Warning signs will be posted, and all employees will be advised if such risk exists.
b) Live electrical parts will be guarded against accidental contact by cabinets, enclosure, location, or guarding. Cabinet covers will be on at all times, except when direct access to the parts is necessary.
c) Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.
d) Circuit breakers, switch boxes, etc. will be legibly marked to indicate their purpose.
e) All 120-volt, single-phase 15- and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure, and which are in use by employees or crews will have approved ground-fault circuit interrupters for personnel protection.
f) All extension cords will be three-wire (grounded) type and designed for hard or extra hard usage. Ground prongs will not be removed. Cords and strain relief devices/clamps will be in good condition. Worn or frayed electric cords or cables will not be used, and extension cords will not be fastened with staples, hung from nails or suspended by wire.

5.7 LADDERS

a) Ladders will be inspected prior to each use to identify any unsafe conditions. Ladders with structural defects will be immediately removed from service, tagged, labeled or blocked so they will not be used, and repaired to original design criteria or replaced.
b) Straight ladders must be tied off, held, or secured for stability.
c) Portable ladder side rails must extend at least three feet above the upper landing to which the ladder is used to gain access, and then tied off.
d) Ladders must have nonconductive side rails if they are used where the ladder could contact energized electrical conductors or equipment.
e) Ladders must be maintained free of oil, grease and other slipping hazards.
f) Ladders must not be loaded beyond the maximum intended load and will only be used for the purpose for which they were designed.
g) Ladders must not be moved, shifted or extended while occupied.
h) The top or top step of a stepladder will not be used as a step.
i) Cross-bracing on the rear section of stepladders will not be used for climbing unless the ladder is designed and provided with steps for climbing on both sides.
j) Each employee and crew will use at least one hand to grasp the ladder, will face the ladder and will not carry any object or load that could cause the person to lose balance and fall when ascending or descending a ladder.
k) Training will be provided on recognizing hazards with regard to ladder use and proper procedures to minimize these hazards. Retraining will also be provided to maintain understanding and knowledge.
l) Employees will not use crews, adjuster, homeowners, or anyone else's ladder. Employees will only use their own ladder.

5.8 SCAFFOLDS

a) A competent person will inspect each scaffold prior to each work week and after any occurrence that could affect structural integrity. Prompt corrective action will be taken to address any problems identified in such inspections.
b) Employees will be trained on electrical hazards, fall hazards, falling object hazards, maintenance and disassembly of fall protection systems, use of the scaffold, handling of materials and capacity and maximum intended load.
c) Scaffolds will be erected, moved, dismantled, or altered only under the supervision of a competent person qualified in scaffold erection, moving, dismantling, or alteration.
d) Standard guardrails (consisting of top-rail, mid-rail, and toe board), or safety nets will be installed on all open sides and ends of scaffold platforms and/or work levels more than six feet above the ground, floor, or lower level.
e) Scaffolds four to six feet in height with a minimum horizontal dimension in any direction less than 45 inches will have standard railings installed on all opensides/ends.
f) Platforms at all working levels will be fully planked. Planking will be laid tight with no more than one-inch space between them, overlap at least 12 inches, and extend over end supports 6 - 18 inches.

g) The front edge of all platforms will be no more than 14 inches from the face of the work, except during plastering/lathing, when the front edge of the platform may be 18 inches from the face of the work.
h) Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.
i) Scaffolds will not be overloaded beyond their design loadings.
j) Scaffold components will not be used as tie-off/anchor points for fall protection devices.
k) Portable ladders, hook-on ladders, attachable ladders, integral prefabricated scaffold frames, walkways, or direct access from another scaffold or structure will be used for access when platforms are more than two feet above or below a point of access.
l) Cross braces will not be used as a means of access to scaffolds.
m) Scaffolds will not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than the following:
    i. Three feet from insulated lines of less than 300 volts;
    ii. Ten feet plus from any other insulated or uninsulated lines.
    iii. Employee will not use crews, adjusters, homeowners, or anyone else's scaffolds. Employees will only use their own scaffolds and must be supervised by a manager while in use.

5.9 Aerial Lifts

a) The following are all considered under this section including cherry pickers, extensible boom platforms, aerial ladders, articulating boom platforms, vertical towers, and any combinations of the above.
b) Only authorized and trained crew members will operate aerial lifts.
c) Lift controls will be tested each day before use.
d) Safety harness must be worn when elevated in the aerial lift to prevent from being thrown out of lift. For example, a full body harness with a 2' lanyard that prevents from being thrown out of basket is acceptable. Lanyards will be attached to the boom or basket. No person will attach their full body harness to adjacent poles, structures, or equipment while working from an aerial lift.
e) The boom and basket load limits will not be exceeded.
f) The operator will always stand firmly on the floor of the basket, and not sit or climb on the edge of the basket. Planks, ladders, step stools or other devices will not be used in or on the aerial lift for work position or additional working height.
g) Brakes must be set, and outriggers must be used. The aerial lift truck will not be moved with the boom elevated and personnel in the basket, unless the equipment is specifically designed for such use.
h) Crew will complete a Pre-Use Inspection Checklist prior to operating an aerial lift.
i) Employees will not operate an aerial lift.

5.10 Tools

a) All power tools will be tested daily before use and any defects will be corrected before use.

b) Electric power tools will be grounded or double insulated.
c) Power tools will be turned off and motion stopped before setting tool down.
d) Proper PPE including, but not limited to safety glasses, hearing protection, face shields, and protective clothing must be used.
e) Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
f) Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Circular saws will have a constant pressure switch that will shut off the power when the pressure is released.
g) Wrenches will not be used when jaws are sprung to the point that slippage occurs.
h) Impact tools will be kept free of mushroomed heads.
i) The wooden handles of tools will be kept free of splinters or cracks and will be kept tight in the tool.
j) Unsafe/defective tools will not be used and will be taken out of service unless and until repaired.
k) Any employee or crew furnished tools of any nature must meet all OSHA and ANSI requirements.
l) Employee will not use crews, adjusters, homeowners, or anyone else's tools. Employees will only use their own tools and must be supervised by a manager while in use.

5.11 Air Tools

a) Pneumatic power tools will be secured to the hose to prevent accidental disconnection. A quick disconnect coupling, of the shut-off type, will be used at or adjacent to the tool for easy use and tool depressurization.
b) Proper PPE including, but not limited to safety glasses, hearing protection, face shields, and protective clothing must be used.
c) Safety clips or retainers will be securely installed and maintained to prevent attachments from being accidentally expelled.
d) Manufacturer's safe operating pressure for all fittings will not be exceeded.
e) The use of hoses for hoisting or lowering tools will not be permitted.
f) All hose exceeding ½ inch in diameter will have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
g) No pressurized tools will be unattended.
h) Employee will not use crews, adjusters, homeowners, or anyone else's air tools. Employees will only use their own air tools and must be supervised by a manager while in use.

5.12 Compressed Gas Cylinders

a) All compressed gas cylinders will be marked clearly with their contents.
b) Cylinders must be transported, stored and secured in an upright position.
c) Never drag, slide, or roll the cylinder.
d) Cylinder valves must be protected with caps and closed when not in use.
e) Cylinders will be inspected, and all defective cylinders must be removed from service promptly, tagged and placed in an open space removed from the work area.

f) Employee will not use crews, adjusters, homeowners, or anyone else's compressed gas cylinder. Employees will only use their own compressed gas cylinder and must be supervised by a manager while in use.

5.13 Powder-Actuated Tools

a) Only trained employees or crews will operate powder-actuated tools.
b) Proper PPE including, but not limited to safety glasses, hearing protection, face shields, and protective clothing must be used.
c) Powder-actuated tools will be tested daily before use and all defects discovered before or during use will be corrected.
d) Tools will not be loaded until immediately before use. Loaded tools will not be left unattended.
e) Employee will not use crews, adjusters, homeowners, or anyone else's powder-actuated tools. Employees will only use their own powder-actuated tools and must be supervised by a manager while in use.

5.14 Motor Vehicles and Mechanized Equipment

a) When vehicles or equipment are stopped or parked, parking brakes will be set. Equipment on inclines will have wheels chocked as well as having parking brakes set.
b) All vehicles will be inspected at the beginning of each shift and will have in operable condition prior to use:
    i. Horn.
    ii. Seats, firmly secured, for the number of persons carried. Passengers must ride in seats.
    iii. Seat belts properly installed and used.
    iv. Service, parking and emergency brake system.
    v. Material handling equipment equipped with rollover protective structures, if applicable.
    vi. Any vehicle with an obstructed rear view must have a reverse signal alarm or an observer present.
c) Tools and material will be secured to prevent movement.
d) Heavy machinery, equipment or parts thereof that are suspended will be substantially blocked to prevent falling or shifting before employees or crew can work under or between them.
e) Employee will not use crews, adjusters, homeowners, or anyone else's vehicle or equipment. Employees will only use their own vehicle or equipment and must be supervised by a manager while in use.

5.15 Miscellaneous

a) All protruding reinforcing steel, onto and into which employees or crew could fall, will be guarded to eliminate the impalement hazard.
b) Enclosed chutes will be used when material, trash, and debris are dropped more than 20 feet outside the exterior walls of a building. A substantial gate will be provided near the discharge end of the chute, and guardrails at the chute openings into which employees drop material. All waste material will be removed from the immediate work area as the work progresses.
c) Only trained employees or crews will operate forklifts and other industrial vehicles.

d) Employee will not use crews, adjusters, homeowners, or anyone else's miscellaneous devices. Employees will only use their own devices and must be supervised by a manager while in use.

6 Fall Protection Program

It is the policy of the Company to take all practical measures possible to prevent employees or crews from being injured by falls from heights. We will facilitate the elimination, prevention, and control fall hazards and will comply with the OSHA Fall Protection standard (CFR 1926, Subpart M, Fall Protection).

This policy will follow the OSHA standard for potential falls from heights of at least 6 feet. First consideration will be given to the elimination of fall hazards. If a fall hazard cannot be eliminated, effective fall protection will be planned, implemented, and monitored to control the risks of injury due to falling.

Installation of roof trusses/rafters, exterior wall erection, roof sheathing, floor sheathing, and joint/truss activities will be conducted by employees who are specifically trained to do this type of work and are trained to recognize fall hazards. The nature of such work normally exposes employees or crews to fall hazards for a short period of time. In order to minimize these hazards, the Company expects all employees and crews to abide by the following guidelines. All employees or crews exposed to potential falls from heights will be trained to minimize the exposures. Fall protection equipment will be provided and its use required by all employees or crews. Managers will be responsible for implementation of a fall protection plan for their jobsites.

6.1 Fall Hazard Identification and Evaluation

The manager of each location will be responsible for identifying fall hazards on the jobsite. The manager will evaluate each situation where employees or crews may be exposed to a fall of 6 feet or more. The manager is responsible for developing a plan to eliminate the exposures, if possible, or to select the appropriate fall protection systems and/or equipment.

6.2 Examples of Situations Requiring Fall Protection

The following are examples of situations where fall protection would be needed. This listing is by no means complete, and there are many other situations where a fall of 6 feet or more is possible. It will be noted that ladders and scaffolding are not included in this list because they are covered by other OSHA standards and other requirements of our safety program.

6.2.1 Wall Openings

Each employee or crew working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meter) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

6.2.2 Holes

Personal fall arrest systems, covers, or guardrail systems will be erected around holes (including skylights) that are more than 6 feet (1.8 meters) above lower levels.

6.2.3 Leading Edges

Each employee or crew who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels will be protected by guardrail systems, safety net systems, or personal fall arrest systems.

6.2.4 Hoist Areas

Each employee or crew in a hoist area will be protected from falling 6 feet (1.8 meters) or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and an employee or crew must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee or crew must be protected by a personal fall arrest system.

6.2.5 Precast Concrete Erection and Residential Construction

Each employee or crew who is 6 feet (1.8 meters) or more above lower levels while erecting precast concrete members and related operations such as grouting of precast concrete members and each employee engaged in residential construction, will be protected by guardrail systems, safety net systems, or personal fall arrest systems.

6.2.6 Ramps, Runways, and Other Walkways

Each employee or crew using ramps, runways, and other walkways will be protected from falling 6 feet (1.8 meters) or more by guardrail systems.

6.2.7 Low-slope Roofs

Each employee or crew engaged in roofing activities on low-slope roofs (4/12 pitch or less) with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels will be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of a warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On low-slope roofs 50 feet (15.24 meters) or less in width, the use of a safety monitoring system without a warning line system is permitted.

6.2.8 Steep Roofs

Each employee or crew on a steep roof (greater than 4/12 pitch) with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels will be protected by either a guardrail system with toe boards, safety net systems, or personal fall arrest systems.

6.3 Controlled Access Zones

A controlled access zone is a work area designated to protect employees and crews working in the zone on low-slope roofs.

Controlled access zones are used to keep out employees or crews other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only crews allowed in controlled access zones.

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines will consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

a) Erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge;
b) Flagged or otherwise clearly marked at not more than 6-foot (1.8 meters) intervals with high-visibility material;
c) Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters) from the walking/workingsurface;
d) Strong enough to sustain stress of not less than 200 pounds (0.88kilonewtons);
e) Extended along the entire length of the unprotected or leading edge and will be approximately parallel to the unprotected or leading edge;
f) Connected on each side to a guardrail system or wall.

When control lines are used, employee or crew will be erected not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8 meters) nor more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet (3 meters) nor more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas.

On floors and roofs where guardrail systems are in place but need to be removed to allow overhand bricklaying work or leading-edge work to take place, only that portion of the guardrail necessary to accomplish that day's work will be removed.

6.4 Safety Monitoring Systems

If a crew must work outside of the Controlled Access Zone and when no other alternative fall protection can feasibly be implemented, the crew will implement a safety monitoring system. This system may only be utilized on low-slope roofs. Crews must appoint a competent person to monitor the safety and will ensure that the safety monitor:

a) Is competent in the recognition of fall hazards;

b) Is capable of warning all workers of fall hazard dangers and in detecting unsafe work practices;
c) Is operating on the same walking/working surfaces of the workers and can see them;
d) Is close enough to work operations to communicate orally with workers and has no other duties to distract from the monitoring function.

Mechanical equipment will not be used or stored in areas where safety monitoring systems are being used to monitor workers engaged in roofing operations on low- sloped roofs.

No crew worker, other than one engaged in roofing work (on low-sloped roofs) or one covered by a fall protection plan, will be allowed in an area where a worker is being protected by a safety monitoring system.

All workers will be instructed to promptly comply with fall hazard warnings issued by safety monitors.

6.5 Warning Line Systems

If a crew must work outside of the Controlled Access Zone, warning line systems, consisting of ropes, wires, or chains, and supporting stanchions, and set up as follows, may be used on low-slope roofs:

a) Flagged at not more than 6-foot (1.8 meters) intervals with high-visibilitymaterial;
b) Rigged and supported so that the lowest point including sag) is no less than 34 inches (0.9 meters) from the walking/working surface and its highest point is no more than 39 inches (1 meter) from the walking/working surface.
c) Stanchions, after being rigged with warning lines, will be capable of resisting, without tipping over, a force of at least 16 pounds (71 newtons) applied horizontally against the stanchion, 30 inches (0.8 meters) above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge;
d) The rope, wire, or chain will have a minimum tensile strength of 500 pounds (2.22 kilonewtons) and after being attached to the stanchions, must support without breaking the load applied to the stanchions as prescribed above.
e) Must be attached to 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 the adjacent section before the stanchion tips over.
f) Warning lines must be erected around all sides of roof work areas. When mechanical equipment is being used, the warning line will be erected not less than 6 feet (1.8 meters) from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet (3 meters) from the roof edge perpendicular to the direction of mechanical equipment operation.
g) When mechanical equipment is not being used, the warning line must be erected not less than 6 feet (1.8 meters) from the roofedge.

6.6 Fall Protection Systems

When there is a potential fall of 6 feet or more, crews must utilize one or more of the following means of providing protection:

6.6.1 Guardrail Systems

Guardrail systems must meet the following criteria. Top rails and mid rails of guardrail systems must be at least one-quarter inch (0.6 centimeters) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it must be flagged at not more 6 feet intervals (1.8 meters) with high-visibility material. Steel and plastic banding cannot be used as top rails or mid rails. Manila, plastic, or synthetic rope used for top rails or mid rails must be inspected as frequently as necessary to ensure strength and stability.

The top edge height of top rails, or (equivalent) guardrails must be 42 inches (1.1 meters) plus or minus 3 inches (8 centimeters), above the walking/working level. When crews are using stilts, the top edge height of the top rail, or equivalent member, must be increased an amount equal to the height of the stilts.

Screens, mid rails, mesh, intermediate vertical members, or equivalent intermediate structural members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches (53 centimeters) high. When mid rails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, must not be more than 19 inches (48 centimeters) apart.

Other structural members, such as additional mid rails and architectural panels, must be installed so that there are no openings in the guardrail system more than 19 inches (48 centimeters).

The guardrail system must be capable of withstanding a force of at least 200 pounds (890 newtons) applied within 2 inches of the top edge in any outward or downward direction. When the 200-pound (890 newtons) test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches (1 meter) above the walking/working level.

Mid rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding a force of at least 150 pounds (667 newtons) applied in any downward or outward direction at any point along the mid rail or other member.

Guardrail systems must be surfaced to protect employees from punctures or lacerations and to prevent clothing from snagging.

The ends of top rails and mid rails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole will have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides or edges.

If guardrail systems are used around holes that are used as access points (such as ladder ways), gates must be used, or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.

6.6.2 Personal Fall Arrest Systems

These consist of an anchorage, connectors, and full body harness, and includes a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

a) Limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness;
b) Be rigged so it can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;
c) Must be able to come to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters); and
d) Have sufficient strength to withstand twice the potential impact energy of free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.

Ropes and straps must be made from synthetic fibers and connectors, dee-rings and snap hooks must be properly sized and tested. Lifelines will be protected against being cut or abraded. The use of body belts for fall arrest is prohibited and a full body harness is required.

Body harnesses must be used only for protection and must not be used to hoist materials.

Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service. Fall arrest systems subjected to impact loading will immediately be removed from service and will not be reused until inspected by a competent person and confirmed to be undamaged.

6.6.3 Positioning Device Systems

These body harness systems are to be set up so that it can free fall no farther than 2 feet (0.6 meters). They will be secured to an anchorage capable of supporting at least twice the potential impact load of a fall or 3,000 pounds (13.3 kilonewtons), whichever is greater.

6.6.4 Safety Net Systems

Safety nets must be installed as close as practicable under the walking/working surface on which working and never more than 30 feet (9.1 meters) below such levels. Nets will extend 8 to 13 feet beyond the edge of the work surface. Defective nets will not be used. Safety nets and installations will be drop tested at the jobsite after initial installation and before being used, whenever relocated, after major repair and at 6-month intervals if left in one place. Safety nets must be inspected at least once a week for wear, damage, and other deterioration. Safety nets must be installed with sufficient clearance underneath to prevent contact with the surface or structure below, must be removed as soon as possible and at least before the next work shift.

The maximum size of each safety net mesh opening must not exceed 36 square inches nor be longer than 6 inches on any side and each net must have a border rope with a minimum breaking strength of 5,000 pounds.

6.6.5 Covers

Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or employees' activities, all covers must be secured. All covers will be color coded or bear the markings "HOLE" or "COVER."

6.6.6 Protection from Falling Objects

When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar will be stored within 4 feet (1.2 meters) of working edges. Excess mortar, broken or scattered masonry units, and all other materials and debris will be kept clear of the working area by removal at regular intervals.

During roofing work, materials and equipment will not be stored within 6 feet (1.8 meters) of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

6.7 Roof Sheathing Operations

Crews typically install roof sheathing after all trusses/rafters and any permanent truss bracing is in place. Because roof structures are unstable until some sheathing is installed, Crews installing roof sheathing cannot be protected from fall hazards by conventional fall protection systems until it is determined that the roofing system can be used as an anchorage point. At that point, crews will be protected by personal fall arrest systems.

Trusses/rafters are subject to collapse if a crew falls while attached to a single truss with a belt/harness. Nets could also cause collapse, and there is insufficient structure to attach guardrails.

All crews will ensure that they have secure footing before they attempt to walk on the sheathing and will clean their shoes/boots of mud or other slip hazards.

To minimize the time workers must be exposed to a fall hazard, crews must stage materials to allow for the quickest installation of sheathing.

The following steps will be taken to protect crews who are exposed to fall hazards while installing roof sheathing:

a) Once roof sheathing installation begins, crews not involved in that activity will not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects.
b) The crew will determine the limits of this area, which will be clearly communicated to workers prior to placement of the first piece of roof sheathing.

c) The crew may suspend work on the roof for brief periods as necessary to allow other workers to pass through such areas when this would not create a greaterhazard.
d) Only trained crews are allowed to install roof sheathing.
e) The bottom row of roof sheathing may be installed by crews standing in trusswebs.
f) After the bottom row of roof sheathing is installed, a slide guard extending the width of the roof will be securely attached to the roof. Slide guards will be at least four (4) inches in height and capable of limiting the uncontrolled slide of employees. Crews will install the slide guard while standing in truss webs and leaning over the sheathing.
g) Additional rows of sheathing may be installed by crews positioned on previously installed rows of sheathing with slide guards.
h) Additional slide guards will be securely attached to the roof at intervals not to exceed 13 feet as successive rows of sheathing are installed. For roofs with pitches in excess of 9 in 12, slide guards will be installed at four (4) foot intervals.
i) When wet weather conditions (rain, snow, or sleet) are present, roof sheathing operations will be suspended unless safe footing can be assured for those crews installing sheathing.
j) When strong winds (over 40 miles per hour) are present, roof sheathing operations will be suspended unless wind breakers are erected.

7 Fall Protection for Employees

Employees will not use crews, adjustors, homeowners, or anyone else's fall protection. Employees will only use their own and be supervised by a manager while in use.

7.1 Changes to Plan

Any changes to the Fall Protection Plan at a particular job site will be approved by the Manager and will be reviewed regularly as the job progresses to determine additional practices, procedures or training needs necessary to prevent fall injuries. Affected crews will be notified of all procedure changes and trained if necessary. A copy of this plan, and any additional alternative Fall Protection Plans, will be maintained by the Manager.

7.2 Post-Fall Rescue Plan

If a fall occurs, even with appropriate fall protection systems in place, it is important that rescue of the fallen victim occur promptly. All employees and crews must know their roles and responsibilities in case of an emergency, and all worksites will have at least one trained individual appointed to be in command will a fall or emergency of any kind occur.

7.2.1 Jobsite:

a) All jobsites must be equipped with a first aidkit.
b) At least one trained individual employed by the crew at each jobsite will identify on-site equipment, such as extension ladders or mobile lifts, that can be used to rescue a fallenor suspended worker.
c) Crews must know emergency response training and know how to contact off-site responders, if necessary.

d) Crews and employees who work alone will be trained on self-rescue and always carry a cellular phone on their person to reach off-site responders, if necessary.
e) Employees will receive emergency response training and know how to contract off-site responders if necessary.

7.2.2 If a fall occurs:

a) If the fallen individual is capable, position rescue ladders so victim can grab hold and climb to safety.
b) If the fallen individual cannot perform self-rescue, first clear a path to the victim and prohibit nonessential personnel from the rescue scene.
c) Next, summon the on-site rescue team and gather appropriate rescue equipment.
d) Next, talk calmly to the victim to ascertain their condition. If victim is accessible, check vital signs and provide comfort. If necessary, administer first aid or CPR. If the victim has severe injuries, summon 911.
e) If the individual cannot be rescued or relieved from suspension within 5 minutes through the use of on-site rescue equipment (i.e. extension ladder, lift, or elevating platform), summon a technical rescue team.

7.2.3 After a fall occurs:

a) Report fatalities or catastrophic injuries to OSHA within 8 hours.
b) Report injuries requiring an overnight stay in the hospital or any medical treatment other than first aid to OSHA within 24 hours.
c) Document in detail the events giving rise to the fall, including the date, time, environmental conditions, work process, and people involved.
d) Identify any equipment that may have contributed to the injury and have such equipment inspected by a trained individual. If equipment was damaged, repair or replace it.

7.2.4 Jobsite Inspections:

a) Hazard forms will be completed by a manager for every trade on every job to identify safety hazards on a jobsite to the crew.
b) Crews must follow all instructions on hazard form, and any deviation be in writing to the manager for approval prior to work.
c) Safety checklist will be completed by employee for every trade on every job to ensure safety is being followed by crew guidelines.
d) Crews will take corrective actions on all failed items on the safety checklist before performing any more work.

7.2.5 Meetings:

a) Employees must attend regularly scheduled safety meetings at the location to ensure the understanding of safety guidelines and regulations.
b) Crews must furnish office list of safety training records when inquired about.

SAFETY IS THE #1 CONCERN ON THE JOB!

SAFETY AND HEALTH PROGRAM

It is the policy of this Company to provide an accident-free and comfortable work environment by eliminating recognized hazards from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Occupational Health and Safety Rules and Regulations that apply to our operations.

In order to maintain the safety standards desired by our company, it is necessary to actively pursue an accident prevention program through all levels of our company, from management through all employees and independent contractors. Health and safety are functional responsibilities of each supervisor.

Health and safety are of vital interest to everyone in the company: each level of our organization is accountable for safe performance. Compliance with this program and safety and health rules is taken very seriously. This means that failure to comply is sufficient ground for disciplinary action or for termination of employment. These policies are an integral part of the company's personnel policies.

OCCUPATIONAL HEALTH AND SAFETY ACT

The Occupational Health and Safety Act became effective in 1972 It provides that every employer engaged in business shall:

- Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- Comply with, and require all employees to comply with, occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
- Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

HEALTH AND SAFETY RESPONSIBILITIES

Our goal is to protect employees from injury while working for our company. This must receive top priority from everyone.

Duties and responsibilities of all personnel under our health and safety program are in the following: Health and Safety Manager (Or management personnel if none assigned)

a. Administers all aspects of the occupational health and safety program.
b. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
c. Assists management and supervisors in the health and safety training of employees.
d. Conducts inspections to identify unhealthy or unsafe conditions or work practices. Completes written report of inspections.
e. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
f. Maintains the state health and safety poster, emergency telephone numbers, OSHA Form 300 and other notices required by Workers' Safety. Ensures this information is posted in places where employees can see them on each job.
g. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates all accidents and takes action to eliminate accident causes. Reportable incidents consist of fatalities, lost work day cases, and without lost work days requiring medical treatment. Keep management informed of findings.
h. Report accidents that result in an occupational fatality or three or more hospitalized workers to OSHA within eight (8) hours of occurrence.
i. All employees are responsible to attend and comprehend weekly safety meetings and weekly safety bulletins’.

Project Manager/Superintendent/Foreman

a. Familiarizes him/her-self with health and safety regulations related to his/her area of responsibility.
b. Directs and coordinates health and safety activities within area of responsibility.
c. Ensures arrangements for prompt medical attention in case of serious injury have been provided for each job, to include transportation, communication, and emergency telephone numbers; and a person with valid certified first aid training is available if required.
d. Requires all employees supervised to use individual protective equipment and safety devices.
e. Ensures that safety equipment is available, maintained, used, and stored correctly.
f. Instructs and trains all persons within area of responsibility in job health and safety requirements.
g. Conducts frequent and regular health and safety inspections of work area. Directs correction of unsafe conditions.
h. Conducts weekly safety briefings with all supervisors and/or workers.
i. Ensures that foremen are aware of and comply with requirements for safe practices.
j. Reviews all accidents/incidents with foremen and workers involved. Ensures that corrective action is taken immediately to eliminate the cause of the accident.
k. Requires all subcontractors and subcontractor personnel to comply with health and safety regulations.
l. Maintains copies of applicable programs and OSHA forms on site, in accordance with company practice and policy. For example, the hazard communication program, material data safety sheets, OSHA 300 Injury Log if not quickly available from the central office.

First Line Supervisor / Foreman

a. Be familiar with, explains, and enforces health and safety regulations that apply to company operations within his/her area of responsibility.
b. Ensures that safety devices and proper individual protective equipment are used by persons under his/her supervision.
c. Instructs and trains all persons within area of responsibility in job health and safety requirements, to include hazard recognition and avoidance, and requires compliance by workers with the safety rules established.
d. Conducts weekly (or as often as needed) safety briefings with all workers under his/her supervision.
e. Ensures that injuries are treated promptly and reported properly.
f. Investigates all accidents/incidents, obtains all pertinent data, and initiates corrective action.
g. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility. Reports to the Project Manager/ Superintendent/Foreman on any corrective actions needed which are beyond his/her control.

Office Manager / Clerk

a. Maintains all records and reports, such as the Workers' Compensation Report of Occupational Injury or Disease form), of accidents/injuries that have taken place during company operations. May include the OSHA 300 Injury/Illness Log for individual projects/sites with provisions for rapid transmit to the site.
b. Processes all paperwork associated with accidents, on-site inspections and in-house audits. Maintains permanent record for company files.
c. Maintains all medical records, evaluations and exposure monitoring records for a period of 30 years.
d. Maintain all training records for a minimum of three years.

All Employees

a. Be familiar with and comply with proper health and safety practices.

b. Use the required safety devices and proper personal protective safety equipment.
c. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.

Subcontractor Compliance All contracts and subcontracts require that state laws concerning health and safety will be observed by the subcontractor. The provisions of these health and safety responsibilities apply to subcontractors and their employees working for this company. Failure to fulfill this requirement is a failure to meet the conditions of the contract.

WORKERS' COMPENSATION CLAIMS MANAGEMENT

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim.

a. Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate company officials, such as the safety manager or claims manager. All accidents/incidents will be investigated by the safety manager, supervisor, or the claims manager to determine the facts and take corrective action to prevent recurrence.
b. Employees, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.
c. The supervisor or claims manager will complete the Employer's Information section of the same report within ten days of the notification.
d. The claims manager will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report within ten days of the notification.
e. The accident investigation must confirm that the injury was job related for the resultant claim to be valid.
f. Injured employees will be entered into a modified job program, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.
g. Injured employees will be required to submit a urine analysis, performed by a certified medical facility, within 2 hours of the injury.

TRAINING

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

a. Employees scheduled for any safety and health training will attend such training.
b. New employees will be provided with orientation training and will be furnished with information and literature covering the company health and safety policies, rules, and procedures. This orientation training must be provided prior to the employee's exposure to the work environment.
c. Individual job/task training, to include the applicable regulations/standards for their job, will be provided to all employees. Included in this training is: the recognition, avoidance, and prevention of unsafe conditions, areas and activities that require personal protection equipment, and how to use protective equipment (such as respirators, etc.).
d. {Monthly/quarterly} on-going safety training sessions, and/or "tailgate" training meetings, will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training may be held in conjunction with the safety briefings/meetings addressed elsewhere in this program.
e. Various individual Workers' Safety programs specify that training be provided to employees. Supervisors will ensure their employees are scheduled and provided this training as required. Examples of specified training include (but not limited to):
    - Safe handling/use of flammables, poisons, or toxins;
    - Confined space entry;
    - Respirator care/use;
    - Hazard communication (hazardous chemicals);

- Fall hazards and fall protection;
- Lockout/tagout procedures;
- Scaffold use, and erection/dismantling.

f. Training addressed above will be documented in the employees' personnel records and/or in a master training record.

OSHA FORM 300 Injury/Illness Log

The OSHA Form 300 log of all recordable occupational injuries and illnesses will be maintained at the main office. This involves the superintendent ensuring that the required injury information is forwarded to the main office for posting onto the master log within six days after the accident has occurred. If the construction is open for a year or more, this log will be maintained at that job site by the superintendent. The summary section of the OSHA Form 300 must be posted at each job site by February 1st of the following year and remain in place until April 30th.

Hazard Identification, Assessment, and Control Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors, and all employees) to identify, report, and correct all possible hazards.

This company has a procedure for conducting inspections of jobsites for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident.

Formal safety and health inspections will be conducted under the following minimum timelines:

a. Health and Safety Manager: Monthly of all fixed facilities and shop, and each project or job site.
b. Project superintendent: Monthly of his/her project. More often as different phases of construction may warrant.
c. Foremen/supervisors: Weekly of area of responsibility of jobsite.
d. The company's health and safety program will be reviewed by the Health and Safety Manager on an annual basis.
e. Workers' Safety Technical Assistance and insurance company representatives may conduct on-site consultation and inspections, if desired and requested.

After completing jobsite or facility inspections, the person making the inspection will:

- Discuss findings with employees/persons responsible for creating the condition. Invite their comments, suggestions and aid.
- Where hazards are caused by sub-contractors on the job, discuss the situation with the job superintendent; then identify the problem to the owner, contractor, and other contractors involved.
- Ensure recommended corrections\changes are transmitted to, and/or discussed with the proper supervisor/person for correction.
- Follow up on changes, corrections, and other actions necessary.
- If applicable, provide copy of checklist to company health and safety person, along with statement of corrective actions taken or still required.

Inspection Guideline

This listing includes items and categories for health and safety inspections on the job and in the shop. It is generic and not all inclusive but provides a guideline of areas to be surveyed or developed into a checklist for use during the inspection. First aid safety and health equipment.

a. Posters, signs required by Workers' Safety and health and safety practices.
b. Accident reporting records.
c. Employee training provided, such as health and safety talks, worker orientation.
d. Equipment and tools (hand, power, welding, etc.): condition, use.
e. Protective guards and devices - availability, use, proper maintenance and operating

condition.

f. Housekeeping, maintaining clean work areas free of trash/debris accumulation, tripping and slipping hazards.
g. Lighting: for adequacy and safety.
h. Sanitation: water, toilets for cleanliness and proper operation.
i. Noise hazards, hearing protection.
j. Ventilation for gases, vapors, fumes, dusts.
k. Availability of personal protective equipment: Hard hats/head protection, respirators, fall protection equipment, safety belts, lifelines, safety shoes, eye protection, gloves.
l. Fire protection, prevention and control, use of fire protection equipment.
m. Temporary buildings, trailers, sheds.
n. Open yard storage.
o. Storage of flammable and combustible liquids including service and refueling areas for vehicles.
p. Temporary heating devices.
q. Fall protection requirements: In place and in use.
r. Electrical system and devices; condition and use of cords; ground fault protection or assured grounding conductor protection.
s. Openings - floor, wall, railings.
t. Materials - handling equipment and elevators.
u. Ladders: condition and use.
v. Hazard communication program and material safety data sheets (MSDS).
w. Excavations and trenches: protective systems.
x. Scaffolds: Safety railings, access, secured.
y. Other items as appropriate.

CONSTRUCTION SITE HEALTH AND SAFETY RULES

In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.
The following are the primary Occupational Health and Safety rules and General Workplace Safety Rules

a. Report unsafe conditions to your immediate supervisor.
b. Promptly report all accidents/injuries/incidents to your immediate supervisor.
c. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.
d. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
e. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
f. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to immediate supervisor.
g. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
h. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
i. Do not leave materials in aisles, walkways, stairways, work areas, roadways, or other points of egress.
j. Practice good housekeeping at all times.
k. Training on equipment is required prior to unsupervised operation.
l. Compliance with all governmental regulations/rules and all company safety rules in the following sections is required.

Housekeeping

a. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work

area.

b. Material will be piled or stored in a stable manner so that it will not be subject to falling. c. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.

d. Stairways, walkways, exit doors, in front of electrical panels, or access to fire fighting equipment will be kept clear of materials, supplies, trash, and debris.

Fire Prevention

a. All firefighting equipment shall be conspicuously located, accessible, and inspected periodically, and maintained in operating condition. An annual service check and monthly visual inspections are required for fire extinguisher.

b. All employees must know the location of firefighting equipment in the work area and have a knowledge of its use and application.

c. Only approved **safety cans** shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.

d. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.

e. A salamander or other open-flame device will not be used in confined or enclosed structures without proper ventilation. Heaters will be vented to the atmosphere and located an adequate distance from walls, ceilings and floors.

f. Fire extinguisher will be available at all times when utilizing heat-producing equipment.

g. Storage of LPG within buildings is prohibited.

Industrial Hygiene and Occupational Health

a. Toilet facilities shall be provided as required for the number of workers.

b. An adequate supply of potable water shall be provided. The use of a common drinking cup is prohibited.

c. Provisions will be made prior to commencement of the project for prompt medical attention in case of serious injury, to include emergency telephone numbers, transportation, and communications.

d. When no medical facility is reasonably accessible (time and distance) to the worksite, a person who has a valid certificate of first aid training will be available at the worksite to render first aid.

e. Employees must be protected against exposure to hazardous noise levels by controlling exposure or by use of proper personal protective equipment.

f. Protection against exposure to harmful gases, fumes, dust, and similar airborne hazards must be furnished through proper ventilation or personal respiratory equipment.

g. Any demolition work will be assessed for lead exposure (particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved) and/or asbestos exposure.

Personal Protective and Related Equipment

a. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. Equipment requirements will be reviewed by supervisor/foreman, etc.

b. Employees are expected to utilize proper judgement in their personal habits. When they report to work each morning, they must be in fit condition to meet daily obligations.

c. Goggles, face shields, helmets and other comparable equipment are required to fit the eye and face protection needs of the employee for each job.

d. Hard hats and steel-toed safety work boots/shoes must be worn by all employees at all times where required.

e. Appropriate gloves, aprons and boots are to be used when necessary for protection against acids and other chemicals which could injure employees' skin.

f. Respiratory equipment in many cases is needed for protection against toxic and hazardous fumes/dusts. Supervisors must verify which equipment meets the need for breathing safety. Only MSHA/NIOSH approved equipment will be used.

g. Some form or element of fall protection must be provided where employees are exposed to any fall hazard of six feet or greater (Exceptions: scaffolds - ten feet, and ladders.) Depending on the situation, this fall protection may be guardrails, safety nets, personal fall arrest systems (harness, lanyard, lifeline), hole covers, or any other appropriate protection.
h. Flagmen will wear a red or orange warning garment while flagging; reflectorized garments will be worn at night.

Electrical

a. Live electrical parts shall be guarded against accidental contact by cabinets, enclosure, location, or guarding. Cabinet covers will be replaced.
b. Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.
c. Circuit breakers, switch boxes, etc. will be legibly marked to indicate their purpose.
d. All 120-volt, single-phase 15- and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure, and which are in use by employees, shall have approved ground-fault circuit interrupters for personnel protection. If the prime contractor has not provided this protection with GFCI receptacles at the temporary service drop, employees will ensure portable GFCI protection is provided. (Employers may wish to use an assured equipment grounding conductor program in lieu of this GFCI protection.) This requirement is in addition to any other electrical equipment grounding requirement or double insulated protection.
e. All extension cords will be three-wire (grounded) type and designed for hard or extra hard usage (Type S, ST, SO, STO, or SJ, SJO, SJT, SJTO). Ground prongs will not be removed. Cords and strain relief devices/clamps will be in good condition.
f. All lamps for general illumination will have the bulbs protected against breakage. Temporary lights will not be suspended by their electrical cords unless cords and lights are designed for such suspension. Flexible cords used for temporary and portable lights will be designed for hard or extra hard usage.
g. Employees will not work in such close (able to contact) proximity to any part of an electric power circuit unless the circuit is deenergized, grounded, or guarded by insulation.
h. Equipment or circuits that are deenergized will be locked out and tagged out. The tags will plainly identify the equipment or circuits being worked on.

Compressed Gas Cylinders

a. All gas cylinders will have their contents clearly marked on the outside of each cylinder.
b. Cylinders must be transported, stored, and secured in an upright position. They will never be left lying on the ground or floor, nor used as rollers or supports.
c. Cylinder valves must be protected with caps and closed when not in use.
d. All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space removed from the work area.
e. Oxygen cylinders and fittings will be kept away from oil or grease.
f. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

Ladders

a. Ladders will be periodically inspected by a competent person to identify any unsafe conditions. Those ladders with structural defects will be removed from service and repaired or replaced.
b. Straight ladders must be tied off, held, or secured for stability.
c. Portable ladder side rails will extend at least three feet above the upper landing to which the ladder is used to gain access, and tied off.
d. The top or top step of a stepladder will not be used as a step.

Aerial Lifts

a. Aerial lifts include cherry pickers, extensible boom platforms, aerial ladders, articulating boom platforms, vertical towers, and any combinations of the above.

b. Only authorized and trained persons will operate aerial lifts.
c. Lift controls will be tested each day before use.
d. Safety harness will be worn when elevated in the aerial lift. Lanyards will be attached to the boom or basket. Employees will not harness off to adjacent poles, structures, or equipment while working from an aerial lift.
e. Employees will always stand firmly on the floor of the basket, and will not sit or climb on the edge of the basket. Planks, ladders, or other devices will not be used for work position or additional working height.
f. Brakes will be set and outriggers will be used. The aerial lift truck will not be moved with the boom elevated and employees in the basket, unless the equipment is specifically designed for such.
g. A Pre-Use Inspection Checklist must be filled out and submitted prior to any use of an Aerial Lift.

Cranes

a. All cranes will be inspected by a competent person prior to each use/during use to make sure it is in safe operating condition. Also, a certification record of monthly inspections to include date, inspector signature, and crane identifier will be maintained.
b. A thorough annual inspection of hoisting machinery will be made by a competent person, or by a government or private agency, and records maintained.
c. Loads will never be swung over the heads of workers in the area.
d. Employees will never ride hooks, concrete buckets, or other material loads being suspended or moved by cranes.
e. Hand signals to crane operators will be those prescribed by the applicable ANSI standard to the type of crane in use.
f. Tag lines must be used to control loads and keep workers away.
g. Loads, booms, and rigging will be kept at least 10 feet from energized electrical lines rated 50 KV or lower unless the lines are de-energized. For lines rated greater that 50 KV follow Occupational Health and Safety Rules and Regulations, 1926.550(a) (15).
h. Cranes will always be operated on firm, level surfaces, or use mats/pads, particularly for near-capacity lifts.
i. Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporarily mounted, will be barricaded in such a manner as to prevent employees from being struck or crushed by the crane.
j. If suspended personnel platforms are to be lifted with a crane, reference 1926.550(g) for general and specific requirements.
k. Rigging equipment (chains, slings, wire rope, hooks, other attachments, etc.) will be inspected prior to use on each shift to ensure it is safe. Defective rigging and equipment will be removed from service.
l. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.
m. Wire rope shall be taken out of service when one of the following conditions exist:
    1. In running ropes, 6 randomly distributed broken wires in one lay or 3 broken wires in one strand or one lay.
    2. Wear of one-third the original diameter of outside individual wires.
    3. Kinking, crushing, bird caging, heat damage, or any other damage resulting in distortion of the rope structure.
    4. In standing ropes, more than two broken wires in one lay in sections beyond end connections, or more than one broken wire at an end connection.

Welding and Brazing

a. Combustible material will be cleared from the area around cutting or welding operations.

b. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection to guard against slag while chipping, grinding and dressing of welds will be worn.
c. Only electrode holders specifically designed for arc welding will be used.
d. All parts subject to electrical current will be fully insulated against the maximum voltage encountered to ground.
e. A ground return cable shall have a safe current carrying capacity equal to, or exceeding, the specified maximum output capacity of the arc welding unit that it services.
f. Cables, leads, hoses, and connections will be placed so that there are no fire or tripping hazards.

Tools

a. Take special precautions when using power tools. Defective tools will be removed form service.
b. Electric power tools will be the grounded-type or double insulated.
c. Power tools will be turned off and motion stopped before setting tool down.
d. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
e. Power saws, table saws, and radial arm saws will have operational blade guards installed and used.
f. Unsafe/defective hand tools will not be used. These include sprung jaws on wrenches, mushroomed head of chisels/punches, and cracked/broken handles of any tool.
g. Portable abrasive grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
h. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
i. Abrasive blasting nozzles will have a valve that must be held open manually.
j. Only trained employees will operate powder-actuated tools.
k. Any employee furnished tools of any nature must meet all OSHA and ANSI requirements.

Safety Railings and Other Fall Protection

a. All open sided floors and platforms six feet or more above adjacent floor/ground level will be guarded by a standard railing (top and mid rail, toe board if required).
b. A stairway or ladder will be provided at any point of access where there is a break in elevation of 19 inches or more.
c. All stairways of four or more risers or greater than 30 inches high will be guarded by a handrail or stair rails.
d. When a floor hole or opening (greater than two inches in its least dimension) is created during a work activity, through which a worker can fall, step into, or material can fall through, a cover or a safety guardrail must be installed immediately.
e. Safety nets will be provided when workplaces are more than 25 feet above the ground, water, or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, or safety belts, is impractical.
f. Safety harnesses, lanyards, lines, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.
g. Adjustment of lanyards must provide for not more than a six-foot fall, and all tie off points must be at least waist high.

Scaffolds

a. Scaffolds will be erected, moved, dismantled, or altered only under the supervision of a competent person qualified in scaffold erection, moving, dismantling, or alteration.
b. Standard guardrails (consisting of top rail and mid rail) will be installed on all open sides and ends of scaffold platforms and/or work levels more than ten feet above the ground, floor, or lower level.

c. Scaffolds four to ten feet in height with a minimum horizontal dimension in any direction less than 45 inches will have standard railings installed on all open sides/ends.
d. Platforms at all working levels will be fully planked. Planking will be laid tight with no more than one-inch space between them, overlap at least 12 inches, and extend over end supports 6 - 12 inches.
e. The front edge of all platforms will be no more than 14 inches from the face of the work, except plastering/lathing may be 18 inches.
f. Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.
g. Scaffolds will not be overloaded beyond their design loadings.
h. Scaffold components should not be used as tie-off/anchor points for fall protection devices.
i. Portable ladders, hook-on ladders, attachable ladders, integral prefabricated scaffold frames, walkways, or direct access from another scaffold or structure will be used for access when platforms are more than two feet above or below a point of access.
j. Cross braces will not be used as a mean of access to scaffolds.
k. Scaffolds will not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than the following:
    - Three feet from insulated lines of less than 300 volts;
    - Ten feet plus for any other insulated or uninsulated lines.

Excavations and Trenches

a. Any excavation or trench five feet or more in depth will be provided cave-in protection through shoring, sloping, benching, or the use of hydraulic shoring, trench shields, or trench boxes. Trenches less than five feet in depth and showing potential of cave-in will also be provided cave-in protection. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
b. A competent person will inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.
c. Means of egress will be provided in trenches four feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.
d. Spoil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.

Motor Vehicles and Mechanized Equipment

a. All vehicles and equipment will be checked at the beginning of each shift, and during use, to make sure it is in safe operating condition.
b. All equipment left unattended at night adjacent to highways in normal use shall have lights or reflectors, or barricades with lights or reflectors, to identify the location of the equipment.
c. When equipment is stopped or parked, parking brakes shall be set. Equipment on inclines shall have wheels chocked as well as having parking brakes set.
d. Operators shall not use earth-moving or compaction equipment having an obstructed rear view unless vehicle has an audible reverse signal alarm, or is backed only when observer says it is safe to do so.
e. All vehicles shall have in operable condition:
    1. Horn (bidirectional equipment).
    2. Seats, firmly secured, for the number of persons carried. Passengers must ride in seats.
    3. Seat belts properly installed.
    4. Service, parking and emergency brake system.
f. All vehicles with cabs will be equipped with windshields with safety glass.
g. All material handling equipment will be equipped with rollover protective structures IAW 1926, Subpart W.

Miscellaneous

a. All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the impalement hazard.
b. Enclosed chutes will be used when material, trash, and debris are dropped more than 20 feet outside the exterior walls of a building. A substantial gate will be provided near the discharge end of the chute, and guardrails at the chute openings into which workers drop material.
c. Only trained employees will service large truck wheels. A cage or other restraining device plus an airline assembly consisting of a clip-on chuck, gauge, and length of hose will be used to inflate any large truck tires.
d. Only trained employees will operate forklifts and other industrial trucks.

FALL PROTECTION POLICY

It is the policy of_____("Company") to take all practical measures possible to prevent employees from being injured by falls from heights. We will take necessary steps to eliminate, prevent, and control fall hazards. We will comply fully with the OSHA Fall Protection standard (CFR 1926, Subpart M, Fall Protection).

This policy will follow the OSHA standard for potential falls from heights of at least 6 feet. First consideration will be given to the elimination of fall hazards. If a fall hazard cannot be eliminated, effective fall protection will be planned, implemented, and monitored to control the risks of injury due to falling.

All personnel exposed to potential falls from heights will be trained to minimize the exposures. Fall protection equipment will be provided and its use required by all employees. Superintendent will be responsible for implementation of a fall protection plan for their jobsite.

FALL HAZARD IDENTIFICATION AND EVALUATION:

The superintendent on each jobsite will be responsible for identifying fall hazards on their jobsite. The superintendent will evaluate each situation or work procedure where employees may be exposed to a fall of 6 feet or more. The superintendent will be responsible for developing a plan to eliminate the exposures, if possible, or to select the appropriate fall protection systems and/or equipment.

EXAMPLES OF SITUATIONS REQUIRING FALL PROTECTION:

The following are examples of situations were fall protection would be needed. This listing is by no means complete, and there are many other situations where a fall of 6 feet or more is possible. It should be noted that ladders and scaffolding are not included in this list because they are covered by other OSHA standards and other requirements of our safety program.

Wall Openings

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meter) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

Holes

Personal fall arrest systems, covers, or guardrail systems shall be erected around holes (including skylights) that are more than 6 feet (1.8 meters) above lower levels.

Leading Edges

Each employee who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.

Excavations
Each employee at the edge of an excavation 6 feet (1.8 meters) deep or more shall be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet (1.8 meters) or more above the excavation.

Form work and Reinforcing Steel
For employees, while moving vertically and/or horizontally on the vertical face of rebar assemblies built in place, fall protection is not required when employees are moving. OSHA considers the multiple hand holds and foot holds on rebar assemblies as providing similar protection as that provided by a fixed ladder. consequently, no fall protection is necessary while moving point to point for heights below 24 feet (7.3 meters). An employee must be provided with fall protection when climbing or otherwise moving at height more than 24 feet (7.3 meters), the same as for fixed ladders.

Hoist Areas
Each employee in a hoist area shall be protected from falling 6 feet (1.8 meters) or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

Overhand Bricklaying and Related Work
Each employee performing overhand bricklaying and related work 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems, or shall work in a controlled access zone. All employees reaching more than 10 inches (25 cm) below the level of a walking/working surface on which they are working shall be protected by a guardrail system, safety net system, or personal fall arrest system.

Precast Concrete Erection and Residential Construction
Each employee who is 6 feet (1.8 meters) or more above lower levels while erecting precast concrete members and related operations such as grouting of precast concrete members and each employee engaged in residential construction, shall be protected by guardrail systems, safety net systems, or personal fall arrestsystems.

Ramps, Runways, and Other Walkways
Each employee using ramps, runways, and other walkways shall be protected from falling 6 feet (1.8 meters) or more by guardrail systems.

Low-slope Roofs
Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of a warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet (15.24 meters) or less in width, the use of a safety monitoring system without a warning line system is permitted.

Steep Roofs
Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems with toe boards, safety net systems, or personal fall arrest systems.

Controlled Access Zones

A Controlled access zone is a work area designated to protect the employees working in the zone. Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only workers allowed in controlled access zones. Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

- Flagged or otherwise clearly marked at not more than 6-foot (1.8 meters) intervals with high-visibility material;
- Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters) from the walking/working surface;
- Strong enough to sustain stress of not less than 200 pounds (0.88 kilonewtons). Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- Control lines also must be connected on each side to a guardrail system or wall. When control lines are used, they shall be erected not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8 meters) nor more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet (3 meters) nor more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas.

On floors and roofs where guardrail systems are in place but need to be removed to allow overhand bricklaying work or leading-edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

FALL PROTECTION SYSTEMS

When there is a potential fall of 6 feet or more, we will utilize one or more of the following means of providing protection:

Guardrail Systems

Guardrail systems must meet the following criteria. Top rails and mid rails of guardrail systems must be at least one-quarter inch (0.6 centimeters) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it must be flagged at not more 6 feet intervals (1.8 meters) with high-visibility material. Steel and plastic banding cannot be used as top rails or mid rails. Manila, plastic, or synthetic rope used for top rails or mid rails must be inspected as frequently as necessary to ensure strength and stability.

The top edge height of top rails, or (equivalent) guardrails must be 42 inches (1.1 meters) plus or minus 3 inches (8 centimeters), above the walking/working level. When workers are using stilts, the top edge height of the top rail, or equivalent member, must be increased an amount equal to the height of the stilts.

Screens, mid rails, mesh, intermediate vertical members, or equivalent intermediate structural members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches (53 centimeters) high. When mid rails are used, they must be installed at a height midway between the top edge of the guardrail

system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches (48 centimeters) apart.

Other structural members, such as additional mid rails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches (48 centimeters).

The guardrail system must be capable of withstanding a force of at least 200 pounds (890 newtons) applied within 2 inches of the top edge in any outward or downward direction. When the 200-pound (890 newtons) test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches (1 meter) above the walking/working level.

Mid rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds (667 newtons) applied in any downward or outward direction at any point along the mid rail or other member.

Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

The ends of top rails and mid rails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides or edges.

If guardrail systems are used around holes that are used as access points (such as ladderways), gates must be used, or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.

<u>Personal Fall Arrest Systems</u>
These consist of an anchorage, connectors, and a body belt or body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 900 pounds (4 kilonewtons) when used with a body belt;
- Limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness;
- Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters);and
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.
- The use of body belts for fall arrest is prohibited and a full body harness is required.

Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service.

Positioning Device Systems

These body belt or body harness systems are to be set up so that a worker can free fall no farther than 2 feet (0.6 meters). They shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds (13.3 kilonewtons), whichever is greater.

Safety Monitoring Systems

When no other alternative fall protection has been implemented, the employer shall implement a safety monitoring system. Employers must appoint a competent person to monitor the safety of workers, and the employer shall ensure that the safety monitor:

- Is competent in the recognition of fall hazards;
- Is capable of warning workers of fall hazard dangers and in detecting unsafe work practices;
- Is operating on the same walking/working surfaces of the workers and can see them;
- Is close enough to work operations to communicate orally with workers and has no other duties to distract from the monitoring function.

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

No worker, other than one engaged in roofing work (on low-sloped roofs) or one covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

All workers in a controlled access zone shall be instructed to promptly comply with fall hazard warnings issued by safety monitors.

Safety Net Systems

Safety nets must be installed as close as practicable under the walking/working surface on which employees are working and never more than 30 feet (9.1 meters) below such levels. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Safety nets shall be installed with sufficient clearance underneath to prevent contact with the surface or structure below. must be removed as soon as possible and at least before the next work shift.

Warning Line Systems

Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:

- Flagged at not more than 6-foot (1.8 meters) intervals with high-visibility material;
- Rigged and supported so that the lowest point including sag) is no less than 34 inches (0.9 meters) from the walking/working surface and its highest point is no more than 39 inches (1 meter) from the walking/working surface.
- Stanchions, after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 newtons) applied horizontally against the stanchion, 30 inches (0.8 meters) 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 kilonewtons) and after being attached to the stanchions, must support without breaking the load applied to the stanchions as prescribed above.
- Shall be attached to 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 the adjacent section before the stanchion tips over.

Warning lines shall be erected around all sides of roof work areas. When mechanical equipment is

being used, the warning line shall be erected not less than 6 feet (1.8 meters) from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet (3 meters) from the roof edge perpendicular to the direction of mechanical equipment operation.

When mechanical equipment is not being used, the warning line must be erected not less than 6 feet (1.8 meters) from the roof edge.

Covers

Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or workers activities, all covers must be secured. All covers shall be color coded or bear the markings "HOLE" or "COVER."

Protection from Falling Objects

When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet (1.2 meters) of working edges. Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear of the working area by removal at regular intervals.

During roofing work, materials and equipment shall not be stored within 6 feet (1.8 meters) of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

POST-FALL RESCUE PLAN

If a fall occurs, even with appropriate fall protection systems in place, it is important that rescue of the fallen victim occur promptly. All employees and crews must know their roles and responsibilities in case of an emergency, and all worksites will have at least one trained individual appointed to be in command will a fall or emergency of any kind occur.

Jobsite:

a) All jobsites must be equipped with a first aid kit.
b) At least one trained individual employed by the crew at each jobsite will identify on- site equipment, such as extension ladders or mobile lifts, that can be used to rescue a fallen or suspended worker.
c) Crews must know emergency response training and know how to contact off-site responders, if necessary.
d) Crews and employees who work alone will be trained on self-rescue and always carry a cellular phone on their person to reach off-site responders, if necessary.
e) Employees will receive emergency response training and know how to contract off-site responders if necessary.

If a fall occurs:

a) If the fallen individual is capable, position rescue ladders so victim can grab hold and climb to safety.
b) If the fallen individual cannot perform self-rescue, first clear a path to the victim and prohibit nonessential personnel from the rescue scene.
c) Next, summon the on-site rescue team and gather appropriate rescue equipment.
d) Next, talk calmly to the victim to ascertain their condition. If victim is accessible, check vital signs and provide comfort. If necessary, administer first aid or CPR. If the victim has severe injuries, summon 911.

e) If the individual cannot be rescued or relieved from suspension within 5 minutes through the use of on-site rescue equipment (i.e. extension ladder, lift, or elevating platform), summon a technical rescue team.

After a fall occurs:

a) Report fatalities or catastrophic injuries to OSHA within 8 hours.
b) Report injuries requiring an overnight stay in the hospital or any medical treatment other than first aid to OSHA within 24 hours.
c) Document in detail the events giving rise to the fall, including the date, time, environmental conditions, work process, and people involved.
d) Identify any equipment that may have contributed to the injury and have such equipment inspected by a trained individual. If equipment was damaged, repair or replace it.

Jobsite Inspections:

a) Hazard forms will be completed by a manager for every trade on every job to identify safety hazards on a jobsite to the crew.
b) Crews must follow all instructions on hazard form, and any deviation be in writing to the manager for approval prior to work.
c) Safety checklist will be completed by employee for every trade on every job to ensure safety is being followed by crew guidelines.
d) Crews will take corrective actions on all failed items on the safety checklist before performing any more work.

TRAINING:

Employees will be trained in the following areas: (a) the nature of fall hazards in the work area; (b) the correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems; (c) the use and operation of controlled access zones and guardrail, personal fall arrest, safety net, warning line, and safety monitoring systems; (d) the role of each employee in the safety monitoring system when the system is in use; (e) the limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs; (f) the correct procedures for equipment and materials handling and storage and the erection of overhead protection; and, (g) employees role in fall protection plans.

Full Body Harness

Annual Inspection Checklist

Harness Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

_____

_____

General Factors	Accepted/Rejected	**Supportive Details/Comments**
1) **Hardware:** includes D-rings, buckles, keepers and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion.	Accepted Rejected	
2) **Webbing:** Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.	Accepted Rejected	
3) Stitching: Inspect for pulled or cut stitches	Accepted Rejected	
4) **Labels:** Inspect, making certain all labels are securely held in place and are legible.	Accepted Rejected	
5) Other:	Accepted Rejected	
6) Other:	Accepted Rejected	
Overall Dispositions:	Accepted Rejected	Inspected By: Date Inspected:

Form No: AAE-017

Harness and Lanyard Inspection

Lanyards

Annual Inspection Checklist

Lanyard Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

_____

_____

General Factors	Accepted/Rejected	**Supportive Details/Comments**
1) **Hardware:** (includes snap hooks, carabiners, adjusters, keepers, thimbles and D-rings) Inspect for damage, distortion, sharp edges, burrs, cracks,	Accepted Rejected	
2) **Webbing:** Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.	Accepted Rejected	
3) **Stitching:** Inspect for pulled or cut stitches	Accepted Rejected	
4) **Synthetic Rope:** Inspect for pulled or cut yarns, burns, abrasions, knots, excessive soiling and discoloration	Accepted Rejected	
5) Energy Absorbing Component: Inspect for elongations, tears and excessive soiling	Accepted Rejected	
6) **Labels:** Inspect, masking certain all labels are securely held in place and are legible.	Accepted Rejected	
Overall Dispositions:	Accepted Rejected	**Inspected By:** **Date Inspected:**

Form No: AAE-017

Harness and Lanyard Inspection

Snap hooks/Carabiners

Annual Inspection Checklist

Hook/Carabiner Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

_____

_____

General Factors	Accepted/Rejected	**Supportive Details/Comments**
1) Physical Damage: Inspect for cracks, sharp edges, burrs, deformities and locking operations	Accepted Rejected	
2) Excessive Corrosion: Inspect for corrosion, which affects the operation and/or the strength.	Accepted Rejected	
3) **Markings:** Inspect and make certain marking(s) are legible.	Accepted Rejected	
4) Other:	Accepted Rejected	
5) Other:	Accepted Rejected	
6) Other:	Accepted Rejected	
Overall Dispositions:	Accepted Rejected	Inspected By: Date Inspected:

Form No: AAE-017

Harness and Lanyard Inspection

Safety Training Record

Topic{s) Covered: OSHA 101 - General Safety Training

Date: _____

Name/Nombre (printed/impreso)	Signature/Firma

By signing this form, I acknowledge that I have been provided basic safety training covering general OSHA safety regulations.

Company Name_____ Date_ _ _

TOOLBOX TALK - ROOF HOUSEKEEPING

A messy job site can be an unsafe job site, and it hurts our reputation as professional roofers. Poor housekeeping presents hazards to workers, the general public, and to the building. Slips, trips, falls and puncture wounds are only a few of the injuries which can be caused by a messy site. Trash can clog up roof drains during a severe rainstorm and cause flooding or even a roof collapse to the building. Trash and debris can also blow off the roof and cause personal injuries or property damage. A solvent soaked rag can cause a fire if not properly disposed of in a container.

Store materials and equipment at least six feet from any roof edge and away from any entry or exit ways and public foot traffic. All flammable liquids, rags, etc. should be stored in approved safety cans. Tools and equipment should be put away after use and debris from the roofing work should be disposed of at regular intervals.

If the roof is less than 20 feet high, trash and debris can be tossed off if a guardrail system is in place. A safer way and one which is required on roofs higher than twenty feet high is to use a trash chute. A guardrail system is still required around and behind the chute to prevent falls and a chain should be used across the opening to the trash chute when it is not being used. The chute should be secured to the building and extended into a trash container. A 2X4 piece of lumber can be attached to the roof in front of the chute opening to provide a stop for the wheelbarrow making it easier to tip and dump a load of debris. Remember not to overload wheelbarrows. Use a heavy-duty dump cart or power equipment with trailers for larger loads.

Subcontractor Safety Designee:_____

Attended By:

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Company _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Date _____

TOOLBOX TALK - SCAFFOLDING

It's a terrible thing to realize that hardly a workday goes by without a construction worker falling off a scaffold to his death. And those who survive scaffold falls are often crippled for the remainder of their lives. These tragedies are sometimes caused by faulty design or poor construction. But in most cases the basic cause is poor maintenance or improper use - something that you can do something about.

Practical, foresighted people "keep both feet on the ground." And practical foresighted construction workers keep both feet on the scaffold. Here's how you can be sure to keep your feet there:

• Inspect scaffolds daily before you trust your life to them. Check guardrails, connectors, fastenings, footings, tie-ins, and bracing.

• Check to see that platforms are closely boarded, fenced, and securely fastened.

• Don't stockpile materials on scaffolds. Remove all tools and left-over materials at the end of the day.

• Never overload scaffolds. Pile necessary materials over ledger and bearer points.

• Ground yourself during storms or high winds. In winter, clear platforms of all ice and snow before using. Sand wet planking for sure footing.

• Help protect scaffolds; don't bang into them with equipment or materials. When hoisting material from the ground, control it with a tagline.

• Keep platforms and area near scaffold clear of debris, unneeded equipment or material, and anything else that might cause you to slip or trip.

Give a scaffold the respect it deserves, and it'll serve you as a convenient work-platform - not as a launching pad to send you hurtling to "The Great Beyond."

Subcontractor Safety Designee:_____

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Company Name_____ Date _____

TOOLBOX TALK - EYE PROTECTION

A carpenter asked his insurance company to pay for damage to his glass eye. It had been broken when a nail he was driving flew up and struck it. When asked how he had lost his own eye in the first place, he replied: "The same way, a nail hit it." A world of darkness awaits this man if a nail strikes his remaining good eye. He has yet to appreciate the need for eye protection. You, yourself, may find it difficult to get accustomed to wearing eye protection, but would getting accustomed to wearing a glass eye be any easier?

A SIGHT SAVER FOR YEARS

Eye protection has been used in the construction industry since 1910. And, undoubtedly, many workers have escaped serious eye injury because of it. You may personally know some fortunate individuals who saved their sight this way.

TAKE TIME TO SELECT THE RIGHT KIND

Depending on your job, you may need goggles, an eye shield, a face mask or safety glasses. All it takes on your part is a little effort to select the appropriate type and to wear it.

FOUR BASIC TYPES OF HAZARDS

Basically, there are four types of particles that cause eye injuries on the job:

1. Unidentified Flying Objects: These microscopic objects consist of dust and particles floating around in the air, generated by wind, equipment, or cleaning operations. When working in dusty conditions, wear eye protection. Even a small speck in the eye can lead to trouble.
2. Particles Resulting from Chipping, Grinding, Sawing, Brushing, Hammering or Using Power Tools: These particles move at an amazing speed and strike with the force of a bullet. Wear eye protection any time overhead operations are performed. It may be advisable on some jobs to wear safety goggles under a full-face shield.
3. Invisible Hazards: You can't see the injurious light rays generated by welding operations or laser beams. And their effects often are not felt until hours later. Wear the eye protection required when using such equipment. And if you happen to be working nearby, don't look in the direction of welding arcs or where a laser beam is being used.
4. Liquids: Hot liquids, such as tar or asphalt, solvents, paint, and solutions for cleaning masonry or metal, can cause serious eye injury if splashed in your face. The use of proper eye protection, possibly a full-face shield, is essential when transferring liquids between containers and when using caustic or acid cleaners.

INSTANT DARKNESS

Eye injuries happen in a split second. So, put on your eye protection as soon as you get back to your job after this meeting. Don't blind yourself to the necessity of protecting your sight.

Subcontractor Safety Designee: _____

Attended By:

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Company Name_____ Date _____

TOOLBOX TALK - LADDER TIPS

Do you know there's a killer on this job that you probably meet face-to-face every day? I'm talking about the common, ordinary ladder. Ladders are involved in many accidents, some of which are fatal. Your life literally can depend on knowing how to inspect, use, and care for this tool. Let's spend a few minutes talking about ladders.

INSPECTING LADDERS

Before using any ladder, inspect it. Look for the following faults:

1. Loose or missing rungs or cleats.
2. Loose nails, bolts, or screws.
3. Cracked, broken, split, dented, or badly worn rungs, cleats, or side rails.
4. Wood splinters.
5. Corrosion of metal ladders or metal parts.

If you find a ladder in poor condition, don't use it. Report it. It should be tagged and properly repaired or immediately destroyed.

USING LADDERS

Choose the right type and size ladder. Except where stairways, ramps, or runways are provided, use a ladder to go from one level to another. Keep these tips in mind:

1. Be sure straight ladders are long enough so that the side rails extend above the top support point by 36" at least.
2. Don't set up ladders in areas such as doorways or walkways where they may be run into by others, unless they are protected by barriers. Keep the area around the top and base of the ladder clear. Don't run hoses, extension cords, or ropes on a ladder and create an obstruction.
3. Don't try to increase the height of a ladder by standing it on boxes, barrels, or other materials. Don't try to splice two ladders together either!
4. Set the ladder on solid footing against a solid support. Don't try to use a step ladder as a straight ladder.
5. Place the base of straight ladders out away from the wall or edge of the upper level about one foot for every four feet of vertical height. Don't use ladders as a platform, runway, or scaffold.
6. Tie in, block, or otherwise secure the top of straight ladders to prevent them from being displaced.
7. To avoid slipping on a ladder, check your shoes for oil, grease, or mud and wipe it off before climbing.
8. Always face the ladder and hold on with both hands when climbing up or down. Don't try to carry tools or materials with you.
9. Don't lean out to the side when you're on a ladder. If something is out of reach, get down and move the ladder over.
10. Most ladders are designed to hold only one person at a time. Two may cause the ladder to fail or throw it off balance.

CARE OF LADDERS

Take good care of ladders and they'll take care of you. Store them in well-ventilated areas, away from dampness.

REMEMBER These tips on ladders may save you from a ladder that tips.

Subcontractor Safety Designee: _____

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Company Name_____ Date _____

TOOLBOX TALK - NEW FALL PROTECTION REQUIREMENTS

If today follows the usual pattern for a typical day in the construction industry, three workers will be absent today because they are dead, and 16,000 others will not show up because they have been injured on the job, according to Secretary of Labor Robert Reich when he announced revised standards for fall protection. Although construction workers make up only about 5 percent of the U. S. workforce, the industry accounts for 17 percent of all job-related fatalities with about 21 percent of those fatalities a result of falls. In 1991, there were at least 158 fatalities and 115,000 injuries to construction workers due to falls according to OSHA. Other studies indicate the actual injury and fatality rates could be as much as two times higher due to differences in the way injuries are recorded. Recognizing the magnitude of this tragedy, OSHA published new requirements for fall protection in August of 1994. These new
requirements will become effective on February 6, 1995, and full compliance with these rules are expected to save 79 lives each year and prevent 56,000 other injuries. The requirements of this revised standard apply to all employers in the construction industry including general building, heavy construction, and specialty trade contractors. It should be noted that some states already have enacted stringent fall arrest/fall restraint standards for the construction industry. Other employers are covered by similar requirements included in the General Industry Safety Orders. Some of the highlights of this recently revised OSHA construction standard are:

* Sets a uniform threshold height of *six feet* for providing consistent fall protection. The only permitted exceptions are for employees making an inspection, investigation, or assessment prior to the start of actual construction work, or after all of the construction work has been completed. Protection can generally be provided through the use of guardrails, safety nets, or fall arrest systems. If none of these protection systems is feasible, employers must develop and implement written alternative fall protection plans.
* *Prohibits the use of body belts* as part of the fall arrest system in favor of a body harness system after December 31,1997.
* In some cases, the establishment of a warning line six feet back from the unprotected edge continues to be permitted if other measures are infeasible or create a greater hazard. However, any work outside of this area is defined as a *controlled access zone* which requires the presence of a *competent safety monitor* with no other responsibilities than to warn employees of impending fall hazards, or other unsafe conditions, if fall arrest systems are not employed in the controlled access zone.
* Requires a *training program* for every employee that might be exposed to fall hazards. Required training includes the nature of the fall hazards in the work area, and the correct procedures for inspecting, maintaining, and disassembling the fall protection systems used. Training is also required on the use and operation of guardrail systems, fall arrest systems, the role of safety monitors (if used), the handling and storing of equipment, and a number of other requirements. *Written certification* of all required training must be maintained by each employer. Retraining is required if any changes occur in the workplace, or if it appears that the employee has not retained the knowledge and skill necessary to properly use fall protection equipment.

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