THE ULTIMATE, LLC

SAFETY & HEALTH PROGRAM

2021

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APPENDICES

GENERAL STATEMENT OF POLICY

It is the policy of this company to provide a safe and healthful place of employment for ALL OF ITS EMPLOYEES.

It is therefore the purpose of this stated policy to ensure that The Ultimate, LLC (Ultimate) does:

1. Abide by all federal, state, and local regulations as they pertain to construction.
2. Apply good sense and safe practices to all jobs.
3. Exercise good judgment in the application of this policy.
4. Protect the public from hazards which result from our operations.

PRE-CONSTRUCTION PLANNING

Pre-Construction planning is essential to ensure that safety is "built-in" to the job from start to finish. The real starting point for pre-job planning is during the preparation of the estimate which should include a realistic allocation for safety.

An outline of duties felt to be mandatory in the implementation of a successful program dedicated to safety for all follows:

MANAGEMENT

1. Establish rules and programs designed to promote safety and make known to all employees the established rules and programs.

2. Provide access to all workers with copies of appropriate rules and regulations.

3. Make available training necessary for employees to perform their tasks safely.

4. Provide protective equipment for employees where required.

5. Impress upon all the responsibility and accountability of everyone to maintain a safe workplace.

6. Record all instances of violations and investigate all accidents.

7. Discipline any employee disregarding this policy.

8. Encourage all prime contractors to work safely.

9. All members of Management have enforcement authority over safety matters.

10. Continually monitor the safety program for effectiveness.

11. Delegate responsibility to key personnel.

12. Review all accidents and see that proper records are being maintained.

13. Establish and maintain continuous contact with insurance company representatives.

14. Set up periodical meetings to review the past accident experience and plan methods of correcting and improving the situation and/or conditions which brought about the accidents.

15. Approve pertinent educational and training activity and take an active part in it.

16. Complete all audits as required by this safety program.

INSURANCE CARRIERS' LOSS PREVENTION REPRESENTATIVE

1. Maintain close contact with management, providing them with:
    a. Information on any new developments in the accident prevention field which would be beneficial to their safety activities.
    b. Periodic accident analysis
    c. Films, posters, and other safety literature
    d. Periodic job site safety surveys with specific recommendations for correcting conditions found.
    e. Assistance at all safety meetings, whenever possible.

WORKERS

1. Work safely in such a manner as to ensure your own safety as well as that of coworkers and others.

2. Request help when unsure about how to perform any task safely.

3. Correct unsafe acts or conditions within the scope of the immediate work.

4. Report any uncorrected unsafe acts or conditions to the appropriate foreman.

5. Report for work in good mental and physical condition to safely carry out assigned duties.

6. Avail yourself of company and industry sponsored safety programs.

7. Use and maintain all safety devices provided.

8. Maintain and properly use all tools under your control.

9. At the time of employment, advise company management of any physical conditions which would affect employee's ability to perform certain types of duties.

10. Adhere to all company, General Contractor/Owner, Federal, State, and/or Local safety rules at all times.

11. Assist in the training of fellow workers by:
    a. Advising them of all unsafe acts and informing them or the correct methods to use in performing the job.
    b. Setting good examples at all times.

12. Wear safety monitoring equipment when requested.

13. Wear appropriate PPE correctly for the task at hand.

14. Inform a direct supervisor/foreman, a member of Ultimate, or a direct recruiter of any injuries, no matter how small.

ALL PERSONNEL

1. Strive to make all operations safe.

2. Maintain mental and physical health conducive to working safely.

3. Keep all work areas clean and free of debris

4. Assess the results of your actions on the entire workplace. Work will not be performed in ways that cause hazards for others.

5. Before leaving work replace or repair safety precaution signs that have been removed or altered. Unsafe conditions will not be left to imperil others.

5. Abide by the safety rules and regulations of every construction site.

6. Work in strict conformance with federal, state, and local regulations.

SUBCONTRACTORS AND SUPPLIERS

1. Abide by the safety rules of contractors on site.

2. Notify all other contractors when their activities could affect the health or safety of other company employees.

3. Check in with jobsite supervision before entering the jobsite.

4. Inform Ultimate of all injuries to workers.

5. Report to Ultimate any unsafe conditions that come to your attention.

All activities of this company, its employees, or representatives will be performed in a safe manner using the Federal Occupational Safety and Health Act, State, City, or Local laws, rules and regulations and the safety rules of any governing organizations as guides for achieving the safety goals set forth by this company.

GENERAL WORK RULE GUIDE

The following safety rules are to be enforced on all projects. These rules are adopted for the express purpose of making our projects safer places for all those entering the job sites either as workers or for other reasons.

All superintendents, foremen, supervisory personnel, and employees must become familiar with these rules and the specific regulations which are set forth in the Occupational Safety and Health Act for the construction industry.

Safety must be practiced at all times by all persons on all projects.

ABRASIVE GRINDING
OSHA 1926.303

Abrasive wheel bench or stand grinders and hand-held grinders must have safety guards strong enough to withstand bursting wheels. Adjust work rests on bench grinders to a clearance not to exceed 1/8 inch between rest and wheel surface. Inspect and ring-test abrasive wheels before mounting. Always leave wheel in working condition for next user. Properly dress wheel before and after use. Appropriate guards will be used on hand-held grinders. Appropriate personal protective equipment is also required.

ACCESS
OSHA 1926.1051(a) and 1926.34

Use only safe means of access to and from work areas. Jumping from or to work areas is not allowed, nor is sliding down cables, ropes, or guy wires.

OSHA safety regulations governing access can be found in several areas. Listed below you will find some heights related to access/egress which OSHA regulates and the reference point in OSHA's Construction Standards Manual.

<u>Important Points Regarding Access/Egress For Construction Workers</u>:

1. **Breaks in Elevations - Different Heights!** Any break in elevation of 19 inches or more requires a stairway, ladder, or other safe means of access. 1926.1051(a)

2. **Scaffolds!** When scaffold platforms (or access ladders or other means of climbing the scaffold) are more than 2 feet above a point of access ladders, steps, ramps, or other safe means of access are required.

3. **Excavations!** When an excavation is 4 feet deep or deeper, adequate and safe access

must be provided. Acceptable means of access/egress include ladders, ramps, or steps. Such access/egress means must be provided in such a manner that no employee would have to travel more than 25 feet in a lateral direction to reach it. If ramps are used, they must be of such a grade that one can easily travel without need to lean into the ramp.

ACCIDENT INVESTIGATION

Prompt and detailed reporting of accidents and/or incidents, which cause injuries to persons or damage to property, is essential. The responsibility for reporting begins with anyone who is involved in or witness to any such event. The foreman must respond to any injury situation with the appropriate action. All incidents will be investigated to the appropriate level with regards to incident severity.

Accident reporting is to be done immediately after an accident by the on-site supervisor. Accidents shall be reported to **the individual recruiter.** If that person cannot be reached in a timely manner, then contact **George Brophy IV,** who can be reached in the office at (**816) 960-4751**. Failure to report an injury may result in denying work comp coverage. Failure to report accordingly may result in disciplinary actions.

Any injury must be assessed by the foreman and dealt with as follows:

Any life-threatening injury requires an immediate call to 911. The injured worker should be treated with first aid until the arrival of emergency medical personnel. Treatment should be done by someone who has been properly trained and is certified in First Aid/CPR.

Notify the Individual Recruiter or an Ultimate Representative as soon as possible.

Transport less seriously injured employees to the proper and appropriate medical provider.

Make out a detailed and complete report of the injury and circumstances surrounding it.

If the safety representative is notified in a timely manner and are able to, they will come to the accident scene and investigate.

Necessary incidents/ deaths will be reported to OSHA within 8 hours. An in-patient hospitalization, loss of eye, or amputation will be reported to OSHA within 24 hours. The host client or facility will be notified of the incident within 24 hours.

The assessment of work-related injuries is a very critical process. Although minor cuts and scrapes which can be treated on-site from the first aid kit need not be reported. Injuries such as back strains and pulled muscles should be treated as serious and dealt with accordingly. These injuries have the potential to become workers compensation claims and must be thoroughly investigated. If in doubt, consult the Individual Recruiter.

When an accident/incident takes place, workers should inform the jobsite foreman immediately, who is then responsible for contacting the Individual Recruiter. That recruiter will notify the proper Ultimate Representative at the company office. All workers will be trained and have their

responsibilities outlined for the incident investigation prior to an occurrence. They will not only be trained on their responsibilities, but also on their investigation techniques.

When applicable, the Individual Recruiter will be responsible for promptly and thoroughly completing an incident/accident investigation. A prompt initial identification/ assessment of evidence is crucial to an accident investigation. It is ideal to keep the scene as it was at the time of the accident to preserve and minor details that may have occurred leading up to the incident.

The collection, preservation, and security of evidence is necessary to ensure that the facts are gathered. If items have been altered after an accident, it may become more difficult to identify a cause and contributing factors.

The Individual Recruiter will use the “Incident/Accident Investigation Report Form” as the framework for all investigations conducted. A copy of this form is available at the company office and in the safety manual.

The “Incident/Accident Investigation Report Form” will contain recommendations for corrective actions, procedures or process changes, or any other action deemed necessary by the investigator to diminish or abate the hazard or exposure, which allowed or created the accident. A timetable for corrective actions will also be included, with the Individual Recruiter charged with monitoring and ensuring the completion of the items within the timetable.

In conducting an investigation, time is of the essence. Information is best gathered immediately after any accident or incident. The investigation should begin as soon as possible after an accident/incident, and in no case more than 24 hours after the event.

Any equipment that may be needed to assist in conducting an investigation will be available. This may include, but not be limited to writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, marking devices such as flags, equipment manuals, etc.

When possible, all witnesses and participants in the accident/ incident will be interviewed and have their statements documented. Witnesses are a crucial element in an incident investigation. Witnesses should be interviewed as part of the accident investigation. This should be done soon after the accident so they can more easily recollect the events.

A comprehensive accident/incident investigation report will contain recommendations for corrective actions, procedure or process changes, or any other action deemed necessary by the investigator to diminish or abate the hazard or exposure, which allowed or created the accident. The Individual Recruiter will designate a timetable for changes to be made and compliance with recommendations achieved. He/she will monitor the necessary changes and be responsible for ensuring their completion. This will allow a documentation and communication of the lessons learned from the accident. This should be reviewed to prevent a similar reoccurrence.

Near misses describe incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

All incidents, whether a near miss or an actual injury-related event, should be investigated. Near miss reporting and investigation allow you to identify and control hazards before they cause a more serious incident. Accident/incident investigations are a tool for uncovering hazards that either were missed earlier or have managed to slip out of the controls planned for them. It is useful only when done with the aim of discovering every contributing factor to the accident/incident to "foolproof" the condition and/or activity and prevent future occurrences. In other words, your objective is to identify root causes, not to primarily set blame.

All workers involved in the accident/ incident investigation will have been properly trained and educated on how to conduct an investigation. The proper procedure to follow is listed above.

AERIAL LIFTS (MEWPs)
OSHA 1926.453

Important Points Concerning Aerial Lifts

1. Lift controls shall be tested each day prior to use to determine that they are in safe working condition.

2. Only trained certified persons shall operate aerial lifts.

3. Attaching a lanyard to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.

4. Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work platform.

5. A full body harness shall be worn, and a proper lanyard or self-retracting lifeline attached to the boom or basket when working from an aerial lift.

6. Boom and basket load limits shall not be exceeded.

7. Articulating boom and extendable boom platforms shall have upper and lower controls. Controls shall be plainly marked as to their function. Lower controls are not to be used without permission of person in the lift except in case of emergency.

8. Platforms should be lowered before the base or carrier is moved laterally unless the carrier is designed for lateral movement with the platform elevated, and conditions allow for safe lateral movement.

9. Before the equipment is used, the operator shall do a visual inspection of the work platform. Look for: cracked welds, structural defects, hydraulic leaks, damaged controls or cables, and any other such defects or damage which may constitute a safety hazard.

10. A documented inspection of the surrounding work area should also be performed. Look for hazards in the vicinity of the work site such as, but not limited to ditches, drop-offs, holes, bumps and floor obstructions, debris, overhead obstructions and especially be aware of and maintain a safe distance between the lift and high-voltage conductors. The lifts must remain a minimum of 10 feet away from overhead powerlines.

11. Aerial lifts may not be “field modified” for uses other than those intended by the manufacturer, even if the modification has been certified in writing by the manufacturer or by any other equivalent entity.

12. All Modifications to the equipment shall not be made without written approval from the manufacturer.

AIR TOOLS
OSHA 1926.302(b)

Secure pneumatic tools to hose in a positive manner to prevent accidental disconnection. Install and maintain safety clips or retainers on pneumatic impact tools to prevent attachments from being accidentally expelled.

All hoses exceeding ½ inch inside diameter require safety devices at the source of supply to reduce pressure in case of hose failure. Appropriate PPE will be worn while using air powered tools.

Compressed air shall not be used to blow dust or other matter off employees and shall only be used to blow dust or debris off work when the air nozzle reduces air pressure at the nozzle to 30 pounds per square inch or less.

ATTITUDE

All company employees are required to treat safety in a serious manner. As such, they are expected to report to work in good mental and physical condition and to safely perform their assigned duties. Before starting any task, employees must consider the possible effects of their actions on themselves and others and take appropriate protective measures.

BENZENE

Benzene is a hydrocarbon. Benzene is toxic, colorless, very flammable and has a pleasant, sweet odor. Benzene will dull your sense of smell. It is not soluble in water and is flammable. Benzene attacks the blood making organs of the body causing a number of blood conditions including leukemia (cancer of the blood).

Benzene is a chronic health-hazard, you must have multiple overexposures to be affected. Benzene can enter the body through inhalation (most common), ingestion and skin absorption. Under normal plant conditions, the highest benzene levels are less than .1 ppm. Your only possibility of overexposure would be in an emergency situation in which a large quantity of benzene containing material was spilled or released near you. Benzene's PEL is 1.0 ppm with an IDLH of 3,000 ppm.

Protective equipment such as boots, gloves, aprons, etc. made of PVC (Polyvinyl Chloride) and, if inhalation is likely, organic vapor or supplied air respirators will provide protection when

working in areas contaminated with benzene. Good hygiene practices are also necessary. Always wash any skin contaminated with hydrocarbons. Launder all contaminated clothing before reuse.

Benzene is mainly encountered at refineries and laboratories, during refueling and tank gauging, and when completing oil field and pipeline maintenance.

Smoking is not permitted anywhere that benzene is stored or used. Fire extinguishers must be readily available where benzene is stored or used.

All employees will be made aware of provisions of site-specific contingency and/or emergency plans. If the Site has certain requirements, then these will be followed.

BLOODBORNE PATHOGENS
OSHA 1910.1030(c)

This program is designed to facilitate compliance with 29 CFR 1910.1030(c), "Occupational Exposure to Bloodborne Pathogens."

Exposure Determination

An exposure determination is required to list all job classifications in which all employees may be expected to incur exposure to bloodborne pathogens, regardless of frequency. A listing is also required for job classifications in which some employees may have occupational exposure. Ultimate employees do not fit either listing category.

CELL PHONES/ELECTRONIC DEVICES

Ultimate recognizes that our employees are our most valuable assets and the most important contributors to our continued growth and success.

We are not only concerned about your welfare as an Ultimate employee, but also the welfare of others who could be put in harm's way by inattention to the task (driving, operating equipment, etc.).

This policy covers the use of all handheld devices, including mobile or cell phones, Blackberries, pagers, Palm Pilots, PDA's, MP3 players (or equivalent), radios, laptop computers and other communication devices.

Cell phones and electronic device use in vehicles, at work sites or while operating equipment

Ultimate employees are prohibited from operating cell phones without a hands-free device (defined as vehicle mounted or headset ear clip) while driving on company time or while conducting company business. Hands-free operation does not guarantee 100% safety but will provide drivers with less distraction.

Operation includes, but is not limited to receiving or making voice calls, texting, e-mailing, facebooking, searching the web, etc.

If a hands-free device is not available:

Do not use your cell phone; send calls to voicemail, forward them to another number or turn off the unit.

Pull off the road to a safe location to make or receive a call or ask a passenger to make or take the call. If you are stopped at a traffic signal or stop sign, you are still considered by the law to be driving; you must pull off the roadway and be parked to use a cell phone.

This Policy includes all calls made from the following types of vehicles on or off all Ultimate jobsites:

Vehicles owned or leased by Ultimate, with or without an Ultimate decal.

Golf carts and similar vehicles used for jobsite transportation.

Construction equipment to include cranes, scissor and aerial lifts, earthmoving, hauling, and excavating equipment, except for radios, when radios are the primary means of controlling the operation of the equipment.

Ultimate employee personal vehicles if the employee is receiving a vehicle allowance and/or the employee has been issued a company telephone.

GPS systems may be used, but information should be entered prior to starting the route. Never input information into a global positioning system (GPS), take notes, type, or refer to maps while operating a vehicle.

Employees should not use their etc.

Personal cell phone use is limited to non-working hours (including lunch).

Acknowledgement and Warnings

You are responsible for knowing the distracted driving laws while motoring in any state or municipal area. If you are in an area of the country has stricter rules than this policy, then those rules should be followed.

Any employee charged with traffic infractions or violations resulting from the use of a mobile handheld unit while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline, including termination.

COMPRESSED AIR, USE OF
OSHA 1926.302(b) and 1926.306

Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. Exceptions to 30 psi are allowed only for concrete form, mil scale and similar cleaning operations. The use of compressed air to clean off employees is not allowed.

COMPRESSED GAS CYLINDERS
OSHA 1926.350

Put valve protection caps in place before compressed gas cylinders are transported, moved, or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or being

moved unless secured in a mobile cart.

Compressed gas cylinders will be secured in an upright position at all times. Keep cylinders at a safe distance, or shield from welding or cutting operations and place where they cannot become part of an electrical circuit.

Oxygen and fuel gas regulators must be in proper working order while in use.

OSHA gives specific guidelines for the transport, use, handling, and storage of compressed gas cylinders at 1926.350.

Important Points:

1. Except when actually in use (or when use is expected during the current shift) valves are to be closed and valve protection caps are to be in place.
2. When cylinders are being hoisted, they shall be secured on a cradle, slingboard, or pallet. They shall not be hoisted or transported by magnets or choker slings.
3. When cylinders are being transported or in storage, they shall be secured in an upright position.
4. A suitable cylinder truck, chain or other steadying device shall be used to keep cylinders from being knocked over while in use.
5. All cylinders in storage shall be separated from fuel gas cylinders and other combustible materials (especially oil or grease) by at least 20 feet or a fire wall at least 5' high having a fire resistance rating of at least ½ hour.
6. Empty cylinders are to be treated with the same care and caution as full cylinders.
7. Cylinders and cylinder carts shall be kept far enough away from the actual welding or cutting operation so that sparks and hot slag will not reach them. Use shields if necessary.
8. Do not store cylinders near standpipes used for fire fighting or other fire protection equipment.
9. Fire extinguishers are to be readily available when using any flammable torch.
10. A fire watch must be performed after all cutting operations.

Remember that compressed gas cylinders are to be treated with great care. They can be explosive and very volatile.

CONCRETE, CONCRETE FORMS AND SHORING
OSHA 1926.700

All protruding reinforcing steel, onto or into which employees could fall, must be guarded to eliminate the hazard of impalement. ULTIMATE employees are advised to avoid shoring areas when forms are being erected and dismantled. There are many hazards in these areas including unstable forms during the stripping operation. Debris and form lumber with projecting nails is common and is dangerous. There are also many tripping hazards. Extreme care and awareness of those mentioned hazards is important if employees must be in forming areas.

CRANES, DERRICKS, HOISTS, AND CONVEYORS
OSHA 1926.550

Rated load capacities recommended operating speeds, and special hazard warnings or instructions must be conspicuously posted on all equipment. Instructions or warnings must be visible from the operator's station. Only certified operators will operate cranes.

Accessible areas within swing radius of a crane must be barricaded to prevent employees from being struck or crushed by the crane.

Except where electrical distribution and transmission lines have been de-energized and visibly grounded, or where insulating barriers not a part of or an attachment to the equipment or machinery have been erected to prevent physical contact with the lines, no part of a crane or its load shall be operated within 10 feet of a line rated to 50kV or below; 10 feet + .4 inches for each IkV over 50kV for lines rated over 50kV, or twice the length of the line insulator, but never less than 10 feet. Cranes will be inspected before each use by the operator. Any defects must be corrected before use. Logs of crane inspections must be kept with the crane.

CRANE AND DERRICK SUSPENDED PERSONNEL PLATFORMS OSHA 1926.1431(b) and ANSI B56.1

Crane or derrick suspended personnel platforms may not be used unless the erection, use, and dismantling of conventional means of reaching the work site would be more hazardous or not possible. Equipment used for this purpose must be tested and equipped in strict accordance with 1926.1431(b)or state plan equivalents in those states where Federal OSHA does not have jurisdiction. In each case a special safety meeting must be conducted with all involved employees in attendance including the crane operator.

DISCIPLINE POLICY

This section is intended to promote compliance with, and enforcement of the company's Safety and Health Program. Whenever a supervisor or other member of management observes an employee committing an unsafe act or creating or allowing a hazardous condition to exist, a warning report will be issued and recorded. A copy of the violation form will be retained in the employee's personnel folder, and each time a new violation form is received, the employee's file will be reviewed for previous violations. Where previous violations appear during any 12-month period, the sanctions listed below will be implemented.

The following disciplinary procedures will be undertaken for infractions of safety and health rules and guidelines.

*The first infraction of any safety and health rules requires a written warning and may need to go through retraining.

*Upon commission of a second infraction of the safety and health rules the employee will receive one (1) to five (5) days off without pay and disqualification from the incentive program for the entire year.

*A commission of a third offense of the safety and health rules may result in termination of employment or extended time off with Ultimate.

At any point Ultimate may choose termination for any offense, including but not limited to, fall protection and willful disregard to the safety policy.

DRIVING SAFETY

This section covers most aspects of the Company's transportation of materials, product, and personnel on any and all Company business. It may not cover every circumstance or local ordinance that may arise from day-to-day operations. Regulations, whether Federal, state, or local, always take precedence and must be adhered to by operators of all Company vehicles.

* All drivers will follow the traffic laws that are in place for the specific area they are in.
* All workers operating a company vehicle must be authorized by management to do so.
* All workers must possess a valid driver's license for the vehicle they are operating.
* Vehicles must only be used for the purpose in which they are intended.
* All workers in a vehicle being used for company work must properly wear their seatbelt.
* Operators of company motor vehicles must not drive while under the influence of drugs or alcohol or be subjected to disciplinary actions.
* Authorized drivers must follow safe driving practices. Some examples of safe driving practices include hands-free cell phone use, cell phone use prohibited while driving, not manipulating radios or other equipment which may cause distraction, not exceeding the posted speed limit and maintaining a safe distance between other vehicles.
* All workers and passengers in the vehicle will properly wear their seatbelts.
* Motor vehicle incidents occurring while on company business must be reported. Emergency services should be called (if necessary), and the incident should be reported to the insurance company and the employee's supervisor.
* Any cargo on or in motor vehicles must be adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to the operator.
* The vehicle shall be maintained in a safe working order. A pre-inspection of the vehicle shall be conducted prior to operation. The pre-inspection will check for any defects to the vehicle and to make sure there are no barriers blocking the path of travel. Proper and scheduled maintenance shall be followed per manufacturer's recommendations.

Vehicle Accidents – Since the company does most of its business away from the shop, employees are often at risk for vehicle accidents while going to or from the jobsite. Vehicle operations and associated safety procedures are topics for regular ongoing training for employees who drive or ride in Company vehicles. Drivers are designated and authorized by Ultimate, who has the discretion to prohibit, due to past driving record, any employee from driving Company vehicles. Any employee conduct that is perceived as reckless, lawless, or unsafe will constitute a basis for prohibition or suspension of employee driving authorization. All accidents will be reported to a member of management. Special emphasis in employee training is given to the operation of commercial vehicles as defined by the U.S. Dept. of Transportation (DOT), and to the backing of vehicles.

DRUG-FREE WORKPLACE POLICY AND PROGRAM

In 1988, Congress passed the "Drug-Free Workplace Act." Effective March 18, 1989, this Act addresses the use of illegal drugs and alcohol in the workplaces of Federal contractors and grant recipients.

In response to the Federal requirements for drug-free workplaces, and in keeping with our concern for the health and safety of its workforce, Ultimate has instituted the following Drug-Free Workplace Policy. Elements of this policy shall not over-ride considerations in other Drug and Alcohol policies in force and in agreement with various union rules.

This policy certifies the company's intent to maintain a drug-free workplace. The first section of the policy (Section A) prohibits the manufacture, distribution, sale, possession or use of a controlled substance in the workplace. This section also addresses the use of prescribed medicines and our policies requiring drug testing after accidents.

In addition, this policy creates a Drug Awareness Program (Section B) that will provide information to all employees on the dangers of workplace drug use, and on available private and community treatment facilities. The last section of this policy (Section C) lists the sanctions that employees will face for violations of Ultimate's Drug-Free Workplace Policy. Finally, this policy provides for an employee acknowledgment that must be signed and dated by each employee who receives a copy of this policy.

The Drug-Free Workplace Act specifically requires the employer to notify each employee that, as a condition of employment, each employee must:

> Comply with the company's Drug-Free Workplace Policy, and
> Notify Ultimate of any conviction for a drug related offense within (5) five days of the conviction.

Any employee who violates this company policy will be subject to disciplinary action, up to and including termination of employment.

Section A
Ultimate's Drug-Free Workplace Policy prohibits employees from engaging in any of the following activities:

1. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs on company premises or while on company business, in company supplied vehicles, or during working hours.

2. Unauthorized use or possession, or any manufacture, distribution dispensation or sale of a controlled substance on company premises or while on company business or while in company supplied vehicles, or during working hours.

3. Storing in a locker, desk, automobile, or other repository on company premises any controlled unauthorized substance.

4. Being under the influence of controlled substance on company premises or while on

company business, or while in company supplied vehicles.

5. Having possession, or engaging in use, manufacture, distribution, dispensation, or sale of illegal drugs off company premises that adversely affects the individual's work performance, his own others' safety at work, or the company's regard or reputation in the community.

6. Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled.

7. Failure to notify the company of any conviction under criminal drug statutes for a workplace offense within (5) five days of the convictions: and

8. Refusal to sign a statement to abide by the company's Drug-Free Workplace Policy, or refusal to submit to post-accident drug testing. Any employee with a positive test result will not be allowed to drive themselves home.

Authorized Use of Prescribed Medicine
Any employee undergoing prescribed medical treatment with any drug which may alter his or her physical or mental ability must report this treatment to Ultimate's management. Ultimate management, with assistance from medical care providers will determine whether a temporary change in the employee's job assignment during the period of treatment is warranted.

Ultimate's Drug-Free Workplace Policy requires drug testing of employees who are injured on the job. The medical care providers specified by Ultimate and the workmen's compensation insurance carrier will provide the Medical Review Officer (MRO) and will collect urine or blood samples for testing by their certified lab. Detectable levels of unauthorized or illegal drugs must be explained to the satisfaction of the MRO and Ultimate management. Any employee who supplies a urine or blood sample with unexplained detectable levels of unauthorized or illegal drugs will be subject to termination. If any employee feels that the lab test is inaccurate, that employee may forward a portion of the original urine or blood sample to a certified lab of his or her choice at the employee's expense for confirmation. If such re-testing of the original sample shows no detectable level of unauthorized or illegal drug, the employee will not be terminated.

Section B Drug Awareness Program
To assist employees and their families to understand and to avoid the perils of drug abuse, Ultimate has developed a comprehensive Drug Awareness Program. The company will use this program in an educational effort to prevent and eliminate drug abuse that may affect the workplace. The Drug Awareness Program will inform employees about:

1. The dangers of drug abuse in the workplace.
2. Our company's Drug-Free Workplace Policy.
3. The availability of treatment and counseling for employees who voluntarily seek such assistance.
4. Sanctions for violations of Ultimate's Drug-Free Workplace Policy.

Employees of Ultimate are our most valuable resource, and, for that reason, their health and safety is our number one concern. Any drug use which imperils the health and well being of our

employees or threatens our business will not be tolerated. The use of illegal drugs and other controlled substances, on or off duty, is inconsistent with the law-abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances on or off duty tend to be less productive, less reliable, and prone to greater absenteeism. This in turn can result in increased costs, delays, and risks to the company's business. Drug use in the workplace puts the health and safety of the abuser and all other workers around him or her at increased risk. Employees have the right to work in a drug-free environment. In addition, drug abuse inflicts a terrible toll on the nation's productive resources and the health and well being of American workers.

Early recognition and treatment of drug abuse is important for successful rehabilitation. Whenever feasible, Ultimate will assist employees in overcoming drug abuse by providing information on treatment opportunities and programs. However, the decision and the expense of seeking diagnosis and accept treatment for drug abuse is primarily the individual employee's responsibility.

Employees with drug abuse problems should request assistance from company management. The company will treat all such requests as confidential and will refer the employee to the appropriate treatment and counseling services. Employees who voluntarily request the company's assistance in dealing with a drug abuse problem may do so without jeopardizing their continued employment, provided they have voluntarily requested this assistance prior to an accident or incident, and strictly adhere to the terms of their treatment and counseling program. At a minimum, these terms include the immediate cessation of any use of drugs, and participation, where required by a program, in periodic unannounced testing for a twenty-four (24) month period following enrollment.

Voluntary requests for assistance from employees will not, however, prevent disciplinary action for violation of Ultimate's Drug-Free Workplace Policy.

Ultimate is instituting a zero-tolerance level program. Ultimate is committed to maintaining a safe workplace free from the influence of drugs. All employees and subcontractors are hereby notified that Ultimate will comply with the requirements of the Drug-Free Workplace Act of 1988, and all applicable regulations issued thereunder, as well as, when applicable, any other stringent rules promulgated by other Federal agencies

Section C Disciplinary Actions for Violating Drug-Free Workplace Policy

1. A violation of Ultimate's Drug-Free Workplace Policy may result in disciplinary action, up to and including discharge, at the company's sole discretion.

2. In addition to any disciplinary action, the company may in its sole discretion, refer the employee to a treatment and counseling program for drug abuse. Employees referred to such a program by the company must immediately cease any drug use, may be subject to periodic unannounced testing for a period of twenty-four (24) months, and must comply with all other conditions of the treatment and counseling program. The company shall determine whether an employee it has referred for drug treatment and counseling should be temporarily reassigned for safety reasons to another position.

3. Ultimate will promptly terminate any employee who tests positive for drugs while undergoing treatment and counseling for drug abuse, regardless of whether such treatment and

counseling is voluntary or required by the company.

ELECTRICAL, GENERAL
OSHA 1926.400

Only qualified persons may work on electric circuit parts or equipment that have not been deenergized. Such persons shall be made familiar with the use of special precautionary techniques, PPE, insulating & shielding materials, and insulated tools.

Any employee who may reasonably be expected to face a risk of electric shock will be trained & familiar with electrically related safety practices that pertain to their respective job assignments.

Safe work practices will be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contact. This will be done when work is performed near or on equipment or circuits which may be energized.

All exposed de-energized parts will be treated as live when working on or around the equipment.

- All extension cords must be at least 12-3 wire, protected from damage, and not fastened with staples, hung from nails, or suspended from wires. No cord or tool with a damaged ground plug may be used. Worn or frayed cables may not be used. **Electric extension cords may not be repaired and returned to service duty with the use of electrical tape. This type of repair does not allow sufficient protection.**

- Bulbs in temporary light will be equipped with guards. Temporary lights may not be suspended by their electric cords unless so designed.

- Receptacles for attachment plugs will be of approved, concealed contact type. Where different voltages, frequencies, or types of current are applied, receptacles must be such that attachment plugs are not interchangeable.

- Cable passing through work areas will be covered or elevated to protect from damage. Boxes with covers for the purpose of disconnecting must be securely and rigidly fastened to mounting surface.

- No employee may work in close proximity (within 10 feet) to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing the circuit and grounding it or by guarding with effective insulation.

- Conductors and parts of electrical equipment that have been deenergized but not been locked or tagged out shall be treated as live parts.

- Equipment, machines, or any parts of these units shall not be operated closer than 10 feet to any electrical distribution lines unless the lines have been de-energized and visibly grounded. This distance increases as the voltage of the lines increases, therefore all overhead lines must be checked out before any work near electrical distribution lines beings.

- Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. (305 cm) is maintained. If the voltage is higher than 50kV, the clearance shall be increased 4 in. (10 cm) for every 10kV over that voltage.

- Unqualified workers must always stay a minimum of 10' from overhead power lines when working. Qualified employees must adhere to the approach distances in Table S5, as follows:

  TABLE S5
  Voltage range (phase to phase) | Minimum approach distance
  300V and less..... Avoid Contact
  Over 300V, not over 750V ..... 1 ft. 0 in. (30.5 cm)
  Over 750V, not over 2kV ..... 1 ft. 6 in. (46 cm)
  Over 2kV, not over 15kV ..... 2 ft. 0 in. (61 cm)
  Over 15kV, not over 37kV ..... 3 ft. 0 in. (91 cm)
  Over 37kV, not over 87.5kV ..... 3 ft. 6 in. (107 cm)
  Over 87.5kV, not over 121kV .... 4 ft. 0 in. (122 cm)
  Over 121kV, not over 140kV .... 4 ft. 6 in. (137 cm)

- All work areas must have adequate lighting provided during all work hours. Specifically, employees may not enter spaces containing exposed energized parts unless illumination is provided that enables the employees to work safely.

- Conductive articles of jewelry and clothing (such a watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn unless they are rendered nonconductive by covering, wrapping, or other insulating means.

- All temporary wiring, electric hand tools, or other electrically operated tools and machinery must be properly grounded.

- **Electric light bulbs must be guarded or installed in a recessed reflector.**

- When an employee works in a confined or enclosed space that contains exposed energized parts, the host employer shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts.

- Electric cords must not be hung by common wire, nails, brads, etc.

- Portable ladders shall have nonconductive siderails if they are used where the employee or the ladder could contact exposed energized parts

- Lockout/Tagout programs must be used whenever repair work is being done on electrical equipment or systems.

ELECTRICAL, GFCI OR INSPECTION
OSHA 1926.404(b)(1)

GFCIs will be used on all 120-volt, single phase 15 and 20 ampere temporary wiring on construction sites.

All electrical extension cords must be at least12-3 wire and must be protected from damage. No cord or tool with a missing or damaged ground pin may be used. Frayed and damaged cords may not be used.

GFCI sensors can detect a current leak (electrical short) as small as 4-5 milliamps and cut the power to that circuit in a fraction of a second. GFCI saves lives and should not be confused with circuit breakers which are designed to save equipment.

Additional Important Points Concerning Electrical Safety:

1. Inspect electrical cords and tools daily and remove from service any cords or tools which are defective.
2. Test GFCI switches daily. Push the test button and make sure it clicks. Push the reset button. If GFCI equipment does not work notify your foreman.
3. Never run electrical cords through standing water on the floor or ground.
4. Do not use cords or equipment that is missing a ground pin unless the equipment is double insulated and designed to be used without a ground.
5. Electrical cords must not be subjected to pinch points or other damage. This means that cords can not be run through doorways or windows where the door could close, or the window could close and cause pinching damage.
6. Cords may not run across a driveway or any area where they are subject to being driven over by vehicles or even pallet jacks or wheeled carts.
7. Electrical cords that have breaks in the outer layer of insulation must be repaired. If the break goes all around the circumference of the cord this is known as lacking strain relief. This condition also exists when the outer layer of insulation is not secured in the cord end. Any pull or strain on the cord goes to the terminal connections inside the cord end and could result in a short.

Inspect each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, before each day's use for external defects and possible internal damage. Remove from service or repair immediately any defective items.

EQUIPMENT OPERATION
OSHA1926.21(b) and 1926.600

No employee will operate electric, gas or hand-powered tools or equipment unless familiar with use of the item and safety precautions required. Foremen will provide necessary safety information for all tasks and equipment.

All equipment must be thoroughly checked by the operator prior to putting the equipment into operation. All defects must be reported, and hazardous conditions corrected before the equipment can be operated.

Operators of all equipment must become familiar with the areas in which they will be working. Alarms, if required, must be in an operative condition and must be sounded as a warning to fellow workers in the area.

Riders are not allowed on any piece of equipment unless there is a specific seat provided for them.

Employees must never ride the load, concrete bucket, or ball of a crane.

Loads must never be passed over workmen and no one is allowed to walk or stand under overhead loads or booms in use.

Taglines on crane loads will be used when conditions warrant their need.

Wheel chocks must be used whenever loading or unloading operations are performed on an incline.

Unattended equipment must be shut off, the loads, blades, buckets, etc., must be lowered and brakes set.

The engines of all units must be shut off for at least 5 minutes before re-fueling operations are started. Proper bonding between the tank being filled and the container being drawn from must be established when flammable substances are being handled and a fire extinguisher must be readily available.

Equipment, machines, or any parts of these units shall not be operated closer than 10 feet to any electrical distribution fines unless the fines have been de-energized and visibly grounded. This distance increases as the voltage of the lines increases, therefore, all overhead lines must be checked out before any work near electrical distribution lines begins.

When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

For voltages to ground 50kV or below - 10 feet (305 cm).
For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV.

Qualified persons. When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in Table S-5 unless:

The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed), or

The energized part is insulated both from all other conductive objects at a different potential and from the person, or
The person is insulated from all conductive objects at a potential different from that of the energized part.

TABLE S-5 - APPROACH DISTANCES FOR QUALIFIED EMPLOYEES - ALTERNATING CURRENT

Voltage range (phase to phase)	Minimum approach distance
300V and less	Avoid Contact
Over 300V, not over 750V	1 ft. 0 in. (30.5 cm)
Over 750V, not over 2kV	1 ft. 6 in. (46 cm)
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm)
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm)
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm)
Over 87.5kV, not over 121kV	4 ft. 0 in. (122 cm)
Over 121kV, not over 140kV	4 ft. 6 in. (137 cm)

EXCAVATING AND TRENCHING
OSHA 1926.650

While most Ultimate employees are not expected to engage in excavating and trenching work, we feel everyone can benefit from a limited exposure to the rules of excavating and trenching work. We expect this will help employees recognize and avoid the hazards associated with excavation at most construction worksites. For those Ultimate employees actively engaged in excavation work, and especially those working in excavations, we will do special training and appoint competent persons for each excavation site.

No Ultimate employee is expected or allowed to enter any excavation that has not been inspected and evaluated by a competent person named by the contractor. This competent person shall be trained to evaluate the excavation for cave-in hazards as well as any and all additional physical or health hazards identified by OSHA 1926.651. The competent person shall also be knowledgeable about any sloping, shoring, or shielding means provided to eliminate cave-in hazards. The competent person must make inspections daily prior to entry of employees and also after any rainstorm or other hazard increasing occurrence. The competent person shall inspect and evaluate the excavation, the adjacent areas, and protective systems. This inspection shall include evaluation of the adequacy protective systems to prevent cave-ins, indications of possible damage that could result in failure, and also indications of possible hazardous atmospheres or other hazardous conditions. If evidence of possible cave-ins or slides is apparent, cease all work in the excavation until precautions have been taken. Soil classifications must be determined by testing and protective systems designed according to soil classifications.

Before opening any excavation, efforts (including utility company contact) must be made to determine if there are underground installations in the area. This includes, but is not limited to, sewer, telephone, fuel, electric, water lines, or any other installations that may be encountered

during excavation work. Utility companies will be contacted in a proper amount of time in order to conduct the locates before work begins. When the crew gets near the located underground installations, the exact location will be determined by safe and acceptable means. When the excavation is open, underground utilities must be located and protected, supported, or removed to protect employees.

Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline. If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person.

Walls and faces of trenches 5 feet or more in depth and all excavations in which employees are exposed to danger from moving ground or cave-in, must be guarded by shoring or sloping. Where employees may be required to enter excavations, excavated material must be stored at least 2 feet from the edge of the excavation. Workers are never to work under a suspended load.

Excavations over 20 feet deep must have shoring or sloping designed by a professional engineer. Trenches 4 feet deep or more require adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.

Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

Where employees or equipment are required to cross over an excavation, a walkway shall be provided. The walkway will have guardrails in place if it is 6’ or more above a lower level.

EYE AND FACE PROTECTION
OSHA 1926.102

Eye protection will be provided and must be worn on the job site and in the shop, when flying debris is present. Employees involved in welding operations must wear filter lenses or plates of the proper shade number. All safety eye protection will at a minimum meet ANSI Z87 standards. Face protection will also be provided and must be worn when machines or operations present potential injury.

FALL PROTECTION
OSHA 1926.500

Existing conditions, under the control of a general or controlling contractor, shall allow for the protection of any and all fall hazards where the possible fall distance exceeds 6 feet. These areas include but are not limited to open sided floors and edges; floor holes; hoist areas; ramps,

runways, and other walkways; excavations; wall openings; areas above dangerous equipment or situations, without regard to the fall distance; and walking/working surfaces not otherwise addressed.

It is not the policy of Ultimate to install fall protection in the above-mentioned situations. We expect our job leaders to address non-compliant situations with their office and bring to the attention of the general or controlling contractor the hazardous conditions and the need for improvement. If such improvements are not made, it will be contractor's responsibility to provide for the safety of their employees by avoiding the hazardous areas, making the needed improvements if possible, or leave the site.

All employees exposed to potential falls from heights will be trained to minimize the exposures. This training will be documented by certificates to show when the training was conducted, the participants, and a signature of the trainer.

Training shall enable each employee to recognize the hazards of falling & shall train each employee in the procedures to follow to minimize these hazards.

Re-training shall be provided when the following are noted: 1) Deficiencies in training. 2) Workplace changes. 3) Fall protection systems or equipment changes that render previous training obsolete.

Written training records will be maintained at Ultimate showing 1) Who was trained, when, dates of training 2) Signature of person providing training & date employer determined training was deemed adequate.

In the event of a site-specific fall protection plan, it will be prepared by a qualified person and developed specifically for the site where the work is being performed and will be maintained up to date.

It is very important that all employees understand their responsibility regarding fall protection.

Ultimate expects guardrail systems to be in place for fall protection. Where guardrail systems are not provided, we may use personal fall protection equipment and positioning equipment. This equipment includes full body harnesses, lanyards, anchorages, self-retracting lifelines, rope grabs, etc. If any employee lacks understanding of the equipment or anchorage point, they may not proceed with work at any elevation more than 6' above a lower level.

Personal fall protection and positioning equipment shall be inspected prior to each use for wear, damage, and other deterioration. Defective components will be removed from service.

All fall protection equipment and materials for use in fall protection systems should meet applicable ANSI, ASTM, or OSHA requirements.

Ultimate shall provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves. A rescue plan will be put in place at each jobsite to ensure rescue can be conducted safely. If we cannot implement a safe-rescue plan, the fire

department may be called to aid in a rescue. In this case, the fire department will be notified before the project starts to ensure they have the necessary means to aid in rescue.

In the event of a fall, near-miss or other serious incident, an accident investigation will be conducted to evaluate the fall protection plan for potential updates to practices, procedures, or training in order to prevent reoccurrence.

FALL PROTECTION (Low Sloped Roofs)
OSHA 1926.501

A roof having a slope less than or equal to a 4/12 vertical to horizontal is to be considered a low sloped roof. With the exception of performing hoisting operations, working around holes, ramps and runways, or dangerous equipment, each employee engaged in work activities on low-sloped roofs, with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of warning line system and guardrail system, warning line system and safety net system, or warning line system and personal fall arrest system, or warning line system and safety monitoring system. When workers are performing “roofing-related work”, warning lines may be set a minimum of 6’ from the roof’s edge. If workers are not performing roofing work, warning lines must be set a minimum of 15’ from the roof’s edge. A safety monitoring system is only allowed when roofing related work is being performed. When roofing related work is being performed on roofs 50 feet or less in width, the use of a safety monitoring system alone is permitted. Leather-work boots are required on all low-sloped roofs.

FALL PROTECTION (Steep Sloped Roofs)
OSHA 1926.501

A roof which has a slope greater than 4/12 vertical to horizontal would then be considered a steep sloped roof. Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 m) or more above lower levels shall be protected from falling by guardrail systems with toeboards, safety net systems, or personal fall arrest systems. Solid material shoes (leather or equal) are acceptable for steep roofing providing they are solid with full tongue and reach at least to the ankle. Steep sloped roofs may require a soft sole shoe for better grip.

FIRE PROTECTION
OSHA1926.150

Fire fighting equipment (portable fire extinguishers) must be conspicuously located and readily accessible at all times, and periodically inspected and maintained in operating condition. Report any inoperative or missing equipment to your foreman.

All fire extinguishers will be visually inspected monthly and have an annual maintenance check performed on them.

All workers that may be required to use a fire extinguisher and extinguishing equipment will be provided training.

Re-training on the use of fire extinguishers will be performed annually.

Good housekeeping is very important in reducing fire hazards caused by combustible debris.

All welding, cutting, and heating operations must be started only after proper precautionary measures have been taken, and adequate fire extinguishers must be available for immediate use should they be needed. Immediate use is considered within 10 feet of the operation.

A fire watch will be provided for hot operations when conditions dictate the need.
The handling of flammables and combustibles must be done with the full realization of all safety rules and regulations required for the substances being used.

Open containers must never be used for storing flammables.

Smoking around flammables and/or combustibles is prohibited.

Each employee must know where various firefighting equipment is located and how to use it.

Sound a warning anytime a fire or smoke is noticed; then proceed to start extinguishing actions if personal danger is not present. Never assume that you can "take care" of a fire by yourself. Get the word out and get assistance.

Upon detection of a fire, or a possible fire, a warning must be given to those working in the immediate area. Someone must then be sent to call the fire department and to sound the job site's warning alarm.

Each foreman must designate a place where those under him shall gather for a roll call whenever the job site warning alarm is sounded.

In the event of a severe fire, no one shall be allowed to enter the damaged building until it has been thoroughly checked out for soundness by a qualified structural engineer.

Some Important Points Regarding Portable Fire Extinguishers:

1. Many small fires can be safely put out on the spot. However, if you are in any doubt as to the seriousness of the fire, sound the alarm and get professional help.

2. If you are certain that a small fire does not pose an immediate threat to you, your fellow employees, or the surrounding work area, you may be able to put it out with the appropriate fire extinguisher. There are many kinds of fire extinguishers, but each is rated as to the type or types of fires it can put out. Before you use an extinguisher, be sure it is rated for the type of fire you want to extinguish. DO NOT WAIT FOR A FIRE to learn where the fire extinguishers are located or what extinguisher puts out what fire.

3. Small fires can be put out before they cause damage to property or people, if the correct fire extinguisher is used.

4. Everyone needs to know the types of classes of fire extinguishers. Here is an easy way to remember:
    - A =ashes - will extinguish fires that leave ashes (for example, wood, paper, cloth, and rubbish).
    - B = barrels - will extinguish fires that burn from items that come in barrels (for example, gas and flammable liquids).
    - C =current - electrical fires can cause other troubles if the extinguishing material will conduct electricity.
    - D = will extinguish fires fueled by combustible metal such as magnesium and potassium, etc.

Worker safety comes first. If the fire is too big, call the experts -the fire department.

FIRST AID

At least one worker on site will always be trained in First Aid/CPR/AED.

First aid responders are trained and certified by an authorized training organization. This may be American Red Cross, American Heart Association, or an equivalent.

First Aid Kits Will Be Kept Readily Available For Use When Needed

Part of that first aid kit will be an eye wash station or bottle that can be readily used when needed.

First Aid Kits need to be checked periodically to make sure they are kept up to date. This will be done weekly to ensure they are adequately stocked.

Evaluation should be done to make sure items in the first aid kit are appropriate for the environment in which it will be used.

A communication system will be in place for contacting the necessary ambulance service when an emergency presents itself. If workers are able to, they may drive a company or personal vehicle to the physician or hospital.

Cuts and Abrasions

Thoroughly wash cuts and abrasions and cover them with a sterile gauze.

Apply pressure and elevate injury when heavy bleeding is present. Seek medical attention.

Seek medical attention if there is a flap of skin hanging loose. Replace flap of skin in its correct position and cover the area with sterile gauze.

Burns

First Degree burns are similar to sunburns, skin is red and dry, and the burn is usually painful. Treat by running cool water over the burn area and apply a sterile dressing.

Second Degree burns involve the top layers of skin turning the skin red and producing blisters. Treat by running large amounts of cool water over the affected area and cover with a sterile dressing. **DO NOT PLACE** burn ointments or household remedies on burn, it may trap in the heat and cause more burning. **DO NOT PLACE** ice or ice water on any burns. Ice causes body heat loss. Seek medical attention.

Third Degree burns destroy all layers of skin and any or all of the underlying structures. These burns look charred with underlying tissues looking white. **SEEK MEDICAL ATTENTION IMMEDIATELY. DO NOT TREAT THE BURN WITH COOL WATER OR COVER ARE WITH A STERILE DRESSING.**

Impaled Objects

DO NOT REMOVE an impaled object from the victim. Control the bleeding and secure the impaled object from moving to prevent further damage or increase internal or external bleeding

Heat Related Illnesses

Heat Cramps are muscle spasms that can be treated by:

Removing the victim from the heat, loosening tight or heavy clothing.
Having the victim lie down to relieve the cramps.
Have the victim drink lots of water.

Heat Exhaustion causes the victim's skin to become cool and clammy, and the victims face will be ashen gray. Some other common side effects of heat exhaustion are dizziness, headache, nausea, and/or faint or weak. Treatment should be as follows:

Removing the victim from the heat, loosening tight or heavy clothing.
Having the victim lie down to relieve the cramps.
Have the victim drink lots of water

Heat Stroke is the least common, but a critically serious heat related illness. The victim will become hot, dry, and flushed. The victim will not be sweating and may lose consciousness as the body's core temperature rises.

Cool the victim immediately by removing them from the heat to an air-conditioned place.
Remove the victim's clothing and cover them with cool wet sheets or towels. **DO NOT SUBMERGE VICTIM IN ICE OR USE ICE TO COOL VICTIM. IT COULD RESULT IN DEATH.**
Place a fan near the victim.
Seek medical attention immediately!!

Cold Weather Emergencies

Frostbite is freezing in deep layers of the skin and tissue; pale waxy-white skin color; the skin becomes hard and numb usually affecting the hands, fingers, toes, feet, ears, and nose. Treatment of Frostbite is to:

- Move the victim to a warm dry area.
- Remove any wet or tight clothing.
- Gently place frozen area in warm water (105 F) and monitor the water temperature to warm the affected area slowly. Do this only if there is no chance of affected area of re-freezing.
- Seek Medical attention immediately.
- **DO NOT** rub the affected area.

Hypothermia is when the normal body temperature drops to or below 95 F causing uncontrolled shivering, drowsiness, fatigue, cool blush skin, slurred speech, confused behavior.

- Move the victim to a warm dry area.
- Remove any wet or tight clothing.
- Seek Medical attention immediately.
- Have victim drink warm, sweet drinks and avoid drinks with caffeine or alcohol.
- Place warm bottles or hot packs in the armpits, groin, neck, and head area.

Eye Injuries

Do not attempt to remove an impaled object in the eye.

Cover both eyes to prevent the eyes from moving, since the pupils move together.

Seek medical attention immediately.

If exposed to corrosive materials, flush eyes. Adequate eye wash stations should be available on the jobsite.

Amputations

An amputation is the complete severing of a body part, such as a hand, finger, arm, or leg.

Apply a sterile dressing to wound and apply pressure to curb bleeding.

Transport amputated part to the hospital along with the victim. To keep the amputated part viable for re-attachment, follow these instructions:

- Wrap the body part in sterile gauze and place it in a plastic bag.
- Place the bag in a cool container, but do not allow the tissue to freeze.

Keep the wounded area elevated, and never apply a tourniquet.

FLAMMABLE AND COMBUSTIBLE LIQUIDS
OSHA1926.152

Only approved metal containers and portable tanks will be used for storage and handling of flammable and combustible liquids. Approved metal safety cans are specified for use in handling and use of flammable liquids in quantities greater than one gallon. Safety cans are defined as "an approved closed container, of not more than 5 gallons capacity, having a flash-arresting screen, and a self-closing lid."

"Combustible Liquid" means any liquid having a flash point at or above 140°F and below 200°F. "Flammable Liquid" means any liquid having a flash point below 140of and having a vapor pressure not exceeding 40 pounds per square inch at 100°.

"Flash Point" 01 a liquid means the temperature at which it gives off vapor sufficient to form an ignitable mixture with the air near the surface of the liquid or within the vessel used.
No more than 25 gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet.

Post conspicuous and legible signs prohibiting smoking in service and refueling areas.

FORKLIFTS
OSHA 1910.178

Only trained and certified operators are allowed to operate forklifts. Forklift operators must be deemed as a competent person.

The training must include formal instruction, practical training, and operator evaluation. The operator must be evaluated in the workplace, as well as in a training session.

Training will be provided by a qualified instructor.

Training content will include, but not be limited to load capacity, operator instructions, proper use, reach distances, proper refueling, use on ramps, operator visibility, balancing of loads and machine, and counterbalance procedures.

Refresher training is required every 3 years. Operators will also be re-evaluated at least every 3 years. This may be more often if deemed necessary.

Refresher training will include at a minimum: Unsafe operations, accidents and prevention, different types of forklifts, changes in weather conditions, the stability triangle, and balancing loads.

Forklift inspections will be conducted before use to ensure it is in safe operating condition. If there is 24-hour work, it will be conducted before each shift.

Before loading a truck or trailer, the forklift operator must verify that the truck has a restraining system in place. Dock plates must also be in place prior to loading and unloading a trailer. The trailer must be able to support the weight of the forklift and the load.

HAND TOOLS
OSHA1926.301

Employees will not use unsafe hand tools. Wrenches may not be used when jaws are sprung to the point slippage occurs. Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle. When tools are found to be defective and/or not pass the inspection, they shall be removed from service. Tools are to be used for their intended usage.

Electric-power operated tools will either be approved double insulated or be properly grounded. They will be used with ground fault circuit interrupters in either case.

Guards will be in use and operable while tools are in use. The guard will not be manipulated in any way. The guard will be in place as directed by the manufacturer.

Proper PPE will be in use while tools are being used. This, at a minimum, will be the use of safety glasses when flying debris is present. Face shields, hardhats, proper gloves, long sleeved shirts, and other PPE may be required depending on the task being performed.

HARD HATS
OSHA1926.100

Employees are required to wear hard hats on active construction worksites when overhead hazards are present. Hard hats approved by ANSI Z89.1-2009 Safety Requirements for Industrial Head Protection will be worn. If a General Contractor requires it, workers will wear hardhats 100% of the time.

HAZARD COMMUNICATION
OSHA1926.59

Employees will receive training on their rights, duties, and responsibilities under the Globally Harmonized System (GHS) of the Hazard Communication Standard. A copy of the company's program and the standard will be made available to all employees on request. Employees will review Safety Data Sheets when working with a covered material for the first time and anytime thereafter when a question arises. Safety precautions outlined on Safety Data Sheets are to be followed. A copy of ULTIMATE's Hazard Communication Program and a list of hazardous materials is provided elsewhere in this Safety and Health Program.

Employees must be trained on the dangers of the hazardous chemicals they work with. This training must be given when the employee starts work and when a new chemical is used in the workplace. This training may cover types of hazards (e.g. - flammability or carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets (SDS). On job sites with multiple employers/companies performing work, information concerning hazardous chemicals in use, methods of providing SDS sheets, methods of precautionary measures to be taken and methods of providing information on labeling systems should be provided.

Additional Important Information:

All employees should know what HAZ COM means and why the rule was enacted.

All employees should know the location of the HAZ COM program and the collection of Safety Data Sheets (SDS), the person in charge of the HAZ COM program, the hazardous materials of concern and what personal protective equipment should be used.

A "Hazardous Substance" is any material that can harm workers. Some "Hazardous Substances" may be flammable or reactive or explosive. Others, however, must get into a worker's body to be of harm. The three routes of entry of "Hazardous Substances" into the human body are:

1. Ingestion -eating or drinking the material.
2. Absorption -getting it on your skin or in your eyes.
3. Inhalation -breathing airborne particles, fumes, mists, or dusts.
4. Injection – puncture wounds

Small amounts of a "Hazardous Substance" may be on a worker's hands or gloves. That is why employees are not allowed to eat or smoke in an environment which is contaminated with things such as lead or asbestos.

Worker Right-to-Know means that workers have a right to know about the "Hazardous Substances" in their workplace.

Worker training in HAZ COM is required by OSHA. All workers must be trained, and retraining may be necessary as changes in the work environment or materials utilized at the worksite occur. Special training with regard to Non-Routine Tasks is required.

At Ultimate, we are normally in an outdoor or well-ventilated environment where toxic or poisonous air contaminants are not as much of a threat. We also normally do not bring dangerous materials to worksites other than gas, diesel fuel, oxygen, acetylene, propane, and such materials as are generally known by employees.

Ultimate employees must be aware of dangerous materials introduced to worksites by other contractors. Procedures are in place whereby ULTIMATE employees can get copies of Safety Data Sheets (SDS) from other employers to evaluate possible exposures or can find them on the internet.

A copy of Ultimate's hazard Communication program along with a glossary and a listing of commonly used terms may be found in an appendix to this program. That appendix will also have an inventory of hazardous materials brought to and used on jobsites by the contractor you are working for.

All hazardous chemical containers will be properly labeled so employees are aware of what’s in them. SDS are obtained for each and all of these chemicals that will be on site.

All SDS books and sheets are readily available to all employees. They are permitted to look at the book at any time to evaluate the chemical that they are working with.

HEARING PROTECTION
OSHA1926.52, 1926.101 and 1910.95

Exposure to high levels of noise causes hearing loss and may cause other harmful health effects as well. Hearing protection will be available and is to be worn by all employees exposed to an 8-hr. time-weighted average of 85 decibels. Hearing protection will be provided at no cost to the employee and shall be replaced as necessary. If ambient noise is so loud that normal conversation can not be heard, chances are better than good that the noise is too loud. Ultimate management and foremen will ensure that hearing protectors are worn. Noise measuring will be conducted to see if employees are being exposed to noise that is 85 dB or louder over an 8-hour TWA. This measuring may be either sampling performed when needed or monitoring that is performed all the time.

Hearing protector attenuation will be evaluated for the specific noise environments in which the protector will be used.

When information indicates that employee exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, a monitoring program should be implemented.

A continuing effective hearing conservation program shall be administered when employees are exposed to sound levels greater than 85 dBA on an 8-hour time-weighted average basis.

The elements of the audiometric testing program include baseline audiograms, annual audiograms, training, and follow-up procedures. The sampling strategy shall be designed to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors.

The baseline audiogram is the reference audiogram against which future audiograms are compared. A baseline audiogram should be established within 6 months of an associate’s first exposure at or above an 8-hour TWA of 85 dB. When a mobile van is used, the baseline shall be established within 1 yr.

Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet the requirement. Employees shall also be notified to avoid high levels of noise.

An annual audiogram will be provided within 1 year of the baseline for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

If a threshold shift has occurred, use of hearing protection shall be re-evaluated and/or refitted and if necessary, a medical evaluation may be required.

Associate training is very important. Associates who understand the reasons for the hearing conservation program and the need to protect their hearing will be more motivated to wear their protectors and take audiometric tests. A training program shall be provided for each employee who is exposed to noise at or above an 8-hour time weighted average of 85 decibels. The training program shall be repeated annually for each employee included in the hearing conservation program. Training will be updated consistent with changes in protective equipment and work processes.

Each employee will be informed of the effects of noise on hearing; the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; the purpose of audiometric testing and an explanation of the test procedures. A copy of Standard 1910.95 (Occupational Health and Environmental Control) should be made available to affected employees and a copy should also be posted in the workplace.

Accurate records of all employee exposure and audiometric test results will be maintained and should include the employee's name and job classification, date, examiner's name, date of the last acoustic or exhaustive calibration, measurements of the background sound pressure levels in audiometric test rooms, and the associate's most recent noise exposure measurement. Noise exposure measurement records shall be retained for two years. Audiometric test records shall be retained for the duration of the affected employee's employment.

HORSEPLAY

All disruptive activities usually referred to as "horseplay" are forbidden. No practical jokes or fights will be tolerated. The company prohibits the possession or use of weapons in the workplace.

HOUSEKEEPING
OSHA 1926.25

Remove combustible scrap and debris at regular intervals. Containers will be provided for collection and separation of all refuse. Refuse containers will generally be provided by the general contractor or owner. Covers are required on containers used for flammable or harmful substances.

Project wastes, trash, and/or scrap materials will be taken into consideration before work begins.

Pay special attention to the separation of debris on projects that have specific recycling goals. Project waste, trash and scrap materials will be disposed of properly. It will be disposed of in a way as to not harm the environment.

If possible, recycling on jobsites should occur. Wastes should be separated and items that can be recycled, should be.

All employees will be educated and trained of the proper method of how to dispose of jobsite waste.

At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for keeping their work areas clean.

Food and lunch debris and trash contribute to unsanitary conditions and may attract rodents and other unhealthy pests. Trash, food scraps and lunch debris must be disposed of properly.

HYDROGEN SULFIDE

Hydrogen sulfide, H2S, is a naturally occurring gas. It is found in most crude oils. Hydrogen Sulfide is heavier than air and will tend to collect in low places such as excavations, sewers, trenches, and tanks. It is also manufactured as a by-product in many of the refinery processes. Hydrogen Sulfide gas can be found in varying amounts in all process streams; all refinery equipment is suspect for accumulations of this deadly gas. Hydrogen sulfide is toxic and colorless. In low concentrations, hydrogen sulfide smells like rotten eggs. High concentrations of Hydrogen Sulfide will deaden your sense of smell; therefore, the sense of smell is a very poor indicator of the presence of Hydrogen Sulfide.

Hydrogen Sulfide is very toxic. Its symptoms of exposure include coughing, eye irritation, dizziness, and fainting. Its PEL is 10 ppm and its IDLH is 300 ppm. When H2S is potentially in the area, a fixed or portable monitor will be used. This will alarm at the appropriate PEL of 10 ppm in Construction. When the alarms sound, workers must either evacuate the area or don the SCBAs or airline respirators.

Hydrogen sulfide is a central nervous system and respiratory system toxin. First aid for hydrogen sulfide inhalation involves moving the individual to an uncontaminated area. If breathing is labored, provide oxygen. If the individual is not breathing, begin CPR.

Workers must be aware of site-specific contingency and emergency plans. If the site has a specific plan, it must be followed.

LADDERS
OSHA1926.1053

The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, withdraw them from service immediately. Place portable ladders on a substantial base 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practicable, provide grab rails. Secure against movement while in use. All ladders used by the company's employees will meet OSHA/ANSI Specifications.

Job-made ladders will be constructed for their intended use. Cleats will be inset into side rails ½ inch thick or filler blocks used. Cleats will be spaced 12 inches, top-to-top.

Additional Important Points Concerning Ladders & Ladder Use:

Ladders are used in the construction industry almost every day. Because of such regular use we sometimes tend to forget the dangers associated with ladder use. OSHA discusses ladder use at 1926.1053(b). Some important points include:

1. When portable ladders are used to gain access to upper levels, the side rails must extend at lest 3 feet above the upper landing surface.

2. Ladders may only be used for the purpose for which they were designed. That means that step ladders can not be leaned against a wall or object and used like an extension ladder. Extension ladders may not be placed on scaffold frames and used to form platforms.

3. Extension ladders and other non-self-supporting ladders shall be used at such an angle that a person standing erect and flatfooted with feet against the base of the ladder will allow his hands to rest flat on a rung when the arms are extended straight out from the body. This is a quick way of checking to see that the ladder angle is carrying loads down the long axis of the side rails and the ladder is not apt to slip.

4. Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.

5. Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways shall be secured to prevent accidental displacement, or a barricade shall be used to keep the activities or traffic away from the ladder.

6. The area around the top and bottom of ladders shall be kept clear.

7. Cross-bracing on the rear section of stepladders shall not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.

8. Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

9. Defective ladders must be immediately removed from service.

10. When ascending or descending a ladder, the user shall face the ladder, use at least one hand to grasp the ladder and shall not carry any object or load that could cause the employee to lose balance and fall.

11. Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond their manufacturer's rated capacity.

12. Ladders need to be stored laying down or stored in an upright position.

LASERS
OSHA 1926.54

Only trained employees will be allowed to operate lasers. Employees will wear eye protection where there is a potential exposure to laser light greater than 0.005 watts (5 milliwatts). Beam shutters or caps will be utilized, or laser turned off, when laser transmission is not actually required. When lasers are left unattended for a substantial period of time, turn them off.

LEAD AWARENESS

Permissible Exposure Limit (PEL) – OSHA has established an employee PEL to lead of 0.05 mg (50 micrograms)/meter^3. This PEL pertains to lead in air. No employees will be exposed to levels greater than the PEL.

Health Hazard – Lead and its inorganic compounds are neurotoxins, which may produce peripheral neuropathy.

Acute Overexposure – If left untreated: weakness, vomiting, loss of appetite, uncoordinated body movements, convulsions, stupor, bloody stools, and possible coma.

Chronic Overexposure – If left untreated: weakness, insomnia, hypertension, slight irritation to skin and eyes, metallic taste in mouth, anemia, constipation, headache, muscle and joint pain, neuromuscular dysfunction, possible paralysis, and encephalopathy.

Routes of Entry

Inhalation: When scattered in the air as a dust, fume, or mist, it may be inhaled (breathed) and absorbed through the lungs and upper respiratory tract. Irritation can occur in both acute and chronic overexposure.

Ingestion: When it gets into the mouth and is swallowed, it may be absorbed through the digestive system and can result in both acute and chronic overexposure.

Skin: Dusts, fumes or mists are not readily absorbed through the skin; however, they may cause mechanical irritation to the skin.

Eyes: Dusts, fumes or mists may cause mechanical irritation.

Potential Exposure Conditions

Many flashing materials and/or old plumbing piping materials are lead or contain a high percentage of lead. They are solid and have a very low potential for any type of discharge or release of dust, fume, or mist.

Some older paint materials may contain lead. A certain amount of potential exposure, albeit low, exists for any employee who is involved in the removal or demolition of these types of materials.

Lead-Acid batteries are a potential source for lead exposure. Extreme care should be exercised in the handling of batteries in forklifts or other vehicles.

First Aid

Inhalation: Remove from exposure. Get medical attention if experiencing effects of

overexposure.
Ingestion: Get immediate medical attention.
Eyes: Flush with copious amounts of water. Get immediate medical attention.
Skin: Wash thoroughly with soap and water.

Air monitoring will be conducted as needed to test for lead overexposure. If the initial air monitoring is above the action level, monitoring will be conducted every six months until two consecutive results are below the action level.

Employees will be notified in writing of the air monitoring results and the ensuing corrective actions that have been taken.

When necessary, a written site-specific compliance program will be developed and implemented to reduce exposure to at or below the permissible limit. If an employee is exposed at or above the action level for more than 30 days, he or she will be placed into a medical surveillance program.

Blood sampling & monitoring should be conducted every 6 months until two consecutive blood samples & analysis are acceptable. The sampling & monitoring should be performed at least monthly during the removal period. Any employee with elevated blood levels should be temporarily removed. Employees should be notified in writing within five days when lead levels are not acceptable. The standard requires temporary medical removal with Medical Removal Protection benefits.

If workers are in an area to install or implement engineering controls or work practices, if these practice controls are insufficient, or if there is an emergency, workers will be required to wear respirators.

When exposure to lead is above the PEL, lunchrooms, changing, shower and hygiene facilities must be provided.

Warning signs will be posted in and around the regulated work area when the PEL is exceeded.

Control Measures

Work Practices – Care should be taken when dismantling, demolishing, or otherwise disturbing materials that are known or are suspected of having lead paint on their surfaces.

Engineering Controls – When flashing material or coping is known to have lead-containing paint that is in a condition that allows it to crumble into a fine dust when handled, special care should be used. When these conditions exist, misting the material with water to help prevent dusts from becoming airborne may control dusts. Local exhaust ventilation shall be provided in areas where exposures are above the PEL or Threshold Limit Values (TLV) specified by OSHA, or other local, state, or federal regulations.

Personal Protective Equipment (PPE)

Respiratory Protection – Use of approved respirators is required for work in

conditions where engineering controls and/or special ventilation cannot mitigate the exposure hazard.

Eyes and Face – Face shields or vented goggles should be used around molten metal. Safety glasses should be used for operations generating flying pieces.

Hands – Gloves should be worn when handling materials are known to be lead, or are suspected to be coated with, lead.

Other clothing and equipment – Full protective clothing is required if the PEL is exceeded. Hard hat, safety shoes and other safety equipment should be worn as is appropriate for the environment.

Employee Training - All employees who perform tasks that place them at risk for exposure to lead will be trained in the following:

The content of this program and the OSHA lead standard for General Industry, 29 CFR 1910.1025.

Their responsibility to adhere to this program and to report any discovery of conditions or materials that are suspect to produce lead exposure.

Characterization and methods of recognizing materials that have the potential of containing lead.

The health effects of overexposure to lead.

Routes of entry and situations and conditions that can put them at risk for lead exposure.

First aid treatment for lead overexposure.

Work practices and engineering controls that can be used to minimize the hazard of lead exposure.

Personal Protective Equipment and its proper use to protect against exposures to lead.

MATERIAL HANDLING, STORAGE, USE, AND DISPOSAL
OSHA 1926.250 - .252

When storing materials in tiers, be sure that it has been secured in such a way as to prevent sliding, falling, or collapse. Be aware of load limits on floors and shelving and take measures to ensure that the maximum safe load is not exceeded. All passageways and isles are to be kept clear of material and debris in order to provide safe movement of materials and personnel.

Materials that are stored in buildings that are still under construction cannot be stored within 6 feet of a floor opening or hoistway, nor within 10 feet of an exterior wall that does not extend above the material being stored. No materials are to be stored on scaffolds.

Storage areas are to be kept free from the accumulation of materials that could create hazards like tripping, fires, explosions, or pest infestations.

Anytime debris is to be dropped more than 20 feet to any point outside of the building, an enclosed chute shall be used. If debris is to be dropped through floor openings, the area onto which the material is dropped shall be completely enclosed with barricades that are no less than 42” +/-3” high and placed no less than 6 feet back from the edge of the opening through which the debris is being dropped.

If material is to be moved with a forklift, the operator must be trained and qualified in its use.

MEDICAL SERVICES AND FIRST AID
OSHA 1926.23 and 1926.50

When a medical facility is not readily accessible, a person trained to render first aid will be available at the worksite. The trained person shall possess a valid certificate in first aid training from the American Red Cross, American Heart Association, or equivalent training that can be verified by documentary evidence.

First aid supplies must be readily available. First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. For construction operations, items shall be stored in a weatherproof container with individual sealed packages of each type of item.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities shall be provided within the work area.

MOTOR VEHICLES AND MECHANIZED EQUIPMENT
OSHA 1926.600 & 1926.601

Motor vehicles as covered by this part are those vehicles that operate within an off-highway jobsite, not open to public traffic. Check all vehicles in use at beginning of each shift to assure all parts, equipment and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before placing vehicle in service.

No employee shall use any motor vehicles, having an obstructed view to the rear unless: the vehicle has a reverse signal alarm distinguishable from the surrounding noise level, or the vehicle is backed up only when an observer signals it is safe to do so.

PANDEMIC PREPAREDNESS

This program will be implemented with any pandemic that may arise that affects Ultimate. The recommended best practices put forth by the CDC will be used with the Coronavirus (COVID-19) disease or any other pandemic disease that arises. As this specific issue progresses or recedes, we will do our best to stay current and immediately implement the most current best practices to protect the safety and health of our employees, trade partners, clients, subcontractors, and the general public. This plan will be implemented by upper management and expected to be followed by all workers in the company. As more information becomes available, we will stay in constant contact with the local health department and health care providers in an effort to stay up to date on

the developing and advancing protocols, as well as to implement these protocols for all individuals. We will also be in contact with these agencies for assistance in responding to ill individuals.

Employees will be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. This training will be conducted at the beginning of an outbreak, as well as periodically during the pandemic outbreak. Disease containment plans and expectations will be shared with employees. Communicating information with non-English speaking employees or those with disabilities will be done in a proper manner.

PERSONAL PROTECTIVE EQUIPMENT
OSHA 1926.28 and 1926.95 through 1926.107

The employee is responsible for wearing appropriate personal protective equipment in operations where there is exposure to hazardous conditions, or where need is indicated to reduce hazards.

Each employee who is required to use PPE shall receive PPE training, which will include at a minimum, when PPE is necessary, what PPE is necessary, how to properly don, doff, adjust & wear PPE, the limitations of PPE, the proper care, maintenance, useful life & disposal of PPE. Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. Retraining shall be provided in situations where the employee demonstrates lack of use, improper use or insufficient skill or understanding; and where changes in the workplace or in the types of PPE to be used render previous training obsolete.

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

PPE should properly fit each affected employee. Defective or damaged personal protective equipment shall not be used.

Where employees provide their own protective equipment, employee will be responsible for showing foreman the PPE in order that ULTIMATE can assure its adequacy, including proper maintenance, and sanitation of such equipment.

<u>Additional important points regarding PPE:</u>

1. Lifelines, full body harnesses and lanyards will be used only for employee safeguarding.

2. Employees working over or near water, where danger of drowning exists, will wear U.S. Coast Guard-approved life jackets or buoyant work vests.

3. Always wear clothing that is suitable for your trade

4. Proper eye and face protection must be worn whenever welding, burning, chipping, grinding, sawing, or wherever there is a possibility of foreign objects being propelled towards your face.

5. Ear protection will be provided and must be worn by those performing work in areas of excessive noise.

6. Welders must wear ear protection when there is an unusual hazard of sparks, slag, etc., entering the ears from burning, welding, or gouging operations.

7. Employees are required to wear work boots. Those performing work where heavy objects such as steel work, pipes, blocks, and etc., could cause toe injuries, are to be required to wear steel toes or foot guards.

8. The wearing of rings or other jewelry is discouraged while working. Foreman has discretion to ask employee to remove any jewelry he deems unsafe. If hair is a safety concern, it will be tied up out of hazard areas.

9. Shirts with sleeves (at least 4 inch) must be worn at all times. Clothing with excessive rips and tears are not allowed. Clothing will not have offensive wording. Shorts are not allowed.

POWDER ACTUATED TOOLS
OSHA 1926.302 (e)

Only trained employees will be allowed to operate powder-actuated tools. All powder-actuated tools will be tested daily before use and all defects discovered before or during use will be corrected. Tools will not be loaded until immediately before use. Loaded tools will not be left unattended. A minimum of safety glasses will be worn at all times when using powder-actuated tools.

POWER TRANSMISSION MECHANICAL
OSHA 1926.307

Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees or otherwise constitute a hazard. No equipment may be used without guards in place. Remove/secure any clothing that could get tangled in the gear, such as gloves, shirts, etc.

PRESS BRAKE SAFETY

OSHA CPL 2-1.25 “Guidelines for Point of Operation Guarding of Power Press Brakes” and the Compliance Directive (OSHA Instruction STD 1-12.12) are to be followed whenever other safeguards are not feasible during custom fabrication operations.

These rules apply only when the following requirements are in place:

Physical barriers and devices are not feasible.
The operation is a custom fabrication process of small quantities.
A history of safe operation has been established.

A safety program including safe work practices, training, supervision, and periodic inspections is maintained.
Under these conditions, the power press operator may approach no closer than necessary, and in no case, closer than 4” from the point of operation.

PROCESS SAFETY MANAGEMENT

Process Safety Management (PSM): PSM is designed to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals in certain industries such as refineries, petrochemical facilities, etc.

This program is designed to ensure that all employees are properly trained to safely operate machinery, tools, and equipment toward completion of the work they are directed to do.

Any employee hired to perform tasks with an especially high degree of hazard will be given the orientation, as well as training specific to the job hazard, prior to commencement of such highly hazardous tasks. These hazardous tasks include, but are not limited to fire hazards, explosive hazards, toxic release hazards, etc. Workers will be knowledgeable of the emergency action plan.

A record of training shall be maintained in each employee file. This document shall reflect type of training; date of training; name of trainee; and place of training.

Workers will adhere to the hiring client’s safe work practices and policies while conducting lockout/tagout procedures, Confined Space Entry, openings process equipment or piping controls over entrance to the facility.

The foreman or supervisor will advise the host employer or company of any site hazards found or any unique hazards presented by our work.

Work will not be performed until the hot work permit is obtained from the host facility/client. If there is no specific permit from the site, a hot work permit will still be filled out and completed before performing any hot work.

All incidents, whether a near miss or an actual injury-related event, should be investigated and addressed immediately.

All workers must respect the confidentiality of any trade secret information when the information is released to them.

PROTECTION OF THE PUBLIC
OSHA 1926.2022

If the boundaries of the project are not sufficiently fenced or lack warning signs to prevent the general public from entering the job site without proper authorization, your supervisor should be informed so that can be brought to the attention of the general or controlling contractor. All visitors, salesmen, delivery men, and any others who are not engaged in the actual construction work, must not be allowed to walk throughout the jobsite without authorization from the general contractor's superintendent or the superintendent of the subcontractors with which they have specific business.

All drivers of vehicles leaving the job site must take the necessary precautions to warn possible pedestrians who might be walking past the exit drive.

All loose material must be securely tied down or placed in an area where a sudden windstorm will not cause it to be scattered about the area.

Conditions and/or equipment that can be considered as an attraction to children must be properly secured at the end of each workday.

Appropriate steps must be taken to prevent excessive noise, dust, smoke, oil spillage, or other forms of pollution from reaching levels which would become hazardous to the general public. Acts of courtesy to the general public around the project will go far towards creating good will between the construction industry and those who see the process of construction only as an inconvenience to them.

Lights and reflectors on all vehicles being operated on public streets must be kept clean and working so adequate warning will be visible to other drivers.

RAILINGS
OSHA 1926.1052 (b) and 1926.1052 (c)

Ultimate may from time-to-time find it necessary to temporarily remove a guardrail system, and it will be Ultimate's responsibility to replace what they may have temporarily removed. Ultimate will construct guard rails when appropriate.

A standard railing will consist of top rail, intermediate rail, toeboard, and posts, and have a vertical height of approximately 42 inches, plus or minus 3, from upper surface of top rail to floor, platform, etc. The top rail of a railing will be smooth surfaced, with strength to withstand at least 200 pounds. The intermediate rail will withstand 150 pounds and be approximately halfway between top rail and floor. A stair railing will be of construction similar to a standard railing, but the vertical height will not be more than 37 inches nor less than 36 inches from upper surface of top rail to surface of tread in line with face of riser at forward edge of tread.

RESPIRATORY PROTECTION

This Respiratory Protection Program has been established in accordance with 29 CFR1926.103 in order to protect company employees from those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. Airborne contaminate hazards should be eliminated as far as feasible by engineering control measures such as: enclosure or confinement of the operation; general or local ventilation; and substitution of less toxic materials. When modified work practices and engineering controls are not able to adequately mitigate the hazard, appropriate respirators shall be used pursuant to the requirements outlined in this section.

Respiratory protective devices shall be approved by the National Institute for Occupational Safety and Health or acceptable to the U.S. Department of Labor for the specific contaminant to which the employee may be exposed.

Responsibilities

Administration of this program shall be the responsibility of the Individual Recruiter. He/She shall also be responsible for an annual inspection and evaluation of the program to determine the continued effectiveness of the program. When deficiencies are noted, this shall be reported to the Company's Individual Recruiter.

The Individual Recruiter shall have the authority to make adjustments in the program and its procedures as necessary to ensure its effectiveness.

Employees must use respirators issued or approved by the Company. Respirators must be used in accordance with the training provided. Employees are required to guard against damage to the respirators and to report any malfunction to their supervisor. Employees shall ensure that respirators are stored in a convenient, clean, and sanitary location.

Workers must be clean shaven to achieve a proper seal between the respirator and the face. Tight-fitting facepieces may not be used by employees who: a) have facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or b) any condition that interferes with the face-to-facepiece seal or valve function.

Selection of Respirators

Selection of respirators shall be determined on a job-by-job basis. Hazard assessment shall be made as part of a task-specific Safety and Health Plan for tasks or operations that appear to present potential health hazards to workers through inhalation.

Respirator selection shall be made using the best information available so as to afford the level of protection necessary, relative to the hazard.

The chemical and physical properties of the contaminant, as well as the toxicity and concentration of the hazardous material, shall be considered in the selection process for respirators.

The nature and extent of the hazard, work requirements and conditions, as well as the limitations and characteristics of the available respirators, shall also be factors considered in making the proper selection.

Only respirators jointly approved by the National Institute of Occupational Safety and Health (NIOSH) shall be acceptable for use by employees in this program. The appropriateness of the equipment shall be as outlined in Table E-4, 29 CFR 1926.103(b)(3) – Selection of Respirators.

Limitations--Air purifying respirators are only acceptable for use in atmosphere that are not oxygen deficient, and that are not Immediately Dangerous to Life or Health (IDLH). Ultimate will not work in areas that contain conditions that are IDLH.

Use of Respirators

Employees required to wear respirators shall be trained in the respirators safe use, selection, and maintenance.

Pre-use inspection--Employees will inspect respirators prior to each use. He/She should check to see that all parts are present and intact, and that the respirator is clean. A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly to assure that it is in satisfactory working condition.

The Respirator is Donned by:

Placing the device over the face by first fitting the chin into the respirator and pulling the face piece to the face.

Positioning the headbands around the crown of the head and the back of the neck; and

Adjusting the headbands, beginning with the lower ones, until a tight but comfortable fit is obtained.

Performing a positive and negative pressure check. Each time the respirator is donned, a positive and negative pressure check should be made.

Positive pressure check--place the palm of the hand or thumb over the exhalation valve cover and press lightly. Exhale slightly to create a positive pressure inside the face piece. If no air escapes, proceed with job duties. If air escapes, readjust face piece and try again. If this test fails, contact your supervisor.

Negative pressure check--place the palm of the hand over each filter to seal off the inhalation valves. Inhale slightly to create a negative pressure inside the face piece. If a vacuum is achieved, proceed with job duties. If air is drawn in from edges of face piece, readjust the face piece and try again. If this check is unsuccessful, contact your supervisor.

Qualitative Fit-Test

When employees are required to wear and use negative pressure respirators, a qualitative fit test is required as part of the selection process for the respirator. No employee will be required to wear a negative pressure respirator for which a successful qualitative fit test has not been administered.

A Competent Person will administer a qualitative fit test using controlled procedures and recognized protocols for this procedure as outlined in 29 CFR 1910.134, Appendix A.

The results and record of the qualitative fit-test will be documented on a form and maintained in the employee's file or in a fit-test file that is maintained by the Individual Recruiter or in Ultimate's main office.

Care and Storage of Respirators

Respiratory protective equipment shall be inspected regularly and maintained in good condition. Chemical cartridges shall be replaced as necessary so as to provide complete protection.

Respirators that have been previously used shall be cleaned and disinfected before the Company issues it to another employee.

Remove filters, cartridges, or canisters. Disassemble face piece by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

Wash components in warm (43 C maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

Rinse components thoroughly in clean, warm, preferably running water and drain.

When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:

Hypochlorite solution (50 ppm chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 42°C, or

Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43° C, or

Other commercially available cleansers of equivalent disinfectant quality when used as directed if their use is recommended or approved by the respirator manufacturer.

Rinse components thoroughly in clean, warm, preferably running water. Drain.

Components should be hand-dried with a clean, lint-free cloth or air-dried.

Reassemble face piece, replacing filters, cartridges, and canisters where necessary.

Test the respirator to ensure that all components work properly.

All cleaned and inspected respirators will be stored in plastic bags under the supervision of the supervisor when on the job site.

Respirators will be under control and storage by a competent person when not in service on the job.

Job Conditions Surveillance

Appropriate surveillance of work area conditions and degree of employee exposure or stress shall be the responsibility of the supervisor.

Work practices and engineering controls shall be modified as necessary so as to minimize employee exposure to contaminants and stress, and to maximize the efficacy of protective equipment.

If a vapor/gas breakthrough occurs, the worker has a change in breathing resistance, and/or leakage of the facepiece occurs, the worker is to immediately leave the work area.

Medical and Physical Requirements

The use and wearing of a respirator places unusual demands on the physical abilities and stamina of the wearer. Employees will not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. This determination will include at a minimum:

A physical exam (medical evaluation) by a physician will be required within the previous year prior to assignment of work duties requiring a respirator.

A Pulmonary Function Test (PFT) may be required either as part of the physical or as an adjunct.

The final decision as to the physical ability of the employee to work in a respirator will be up to the physician and will be made in writing and placed in the employee's personnel file.

The OSHA Respirator Medical Evaluation Questionnaire (29 CFR 1910.134 App.C) will be utilized on an annual basis as part of the employee's medical examination. The Respirator Medical Evaluation Questionnaire will be filled out by the employee and forwarded to the appropriate health care professional. A copy of the Respirator Medical Evaluation Questionnaire is available at the Company office.

Information Regarding Respirators Worn by Employees When not Required Under the Standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use may be encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. Certain precautions must be taken to be sure that the respirator itself does not present a hazard.

If an employee uses a respirator on a volunteer basis, in conditions where respirator use is not required, the following precautions are his/her responsibility (in accordance with 29 CFR 1910.134, App. D):

- The employee shall read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

- The employee shall choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging, regarding what the respirator is designed for the level of protection afforded.

- The employee shall ensure that the respirator is not worn into atmospheres containing contaminants for which the respirator is not designed to protect against.

- The employee shall keep track of his/her respirator so that they do not mistakenly use someone else's respirator.

RIGGING, HOISTING, AND SIGNALING

All equipment and appurtenances to be used for hoisting shall be inspected by a qualified person before each use. All lifting devices will be stored appropriately to protect the device from damage, preferably in a dry indoor location.

Only trained, qualified, and authorized personnel will be allowed to rig loads or signal cranes. Up to date records of training and qualification documents must be kept on file in everyone's personnel folder. Cranes, other than overhead cranes, will not be operated by Ultimate employees. Personnel operating overhead cranes will be trained and qualified in their use.

Defective rigging equipment must be removed from service.

Safety latches will be in place on all hooks to prevent the throat from opening.

Rigging equipment must not be loaded more than the rated working load.

Rigging equipment muse be properly stored. When not in use, equipment will be removed from the work area.

Taglines will be used when hoisting material to the roof or work area with a crane.

Workers are not allowed to walk under a suspended load.

SCAFFOLDS (GENERAL)
OSHA 1926.451

Scaffolds will be capable of supporting 4 times maximum intended load and will be erected on sound, rigid footing, capable of carrying the maximum intended load without settling or displacement.

Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person. A competent person will also be required to inspect the scaffold before each use.

Guardrails and toe boards will be installed on all open sides and ends of platforms more than 10 feet above ground or floor. Exceptions to this would be needle beam scaffolds and floats which require the use of personal fall protection equipment.

Planking will be Scaffold Grade or equivalent as recognized by approved grading rules for the species of wood used. Scaffolds including planking and all other components must be inspected before each work shift and after any occurrence which could affect a scaffold's integrity. Inspections are to be done by a competent person.

Scaffold planks will extend over end supports not less than 6 inches nor more than 12 inches. Scaffolding and accessories must always be fully planked. Erection and use instructions provided by manufacturers or suppliers must always be followed.

OSHA's training requirements are shown at 1926.454. Employees must receive training by a person qualified in the subject matter to require and avoid the hazards associated with the scaffolding being used and the hazards of that particular work site. Hazards including fall protection, electrical safety, falling object protection, scaffold use and load capacity will be addressed in the training provided to employees.

Retraining is required in at least the following situations: Where changes at the worksite present a hazard about which an employee has not been previously trained; or where changes in the types of scaffolds, fall protection, falling object protection or other equipment present a hazard about which an employee has not been previously trained; or where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

Additional Important Points Concerning All Scaffolds:

Safety for those erecting and dismantling scaffolding requires that the competent person should determine, on case-by-case basis the feasibility and safety of providing fall protection for those erecting and dismantling the scaffolding. We will provide such fall protection when it is feasible and does not create a greater hazard.

1. Fall protection is required on those scaffolds where the walking working level is greater than 10 feet above lower levels. Usually, guardrail systems will be used. In some cases, personal fall protection equipment will be employed.
2. Fall object protection, such as toe-boards or barricades to prevent entry to dangerous areas below is required when the working platforms have tools, materials or other objects that could fall and injure those below.
3. Proper and safe access. On tubular "frame" scaffolds, attachable ladders or properly spaced horizontal integral ladder rungs will afford safe access to the working levels.
4. We will only use fully planked or decked scaffold platforms. All platforms must be fully planked between the front uprights and the guardrail uprights.

5. Electrical hazards around those erecting dismantling or working on scaffolds will not be allowed. The competent person will examine all scaffolding locations where energized power lines are closer than 10 feet.
6. All employees using or working around scaffolding will be trained to recognize damaged or defective scaffold components and parts. These employees are required to inform their foreman in case of damaged scaffolding or incidents which may be expected to cause damage to scaffold parts. Unsafe equipment or conditions will be tagged out by the competent person and must be complied with.
7. Scaffolds must be inspected daily before use by a competent person.
8. Sound and secure footing for the scaffolds is always required.

Scaffold safety requires the assistance of everyone involved with the scaffolding. All affected employees must help with constant vigilance regarding safety of the scaffold decks, access/egress, fall protection, falling object measures, undamaged components, secure and sound footing, and other measures which may pertain.

SCAFFOLDS (MOBILE)
OSHA 1926.452 (w)

Platforms will be tightly planked for the full width of the scaffold, except for necessary entrance opening. Platforms will be secured in place.

Guardrails made of lumber, not less than 2 x 4 inches (or equivalent) approximately 42 inches high, with a midrail of 1 x 6 lumber (or equivalent) and toe boards, will be installed at all open sides and ends on scaffolds more than 10 feet above ground or floor. Toe boards will be a minimum or 4 inches in height.

SEVERE WEATHER

Each person on the job must become aware of the locations that have been designated as storm shelter areas on each project.

Upon learning of a severe weather watch being issued by the weather bureau, the project superintendent shall notify the foreman of each trade who shall then inform those working under him of this condition and instruct these persons to begin securing all loose items which could become wind blown projectiles. All employees working in vulnerable places must be specifically notified of the possible severe weather and instructed to be prepared to stop work immediately upon a change in the weather conditions.

When the weather bureau issues a severe weather warning and/or conditions are felt to be unsafe for work to continue, the project's warning alarm will be sounded. All persons on the job site must then take cover in the designated areas. Each foreman must then take a roll call to account for those working for him.

In the event the building receives damage from a severe windstorm, no persons shall be allowed to enter the damaged building until it has been thoroughly checked out for soundness by a qualified structural engineer.

For other types of emergencies or crisis on the job site, including fire, explosion, natural disaster, chemical spill, bomb threat, etc. these same emergency action procedures should be used, with common sense prevailing. Job Foremen are responsible for notifying workers and assuring all of their crew is accounted for. The most important focus of any emergency is the protection of human life.

SIGNS
OSHA 1926.200

For the protection of all, warning signs such as "No Smoking," "Keep Out," "Eye Protection Required," "Out of Order -Do Not Use," and "Authorized Personnel Stay Out" may be posted. All employees will obey these directions and aid in maintaining the signs. Warning signs are intended to provide additional safety and security for all.

SILICA AWARENESS
OSHA 1926.1153

Permissible Exposure Limit – OSHA has established an employee PEL of respirable silica of 50 $\mu g/m^3$, averaged over an 8-hour day; Employee exposures to silica is at or above an action level if its greater than 25 $\mu g/m^3$ (micrograms of silica per cubic meter of air), averaged over an 8-hour day.

A medical surveillance program must be established for employees who are exposed to the action level of 8-hour TWA of 25$\mu g/m^3$ of respirable crystalline silica. A baseline medical assessment must be available to exposed employees within 30 days of initial assignment unless they have previously received a suitable medical examination in the past three years. This applies to employees who would be required to wear a respirator more than 30 days per year or who are exposed to action level respirable crystalline silica for more than 30 days per year. A suitable prescreen that meets the same requirements is also acceptable.

Workers who are at or above the action level for respirable silica must be assessed. This will either be done by monitoring employees individually or taking a representative sample from employees. Most often, this will be done by taking air samples of silica-exposure tasks and have them analyzed to determine the exposure levels to workers over an 8-hour TWA.

Accurate records of all air monitoring data, objective data, and medical surveillance shall be maintained as required by the regulation.

The health hazard from crystalline silica over-exposure is a disease called silicosis. Silicosis is a disabling, non-reversible and sometimes fatal lung disease. Overexposure to dust that contains microscopic particles of crystalline silica can cause scar tissue to form in the lungs, which reduces the lungs' ability to extract oxygen from the air we breathe.

In addition to silicosis, inhalation of crystalline silica particles has been associated with other diseases, such as bronchitis and tuberculosis. Some studies also indicate an association with lung cancer. There are three types of silicosis, depending on the airborne concentrations of crystalline silica to which a worker has been exposed:

Chronic Silicosis usually occurs after 10 or more years of overexposure.

Accelerated Silicosis results from higher exposures and develops over 5-10 years.

Acute Silicosis occurs where exposures are the highest and can cause symptoms to develop within a few weeks or up to 5 years.

Symptoms include shortness of breath following physical exertion, severe cough, fatigue, loss of appetite, chest pains, and fever.

The main route of entry of silica is inhalation. Pulmonary inhalation is the main route of entry.

Potential Exposure Conditions include, but are not limited to:

Sweeping gravel on the roof with a hand broom

Cutting reglets in concrete or block wall

Loading or unloading ballast rock

Most silica exposure is not of a nature that would require first aid. The chronic nature of silicosis requires a prolonged exposure period with a latency period of up to 17-20 years.

Some control measures are to make sure areas of potential exposure are well ventilated, to wear a respirator or dust mask when working with, or near hazardous operations, and to never use compressed air to blow dust from clothes. When possible, engineering and work practice controls will be utilized to reduce and maintaining employee exposure to respirable crystalline silica to the lowest feasible level.

Proper housekeeping shall be in place to limit exposure to silica dust. Some examples of these housekeeping measures include, but are not limited to, using HEPA-filtered vacuums, wet sweeping, wetting the ground, or any other technique used to limit dust during housekeeping activities.

Respirators provide good protection against airborne concentrations of silica dust. They must be used in accordance with their manufacture recommendations. When respirators are required, the company will provide them to employees.

All employees who perform tasks with tools, equipment or materials that place them at risk for exposure to Crystalline Silica at or above the action level, will be trained in the following:

The content of this program and the PEL established by OSHA for Crystalline Silica

Their responsibility to adhere to this program and to report any conditions that may put themselves or co-workers at risk for Crystalline Silica exposure.

Characterization of situations, tools and equipment that may be potential sources of Crystalline Silica.

The health effects of exposure to Crystalline Silica.

Routes of Entry of Crystalline Silica.

First Aid for exposure to Crystalline Silica.

Work practices and engineering controls that will minimize the risk for exposure to Crystalline Silica.

How respiratory protection can mitigate or reduce exposure to Crystalline Silica.

The respirable crystalline silica program will be re-evaluated, and an assessment will be conducted at least annually to ensure it is being implemented and used effectively.

A copy of the written exposure control plan, as well as this manual, is available to all employees. If an electronic copy is needed, one will be given to the wanting party.

SPILL PREVENTION

Chemical substances should be stored in proper containers to minimize the potential for a spill. Whenever possible, chemicals shall be kept in closed containers and stored so they are not exposed to stormwater.

A proper spill kit shall contain the appropriate supplies for the materials/chemicals that may be spilled. These supplies will be available and easily accessible when necessary. Considerations must be taken for both the type of chemical and the amount of the material.

Employees will be properly trained on spill prevention and response procedures. They will be trained initially and as required.

The best management practice to prevent spills is good housekeeping. This will help minimize spills around the site/facility.

Proper communication measures should be taken and in place, then initiated when a spill occurs, or a release of materials happens. The communication will be based on the type of material and the amount.

STAIRS
OSHA 1926.1052

While Ultimate is not expected to build or install stairs, they will fall under the OSHA guidelines if they use stair, stairways or steps built and installed by others. It is possible that Ultimate could be cited by OSHA even for stairs leading to a jobsite trailer if those stairs do not meet OSHA requirements for safety.

Flights of stairs having four or more risers will be equipped with standard stair railings or handrails as specified below. Stairways less than 44 inches wide with one side open must have at least one stair railing on the open side. Stairways less than 44 inches wide having both sides open much have one stair railing on each side. Stairways more than 44 inches wide but less than 88 inches wide must have one handrail on each enclosed side and one stair railing on each open side.

Riser height and tread width will be uniform throughout any flight of stairs.

Concrete pans under stairs are not to be used until concrete has been poured. If lumber of other solid material has been placed in the pans, and take-up the full space in each stair pan and each landing pan up as high as the lip, the stairs may be used.

STORAGE
OSHA 1926.250(b)

All materials stored in tiers will be secured to prevent sliding, falling or collapse.

Aisles and passageways will be kept clear and in good repair.

Stored materials will not obstruct exits. Materials will be sorted with due regard to fire characteristics.

Material will not be stored within 10 ft of an exterior wall that does not extend above the material being stored.

WASTE MANAGEMENT

Jobsites that are maintained in an orderly fashion present fewer safety hazards for workers. Building owners, General Contractors, Architects, and other client representatives may have their own agenda in terms of the condition of the jobsite. The Company expects foremen and crew members to adhere to the following rules, at a minimum, concerning the jobsite.

Foremen will be responsible for the neatness and organization of job sites. Cluttered job sites are safety hazards.

Project wastes, trash, and/or scrap materials will be taken into consideration before work begins.

Project waste, trash and scrap materials will be disposed of properly. It will be disposed of in a way as to not harm the environment.

The dumpster placement and dump site location will be determined before work begins.

All employees will be educated and trained of the proper method of how to dispose of jobsite waste.

If possible, recycling on jobsites should occur. Wastes should be separated and items that can be recycled, should be.

WELDING, CUTTING AND HOT WORK

OSHA 1926.350

Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention will be taken in areas where welding or other "hotwork" is being done.

Welders/ Cutters and their foremen must be suitably trained in the safe operations of their equipment and the safe use of the process.

No welding, cutting, or heating will be done where the application of flammable paints, or presence of other flammable compounds, or heavy dust concentrations, creates a fire hazard. Equip torches with anti-flashback devices.

Arc welding and cutting operations will be shielded by noncombustible or flameproof shields to protect employees from direct arc rays.

Precautions that are to be taken shall be in the form of a written permit if required by owner/GC. Before cutting or welding is permitted the area shall be inspected and a written permit shall be used to authorize welding and cutting operations.

When electrode holders are left unattended, electrodes will be removed, and holder will be placed or protected so they cannot make electrical contact. All arc welding and cutting cables will be completely insulated. There will be no repairs or splices within 10 feet of electrode holder, except where splices are insulated equal to the insulation of the cable.

All defective cables and hot work equipment will be removed from service then repaired or replaced.

Fuel gas and oxygen hose must be easily distinguishable and not interchangeable. Inspect hoses at beginning of each shift and repair or replace if defective.

General mechanical or local exhaust ventilation or air line respirators will be provided, as required, when welding, cutting, or heating when hazardous materials, fumes/gasses, or dust are present. This will also apply in confined spaces. Always wear approved tinted eye protection when welding or when in areas where welding is being done.

A fire watch is required any time a flame or spark is produced, including work with grinding and abrasive wheels. A fire watch shall be maintained at least a half an hour after the welding or cutting operation was completed. Assigned fire watchers must be trained in the use of fire extinguishing equipment and familiar with the facilities for sounding an alarm in the event of a fire.

Additional Important Points Regarding Cutting. Welding and Other Hot Work:

1. Cylinders shall be kept far enough away from hot work that they are not in danger. All appropriate safety procedures regarding compressed gas cylinders will be used in cutting and welding work areas.
2. Hoses, leads and cables must be kept clear in passageways, ladders, and stairways so they do not cause tripping hazards.
3. Torch tips must be kept clean, and torches shall be lighted with approved equipment.

4. Whenever practicable all arc welding operations shall be shielded.
5. Portable fire extinguishers must be immediately available, and care must be taken regarding sparks or splatter hazards to others.
6. All appropriate PPE must be always used.
7. Bottles will be stored upright and secured.

WIRE ROPES, CHAINS, ROPES & OTHER RIGGING EQUIPMENT
OSHA 1926.251

Wire ropes, chains, ropes, and other rigging equipment will be inspected prior to use and as necessary during use to assure their safety. Remove defective rigging equipment from service immediately.

These inspections are to include any material handling equipment that utilize wire ropes or chains; including but not limited to “Come-along’s”, “Genie Lifts”, “Cherry Pickers”, “Chain Falls”, and “Vermitee’s”.

Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, or other such attachments will not be used. When U-bolts are used for eye splices, the U-bolt will be applied so the "U" section is in contact with dead end of the rope.

Rigging equipment shall not be loaded more than its recommended safe working load, as prescribed in Tables H-1 through H-20 in OSHA's Subpart H.

Rigging equipment, when not in use, shall be removed from the immediate work area so as not to present a hazard to employees.

WORK SURFACES
OSHA 1926.450, 1926.1052, 1926.500, and 1926.25

All scaffolds, platforms, ramps, ladders, stairways, and other work surfaces or access means to work areas must be properly installed and frequently checked to ensure proper installation and to see that their condition has not changed. Planks, guardrails, toe-boards, handrails, siderails, steps, etc., must be installed as required on all work surfaces. All floor openings and/or holes must have the proper protection installed around or across their openings.

Hoses, cables, wires, and other objects must not be allowed on or across walkways or work areas. Material and tools must be picked up and kept to a minimum on all work surfaces.

Materials must not be thrown from work areas more than 20 feet above the ground without the use of a completely enclosed chute.

APPENDIX A – ACCIDENT REPORTING

How to Handle an Employee Injury
When an accident happens, you should immediately see to the well-being of the injured employee.

As the Ultimate person in charge/ Individual Recruiter, we expect you to look out for their interests and advance company policy whenever possible.

How to handle an employee injury:

Secure the accident area so other employees are not at risk before attending to injured employee.
Provide or obtain immediate medical attention for the injured employee.
Notify Ultimate's Individual Recruiter simultaneously as care is given to the injured employee. Let them know of any information that you have or received about the injury/accident, the condition of the injured employee, and especially the employee's condition as it relates to his return to work.
The supervisor should then notify Ultimate's management of the accident.
It is Ultimate's policy that injured employees will be drug tested when they are sent to a clinic for medical care. If the injured employee has been transported to a medical facility which does not have our instruction on file already, you should remind them of our policy.
The individual recruiter or site foreman will secure the accident site after the employee is removed. This might include barricading and turning off electrical equipment.
If the root cause of the accident is easily corrected and identified, it should be corrected immediately. An accident investigation might be required to gather more information to determine the cause of the accident. The accident investigation should begin shortly after the employee has received medical attention.
All witnesses to the accident should speak with the supervisor and cooperate fully in the accident investigation.

IMPORTANT NOTE:

Almost always in a critical situation it is best to call 911 for immediate help with an ambulance, firefighters, or other emergency service.

Accident Reporting Procedures

A fully completed "First Report of Injury" form is required in all injury/accidents.

The "First Report of Injury" must be sent to Ultimate's Individual Recruiter **the day of the accident**.

Required incidents must be verbally reported to applicable regulatory agency(s) within 8 hours of their discovery. Incidents must also be reported to the client as soon as possible, or in a timely manner (within 24 hours of incident).

Responsibilities for incident investigation will be assigned prior to occurrence of an incident. Individual responsibilities for reporting and investigation must be pre-determined and assigned prior to incidents:

Safety Manager/Ultimate upper management

Ensures investigations are conducted & assists in identifying corrective actions.

Supervisors/Individual Recruiters

Investigates (or assists in) incident investigations.

Corrects non-conformances.

Directs injured employees to the medical provider for initial treatment.

Employees

Immediately reports any injury, accident, near miss or damage to any property to their immediate supervisor. Employees who could be first responders will be trained and qualified in first aid techniques to control the degree of loss during the immediate post-incident phase.

Training

Ultimate shall train personnel in their responsibilities and incident investigation techniques. Personnel must be trained in their roles and responsibilities for incident response and incident investigation techniques. Training requirements relative to incident investigation and reporting are described below:

Training frequency will be based on the specific are of responsibility but shall not exceed once every two years.

Training requirements relative to incident investigation and reporting shall include:

- Awareness
- First Responder Responsibilities
- The Initial Investigation at the Accident Scene
- Managing the Accident Investigation
- Collecting Data
- Analyzing Data
- Developing Conclusions and Judgments of Need
- Reporting the Results

Accident Investigation Procedures

All accidents and injuries shall be reported and investigated. The primary focus of an accident investigation is to understand why the incident occurred and provide corrective actions. If possible, the investigation should occur when the facts are fresh in the memories of witnesses and employees involved in the incident. This should occur within 24 hours after the incident. Foremen are also to perform an accident investigation as soon as they can.

Upper management will review all investigations to identify trends and specific areas to address in the overall accident prevention program and recommendations will be communicated to the appropriate persons for corrective action to prevent reoccurrence or similar events.

You are the one who will be responsible for getting this information - particularly the accident investigation. Do it as soon as possible. Find witnesses. Look for causes. Remember the critical elements of an investigation: What? Who? When? Where? How? Look at the "Supervisor's Accident Investigation" form and be prepared to answer those questions.

Important Points Regarding Accident Investigations

All pertinent information should be noted on the written Accident Investigation Form, including what has been done to correct the situation or tool and steps taken to prevent recurrence.

The employees and witnesses must fully cooperate in the investigation.

Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.

Evidence such as people, positions of equipment, parts, and papers should be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

Witness interviews and statements should be collected. Witnesses' contact information should be noted in case there is a need for follow-up interviews.

How to Conduct the Investigation

Secure and document the scene.

- Remove employees who might still be at risk for a similar incident.
- Secure the scene with cones or a barricade.
- Document the site by writing down observed conditions.
- Photograph the site if needed for the investigation.
- Document the names of witnesses to the incident for interview.
- Identify the facts. Do not assume anything, opinionate or blame anyone.

Use the four P's to investigate and document:

- People—the eyewitness or the ear (hearing) witness
- Parts—use words such as debris, guards, and equipment
- Position—exact location of the people and parts, providing measurements
- Paper—records, codes, standards, and blueprints provide strong, concrete data

Proper equipment shall be available to assist in conducting an investigation, including but not limited to, writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, marking devices such as flags and equipment manuals.

Investigation Interview Steps

Eliminate distractions and allow the proper timeframe for the interview.

Conduct the interview at the incident site.

Interview witnesses separately to get a full detail of their recollection of events without the influence from other witnesses.
Listen. During a typical interview, the interviewer should be talking 25 percent of the time, and the interviewee should be speaking 75 percent.
Ask open-ended questions. Show the importance of the employee and investigation. Ask for suggestions to solve the problem.

Medical Clinic - A company approved medical provider should be used. This can include a clinic, a hospital, or an urgent care facility. If there is an emergency, 911 should be called.

The closest hospital to the incident site will be used if a hospital is necessary and it is a non-life-threatening injury.

SUPERVISOR ACCIDENT INVESTIGATION REPORT

Date _____ **Prepared by** _____

SECTION I. BACKGROUND

WHO Victim: _____

Witnesses (1) _____ Address _____ Phone (H) _____ (W) _____ Job Title _____ Length of Service _____

Witnesses (2) _____ Address _____ Phone (H) _____ (W) _____ Job Title _____ Length of Service _____

WHEN Date _____ Time of day _____ Work shift _____ Date Accident Reported _____

WHERE Department _____ Location _____ Equipment _____

SECTION II. DESCRIPTION OF THE ACCIDENT PROCESS. (Describe the sequence of relevant events prior to, during, and immediately after the accident. Attach separate page if necessary)

Events prior to: _____ Injury event: _____ Events after: _____

SECTION III. FINDINGS AND JUSTIFICATIONS. (Attach separate page if necessary)

Surface Cause(s) (Unsafe conditions and/or behaviors at any level of the organization)

_____ Justification: (Describe evidence or proof that substantiates your finding.)

_____

Root Cause(s) (Missing/inadequate Programs, Plans, Policies, Processes, Procedures)

_____ Justification: (Describe evidence or proof that substantiates your finding.)

_____

SECTION IV. RECOMMENDATIONS AND RESULTS (Attach separate page if necessary)

Corrective actions. (To eliminate or reduce the hazardous conditions/unsafe behaviors that directly caused the accident) _____

Results. (Describe the intended results and positive impact of the change.)

_____

System improvements. (To revise and improve the programs, plans, policies, processes, and procedures that indirectly caused/allowed the hazardous conditions/unsafe behaviors.)

_____

Results. (Describe the intended results and positive impact of the change.)

_____

SECTION V: REVIEW AND FOLLOW-UP ACTIONS: (Describe equipment/machinery repaired, training conducted, etc. Describe system components developed/revised. Indicate persons responsible for monitoring quality of the change. Indicate review official.)

Corrective Actions Taken:	Responsible Individual:	Date Closed:
_____	_____	_____
_____	_____	_____
System improvements made:	Responsible Individual:	Date Closed:
_____	_____	_____
_____	_____	_____

Person(s) monitoring status of follow-up actions: _____

Reviewed by _____ **Title** _____

Date _____ **Department** _____

SECTION VI: ATTACHMENTS: (Photos, sketches, interview notes, etc.)

APPENDIX B – Jobsite Self-Inspection Checklist

Jobsite Safety Observation

Audit Date: _____ Audited By: _____

Project Name/Number: _____ Crew Leader: _____

OSHA 1926 Mandatory Items:

_____ Required GM / OSHA postings {Safety Board)

_____ First Aid/CPR: Trained Foremen

_____ First Aid kits available

_____ Emergency contact numbers posted

_____ Emergency Evacuation procedures

_____ Wash area & Toilet facilities available

_____ Safety Data Sheets available

_____ Drinking water: Available

_____ Pre-task plan prepared and signed by all

Personal Protective Equipment:

_____ Hardhats, Eye Protection, Boots & Gloves

_____ High Visibility / Reflective shirt or vest

_____ Hearing Protection

_____

Respiratory Protection available / Training

_____

documented

_____ Fall Protection: Inspected daily, stored properly

_____ Annual training documented
Atmospheric monitor: Calibrated Monthly

Ladders:

_____ Ladders: Proper
_____ Condition/Stored on
_____ side/Use Stepladders only
_____ used when open
_____ Ladder use avoiding
high traffic areas No
extension ladder use
Proper training and user
authorized

Aerial Lifts:

Are controls operational
Workers use propel fall restraint, gates closed Workers trained, authorized and on file
E-Stop pushed in when not operating

Electrical Hazards:

LOTO per GM Global Services protocol Damaged/exposed equipment taken out of service

Hazardous Chemicals:

All containers labeled
"No Smoking & No Eating" areas designated SDSs available for all chemicals onsite
All Cylinders: stored and secured in proper area.

Fall Protection:

_____

_____

Fall Protection Work Plan on site
All workers exposed to falls 6’ or greater
following Written Fall Protection Plan
All lanyard, harness, cables, and anchor points
inspected and in adequate condition
Fall Protection Equipment not mixed
with hoisting rigging equipment
Annual training documented

Work Surfaces & Housekeeping:

_____
_____
_____
_____
_____
_____

Tools and Cords:

_____
_____

Fire Prevention:

_____

Guardrails in place (39”-42”, Posts 8’ oc)
Housekeeping: Clear aisles, No trip hazards

_____

Floor Holes: 2” & up, covered, marked & secured.
Stacks of materials orderly and not tipping

_____

Rebar capped/ protected
Deck free of protruding nails, loose boards.

_____

Excavations:
GFCI Protection. Machine Guards in place.

_____

Cords: casing intact, no tape repairs, all prongs

_____

present, no pinch points, properly hanging, not

_____

presenting trip hazard, not exposed to equipment driving over it

Safety Cans, metal, marked with name and contents:
Fuel gas Stored in a secure area, 20 ft. from cylinders
Fire Extinguishers available with certified with validity date, inspected monthly.
Annual training documented

Excavations: over 5' require shoring, slope Proper means of egress (slope or ladder) Guardrails present or danger tape set back from edge at minimum 6’ distance

Comments:

_____
_____
_____
_____
_____
_____

APPENDIX C – LOCKOUT/TAGOUT

Lockout/Tagout Note

Lockout/Tagout work is not performed in the usual and normal scope of work done by Ultimate. We are including a typical sample of a LO/TO program in the Safety and Health Manual. We believe that extensive training should accompany any use of a program or employee exposure to LO/TO situations.

When Ultimate encounters a project where LO/TO is required, we want to carefully examine

the situation, evaluate specific LO/TO means and methods, and determine the best way to perform our work while providing maximum protection for any Ultimate personnel. In the event that we are asked to perform service maintenance, we will want to examine LO/TO procedures and then make the determination as to which specific program would best assure the absolute control of energy.

Training Documentation (Affected Employees)

APPENDIX C – LOCKOUT/TAGOUT

Program Implementation Requirements

Energy Sources

Machine/Equipment Identification

Lockout Devices

Energy Control Procedures

Lockout Application

Release from Lockout or Tagout

Procedure Involving More than One Person

Warning Tags

Outside Personnel (Contractors, etc.)

Employee Training

Training Documentation (Authorized Employees)

This facility has established a lockout program to protect those employees required to work on equipment where the unexpected startup or release of energy could cause injury.

Program Implementation Requirements

-Provide padlocks and multiple hole lockout devices.
-Identify all machinery/equipment and energy sources.

Energy Sources

Lockout is not only an electrical procedure, but also includes energy sources such as: hydraulic, pneumatic, and mechanical (spring, torsion bar), steam lines, water lines, chemical lines, and gas lines.

Machine/Equipment Identification

An analysis of the facility's operations and work practices should be conducted to identify all machinery/equipment and applicable energy sources that require a lockout. This analysis, to be completed by each facility, lists the applicable energy sources to individual equipment. In addition, the proper sequence for locking out machinery/equipment with multiple energy sources must be identified.

Lockout Devices

A key operated padlock is to be issued to each person expected to lockout equipment. A multiple-hole lockout device is to be issued when there is a possibility of more than one person locking out the equipment. Devices shall indicate the identity of the employee applying the device.

Any duplicate keys are kept locked up so that only the employee's Supervisor or a specified member of supervision has access to them. Only the employee who placed the lock shall remove it. The only exception is when this person is not on the premises, cannot be reached, and it has been determined that all safety procedures on the lockout policy have been followed and it is safe to remove the lock. This person must be informed that his/her lock has been removed before he/she resumes work at the facility.

In the case of shift or personnel changes during an equipment lockout, each facility shall have specific procedures (identified below) to follow to ensure the continuity of lockout protection, including the orderly transfer of the lockout between departing and oncoming employees, to minimize exposure to hazards from the unexpected energization; start-up of the machine or equipment; or release of stored energy.

Energy Control Procedures

The lockout procedure will be utilized whenever a hazard exists to an employee from the inadvertent start-up of the equipment the employee is working on or exposed to. Examples include maintenance work, repair, set up, tear down, sanitation or adjustment of equipment.

Lockout Application

The machine or equipment shall be turned off or shutdown using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located & operated in such a manner as to isolate the machine or equipment from the energy source.

Lockout devices shall be affixed to each energy isolating device by authorized employees.

Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained, or otherwise rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

Verification of isolation. Prior to starting work on machines or

equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished. This is accomplished by attempting to activate the machine or equipment. CAUTION: Return operating controls to the "Off" position after verification of isolation.

Release from Lockout or Tagout

Before Lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed, and actions taken by the authorized employee(s) to ensure the following:

1. The machine or equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
2. Employees
    a. The work area shall be checked to ensure that all employees have been safely positioned or removed.
    b. Before lockout or tagout devices are removed, and before equipment or machines are energized, affected employees shall be notified that the lockout or tagout devices have been removed.
    c. Lockout or tagout devices removal. Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device.

Note: Exception to lockout or tagout device removal: When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the Department Head or his/her designee, provided that the specific procedures and training for such removal will be followed. The procedures will demonstrate that the level of safety to remove the device will be equivalent to the authorized employee who applied it.

The procedure is as follows:

A. Verify that the authorized employee who applied the device is not at the facility by:
    a. Checking the employee's timecard
    b. Conferring with other employees about the authorized employee's whereabouts.
    c. Checking with departmental supervisor to verify the authorized employee has left the facility for the day

B. Make a reasonable effort to contact the authorized employee to inform him/her that his/her lockout device has been removed.

C. The supervisor or his/her designee will notify the authorized employee that their lockout or tagout device has been removed by proceeding through the appropriate steps. This notification will take place prior to the authorized employee beginning work.

Procedure Involving More than One Person

If more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout or tagout device on the energy isolating devices. This can be accomplished using a multiple-hole lockout device

Warning Tags

Warning tags are to be used in addition to locks and are NEVER to be used in lieu of a lock unless the energy isolating device is not capable of being lockout out. In this case, supplemental protective measures should be used. This could include physical separation, blocking or removal

of fuses to prevent inadvertent activation of the equipment or machinery

Outside Personnel (Contractors, etc.)
Whenever outside servicing personnel are to be engaged in lockout activities, the on-site contractor and the facility shall inform each other of their respective lockout or tagout procedures.

The facility will ensure that his/her personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures.

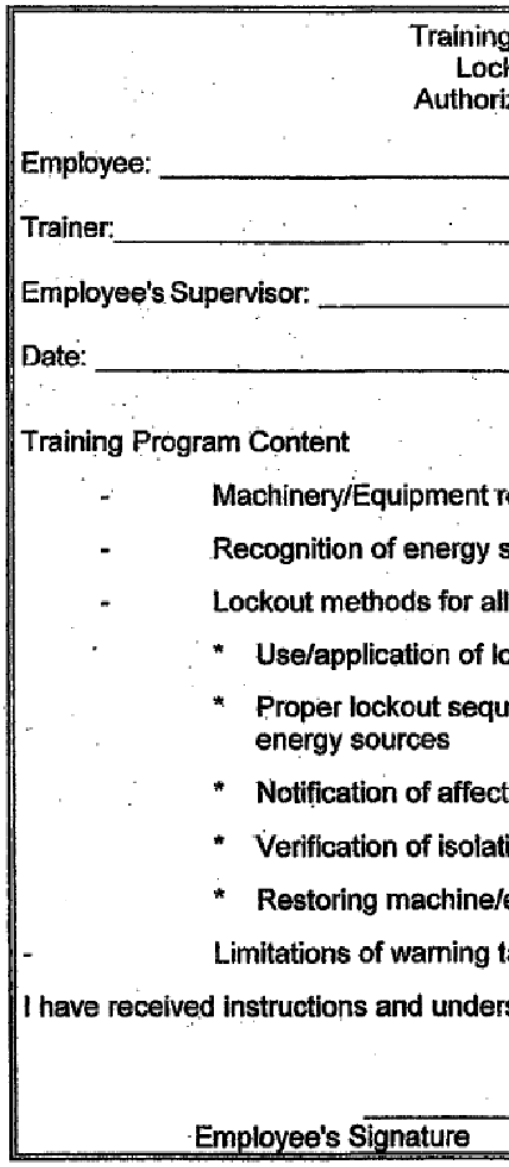
Employee Training
The training of individuals executing a lockout (authorized employees) shall include:

- Identification of machine/equipment requiring lockout and recognition of applicable energy sources
- Lockout methods for all applicable energy sources including:
  *Use/application of lockout devices
  - o Proper lockout sequence for machine/equipment with multiple energy sources.
  - o Notification of affected employees.
  - o Verification that the machine/equipment is inoperative
  - o Restoring machines/equipment to normal operations (guards reinstalled and employees clear)
- Limitations of warning tags.

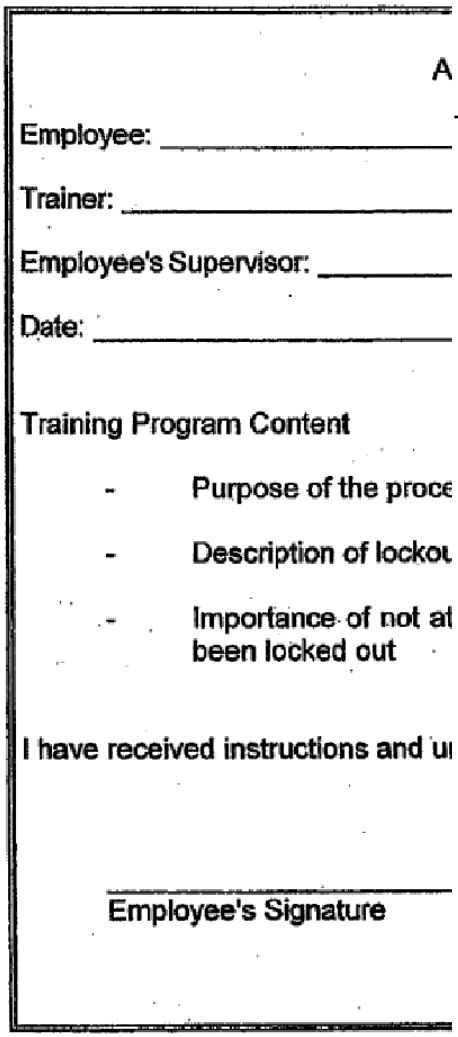
The training of individuals (affected employees) who perform duties in the area in which the lockout procedure is implemented shall instruct employees to:
Recognize when the lockout procedure is being implemented.
Understand the purpose of the procedure
The importance of not attempting to start up or use the equipment that has been locked out.

Retraining shall be provided for all authorized and affected employees whenever there is a change in machines or equipment that present a new hazard.

Periodic Inspection
This facility will conduct annually, an audit to ensure the program is adequate. Periodic reviews must be scheduled in any case. This audit shall be certified (documented) to include the following:
Identity of the machine/equipment on which the procedure was being utilized.
Date of inspection.
The employees included in the inspection.
The person performing the inspection.


Training
Lock
Authori
Employee: _____
Trainer: _____
Employee's Supervisor: _____
Date: _____
Training Program Content
- Machinery/Equipment r
- Recognition of energy s
- Lockout methods for all
  * Use/application of lo
  * Proper lockout sequ energy sources
  * Notification of affect
  * Verification of isolati
  * Restoring machine/e
- Limitations of warning t
I have received instructions and unders
_____
Employee's Signature

Appendix D - Silica Exposure Control Program



A

Employee: _____

Trainer: _____

Employee's Supervisor: _____

Date: _____

Training Program Content

- Purpose of the proce
- Description of lockou
- Importance of not at been locked out

I have received instructions and u

_____

Employee's Signature

1.0 Applicability and Scope

1.1 Applicability

This Written Exposure Control Plan applies to Ultimate personnel who are potentially exposed to airborne concentrations of respirable crystalline silica (silica) because of their work activities or proximity to the work locations where airborne silica is being emitted. This Plan also applies to Ultimate superintendents, foremen, or safety personnel who may be responsible for overseeing a subcontractor's operations that have the potential to expose personnel to airborne concentrations of silica at or above regulatory and industry action levels and exposure limits.

1.2 Scope

This Plan describes the hazards associated with projects involving potential exposure to airborne concentrations of silica and the issues to be addressed during these projects. These projects include, but are not limited to:

Use of stationary masonry saws used to cut concrete, tile, concrete masonry block, sheet rock, gypsum fiber roof board, or any other product containing quartz.

Handheld power saws used to cut concrete, asphalt, concrete masonry block, sheet rock, gypsum fiber roof board, or any other product containing quartz.

Walk-behind saws used to cut concrete or asphalt.

Rig-mounted or free-standing core saws or drills (including impact and rotary hammer drills) used to penetrate concrete, concrete masonry block, sheet rock, gypsum fiber roof board, or any other structural component or product containing quartz.

Jackhammers and handheld powered chipping tools used to demolish or modify concrete, concrete masonry block, or any other structural component or product containing quartz.

Vehicle mounted hammers or chipping tools used to demolish concrete, concrete masonry block, or any

other structural component or product containing quartz.
Handheld grinders or cut-off wheels used for mortar removal or cutting/grinding of concrete, concrete masonry block, sheet rock, gypsum fiber roof board, or any other structural component or product containing quartz.
Walk-behind milling machines or bead blasters used for surfacing activities on concrete, concrete masonry block, asphalt, or any other product containing quartz.
Installation or demolition of sheet rock, including mudding, taping, texturizing activities with quartz containing materials.
Hand or power tool sanding of painted surfaces. Current latex paint products contain quartz and the painted substrate (sheet rock, concrete masonry block, concrete) contains quartz.
Drivable asphalt milling machines used to mill asphalt roadways or walkways.
Ball mills or crushing equipment used to size products containing quartz.
All housekeeping operations associated with the activities described above.

Ultimate employees who work in proximity to silica-related operations must be aware of safe work practices and take all necessary precautions associated with avoiding and minimizing airborne silica exposure.

2.0 Regulatory Review

Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1153: Respirable Crystalline Silica (Construction Industry) and 29 CFR 1910.1053: Respirable Crystalline Silica (General Industry), contain regulatory requirements specific to respirable crystalline silica. This Written Exposure Control Plan is developed in accordance with the requirements in 29 CFR 1926.1153(g).

3.0 Project Planning

3.1 Training Requirements

Ultimate employees who anticipate working on projects where they could be exposed to airborne silica will be provided training in silica hazards in accordance the Ultimate program established to comply with the hazard communication standard (29 CFR 1910.1200). Each employee will have access to labels on containers of crystalline silica and safety data sheets and be provided information on the health hazards of silica including cancer, lung effects, immune system effects, and kidney effects. In addition, Ultimate employees will be provided training and information regarding specific activities identified in this Plan that could result in airborne silica exposure, and the specific engineering controls, work practices and respiratory protection requirements to mitigate the potential airborne silica exposures. This training will provide a discussion of silica hazards, initial exposure determination either by complying with 29 CFR 1926.1153 Table 1 requirements or air monitoring, specific engineering and work practice control measures, personal protective equipment (PPE), and medical surveillance requirements. The training will also identify the Ultimate competent person for silica exposure identification and determination of control requirements. All Ultimate employees will be provided with access to a copy of 29 CFR 1910.1153 and be trained on the contents of 29 CFR 1926.1153.

3.2 Medical Surveillance Requirements

Ultimate shall institute medical surveillance for any employees required by this Plan to wear a respirator for 30 or more days per year. Initial medical surveillance consists of medical and work history with emphasis on: past, present, and anticipated exposure to silica, dust and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and

symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history; a physical examination with emphasis on the respiratory system; chest X-ray (a single posterior-anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film (no less than 14 x 17 inches and no more than 16 x 17 inches) or digital radiography systems), interpreted and classified according to the International Labor Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader; a pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH approved spirometry course; testing for latent tuberculosis infection; and any other tests deemed appropriate by the Occupational Medicine Provider. Subcontractors are responsible for implementing a medical surveillance program for their employees.

3.3 Competent Person Requirements

Ultimate shall identify a competent person to inspect and oversee all activities with potential airborne silica exposure. Subcontractors working on projects within the scope of this Program shall appoint a competent person capable of executing the duties described herein. The competent person must have training in the inspection of work areas and equipment and in the determination of safe working conditions. This person shall have a working knowledge of the 1926.1153 standards, shall be capable of identifying airborne silica hazards, shall determine the need for initial and additional exposure monitoring, shall recommend and implement engineering and work practice controls, shall establish levels of PPE, and shall have the authority to take action to eliminate hazards and correct incidences of noncompliance.

3.4 Planning Activities

Projects where anticipated activities involve concrete cutting, grinding, sandblasting, drilling, coring, or other abrasive operations are treated as potential sources for airborne silica exposure. Additionally, existing structures and materials such as sheetrock, any painted surfaces with low volatile organic compounds, tile, brick, or some insulation products may contain silica. Likewise, new material installation may involve silica-containing mortar, paints, or insulation. Where process knowledge indicates the presence of silica, Ultimate will either implement all controls required by 1926.1153 Table 1- Exposure Control Methods for Selected Construction Operations or conduct an initial determination in accordance with 29 CFR 1926.1153(d)(2).

4.0 Project Execution

4.1 Safe Work Practices

The requirements of this section are to be followed by Ultimate employees, who may be exposed to airborne concentrations of silica at or above the regulatory limits.

4.1.1 Exposure Assessment

Ultimate will either comply will with and implement all controls required by 1926.1153 Table 1- Exposure Control Methods for Selected Construction Operations or conduct an initial determination in accordance with 29 CFR 1926.1153(d)(2).

An exposure assessment is required when employees may be exposed to airborne silica at or above the action level in order to determine the extent to which employees are exposed and the appropriate exposure controls required.

An initial determination of exposure shall be made at the beginning of operations. The determination shall consist of the collection of personal air samples representative of a full

shift including at least one sample for each job classification in each work area, either for each shift, or for the shift with the highest exposure level.

During the initial determination, until such time that actual airborne concentrations are determined, personnel shall be protected by respiratory protection based on task- specific anticipated airborne concentrations of silica.

During the initial determination, and in addition to the levels of respiratory protection required, personnel shall be provided with protective clothing and equipment, hygiene facilities, and training.

Whenever a change in equipment, process, controls, or personnel occurs, or a new task has been initiated, an additional exposure assessment is required.

When an assessment determines that exposure has occurred above the action level but below the PEL, additional monitoring shall be required at least every 6 months. Additional monitoring shall continue until such time that the monitoring results fall below the action level on two separate occasions at least 7 days apart.

When monitoring yields results above the PEL, then quarterly monitoring is required. In addition, the quarterly monitoring may be suspended when additional monitoring results fall below the action level on two separate occasions at least 7 days apart.

Where the competent person can clearly demonstrate, in the absence of air monitoring data, that a work activity will not create airborne silica concentrations in excess of the action level, then air monitoring may be unwarranted. Where a negative initial determination is reached without air monitoring, the competent person must develop a written explanation as to why exposures are not expected to exceed the action level.

4.1.2 Communication of Hazards

Each employee shall be provided training and demonstrate knowledge and understanding of the following:

- Health hazards associated with exposure to respirable crystalline silica
- Specific tasks that could result in exposure to respirable crystalline silica
- Specific measures that are required to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and required use of respiratory protection
- The contents of 29 CFR 1926.1153
- The identity of the competent person
- Purpose and description of the medical surveillance program

A written compliance program shall be made available to all affected employees.

In addition, notification to owners, contractors, and other personnel working in the area shall be made.

4.1.3 Control Methods

Engineering and work practice controls, including administrative controls, shall be implemented to reduce and maintain employee exposure to silica at or below the PEL, to the extent that such controls are feasible.

Where all feasible engineering and work practice controls that can be instituted are not sufficient to reduce employee exposure to or below the PEL, such controls shall be used, nonetheless, to reduce employee exposure to the lowest feasible level (and in conjunction with respiratory protection).

Respiratory protection shall be selected based on guidance in 1926.1153 Table 1 or based on a Certified Industrial Hygienist's or competent person's assessment of the potential airborne exposure that may be created by the means and methods of work (high energy operations with high airborne dust generation or low energy operations with low dust generation).

When using mechanical ventilation to control exposure, regularly evaluate the system's ability to effectively control exposure.

If administrative controls are used to limit exposure, establish and implement a job rotation schedule that includes employee identification as well as the duration and exposure levels at each job or workstation where each affected employee is located.

A written compliance program shall be established and implemented prior to the start of operations within the scope of this Written Compliance Plan. The written program shall outline the plans for maintaining employee exposure below the PEL.

Maintain all surfaces as free as possible from accumulations of silica. Select methods for cleaning surfaces and floors that minimize the likelihood of silica becoming airborne (such as using a HEPA vacuum).

If vacuuming is the method selected, specialized vacuums with HEPA filtration are required. Methods to use and empty vacuums in a manner that minimizes the reentry of silica into the workplace shall be described and used. Use of household vacuums with HEPA filters are not allowed at any time for the collection of dust or debris that contains silica.

Never use compressed air to remove silica from any surface unless it is used in conjunction with a ventilation system designed to capture the airborne dust created while using the compressed air.

Employees shall not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in any areas where exposure to silica is above the PEL (in other words, regulated areas).

Do not allow employees to leave the workplace wearing any protective clothing or equipment that is required to be worn during their work shift without HEPA vacuum removal of dust.

Where feasible, install shower facilities and require employees who work in regulated areas to shower at the end of their work shift. Also provide an adequate supply of cleaning agents and clean towels.

Provide hand washing facilities for use by employees working in

regulated areas. Furthermore, require employees to wash their hands and face at the end of the work shift and prior to eating or entering eating facilities, drinking, smoking, or applying cosmetics.

Eating facilities or areas shall be provided for employees working in regulated areas. These facilities shall be maintained free of silica contamination and shall be readily accessible to those employees.

4.2 Personal Protective Equipment (PPE)

Respiratory protection must be used for the following conditions:

During periods when employee exposure to airborne silica exceeds the PEL

For work operations where engineering and work-practice controls are not sufficient to reduce employee exposure to or below the PEL

During periods when an employee requests a respirator

During periods when respirators are required to provide interim protection while conducting initial exposure assessments

Powered air-purifying respirators (PAPR) shall be provided to employees who request such a respirator to use where it will provide adequate protection.

Employees shall be provided, at no cost, protective work clothing and equipment including cotton coveralls or similar full-body clothing, gloves, hats, shoes or disposable shoe coverlets, face shields, vented goggles, or other appropriate PPE.

Appendix E - Company Cell Phone/Electronic Devices Policy

Ultimate recognizes that our employees are our most valuable assets and the most important contributors to our continued growth and success.

We are not only concerned about your welfare as an Ultimate employee, but also the welfare of others who could be put in harm's way by inattention to the task (driving, operating equipment, etc.).

Therefore, we have set forth this Policy for safe use of cell phones/electronic devices in the workplace. This policy covers the use of all handheld devices, including mobile or cell phones, Blackberries, Pagers, Palm Pilots, PDA's, MP3 players (or equivalent), radios, laptop computers and other communication devices.

Cell phones and electronic device use in vehicles, at work sites or while operating equipment

Ultimate employees are prohibited from operating cell phones without a hands-free device (defined as vehicle mounted or headset ear clip) while driving on company time or while conducting company business. Hands-free operation does not guarantee 100% safety but will provide drivers with less distraction.

Operation includes, but is not limited to receiving or making voice calls, texting, e-mailing, face-booking, searching the web, etc.

If a hands-free device is not available:

Do not use your cell phone; send calls to voicemail, forward them to another number or turn off the unit.

Pull off the road to a safe location to make or receive a call or ask a passenger to make or take the call.

If you are stopped at a traffic signal or stop sign, you are still considered by the law to be driving; you must pull off the roadway and be parked to use a cell phone.

This Policy includes all calls made from the following types of vehicles on or off all ULTIMATE sites:

Vehicles owned or leased by Ultimate, with or without an Ultimate decal.

Golf carts and similar vehicles used for jobsite transportation.

Construction equipment to include cranes, scissor and aerial lifts, earthmoving, hauling, and excavating equipment, except for radios, when radios are the primary means of controlling the operation of the equipment.

ULTIMATE employee personal vehicles if the employee is receiving a vehicle allowance and/or the employee has been issued a company telephone.

GPS systems may be used, but information should be entered prior to starting the route. Never input information into a global positioning system (GPS), take notes, type, or refer to maps while operating a vehicle.

Employees should not use their cell phone or any other electronic device (Palm Pilots, PDA's, MP3 players, radios, etc.) while at any work site during which the operation of these devices will be a distraction to the user and/or may create an unsafe work environment.

Personal cell phone use is limited to non-working hours (including lunch).

Acknowledgement and Warnings

You are responsible for knowing the distracted driving laws while motoring in any state or municipal area. If you are in an area of the country has stricter

rules than this policy, then those rules should be followed.

Any employee charged with traffic infractions or violations resulting from the use of a mobile handheld unit while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline, including termination.

A

At Ultimate, we recognize that social media can be an exciting way of communicating in both our professional and personal lives. Used responsibly, social media provides an effective way to keep abreast of new trends and topics and to share information and perspectives.

Ultimate has been growing its participation in social media to strengthen our brand and our connection with customers, our people, and key influencers.

Given the reach of the internet, we need to make sure that we always portray Ultimate in line with our strategy and treat our employees, clients, partners, and providers with respect. While all Ultimate employees are welcome to participate in social media, we expect everyone who participates in online commentary to understand and to follow the principles set out in this policy. This policy applies to all ULTIMATE employees, regardless of position or status.

Adhering to the following principles does not restrict the creative, appropriate use of social media; however, it provides protection for Ultimate, its clients, partners, providers, and employees. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, and the internet. Please make sure you familiarize yourself with this social media policy as it is your responsibility to know its content and any updates if changes to this policy are made. Breaches of these policies may be dealt with under the disciplinary procedure.

Social media

For the purposes of this policy, social media means any facility for online publication and

commentary, including but not limited to blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, Snap Chat, Instagram, YouTube, etc. The internet is a fast-moving technology, and it is impossible to cover all forms of activity. However, the principles set out in this document should always be followed in relation to any internet activity.

Basic principles

Do not engage in any activity that brings, or may bring, ULTIMATE into disrepute.

Be mindful that the information you disclose does not, or is not likely to, bring Ultimate or its employees, clients, partners, or suppliers into disrepute. Clients, partners, or suppliers should not be cited or referenced without their approval. Never identify a colleague, client, partner, or supplier by name without their permission and never discuss confidential details of a client engagement. Acting in a way that could damage the reputation of Ultimate, or any of its employees, clients, partners, or providers will be regarded as gross misconduct.

Act in a transparent manner

Do not blog or post messages anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are, and identify that you work for Ultimate. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. What you publish will be around for a long time, so consider the content carefully.

Do not use the internet to attack or abuse colleagues, clients, Ultimate's partners, or suppliers. Be respectful. This includes not only the obvious (no ethnic or personal insults, obscenity, or engaging in any conduct that would not be acceptable in Ultimate's Workplace), but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Any offensive comments about your Ultimate's colleagues, its clients, partners, or suppliers may be deemed a disciplinary offence (and may amount to gross misconduct). This includes comments that your Ultimate colleagues, our clients, partners, or suppliers may consider to be offensive even if you don't or didn't intend them to be.

Do not post any derogatory comments

When you clearly identify yourself with Ultimate and/or discuss your work, you are expected to behave appropriately and in ways that are consistent with Ultimate's values/policies. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours and do not represent the official views of Ultimate. Remember that if you break the law by posting derogatory comments, you could be held personally responsible.

Do not post any sensitive or confidential information

It is perfectly acceptable to talk about your work and have a dialogue with the community, but you should never publish confidential information. Confidential information includes matters such as unpublished details about our company, Ultimate's employees, clients, partners and suppliers, details of current projects and contracts, financial information, and/or any other information which should be considered as confidential. We must respect the wishes of our customers regarding the confidentiality of current projects. We must also be mindful of the competitiveness of our industry.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others. You should never quote more than short excerpts of someone else's work without permission, and always attribute such work to the original author/source.

Personal use

Unless you have specifically been asked to use a social website on behalf of Ultimate, please make sure that your use of social networking sites and blogging does not interfere with your job. Personal use of social media is allowed only during designated break times.

Any contacts, networks, or business generated by social media channels belongs to Ultimate. All contacts, networks and business gained during your employment with Ultimate for work related purposes are the property of Ultimate and remain so if your employment ends.

Want to do more than comment on social media channels?

To ensure we present a consistent view of Ultimate across all social medial channels, if you wish to create a group or page (on any channel, including Facebook, Twitter, and LinkedIn) you must first obtain permission by emailing George Brophy IV.