

BCH BUILDERS LLC

SAFETY MANUAL

**OSHA – A WORKPLACE ACCIDENT AND INJURY REDUCTION
(AWAIR) PROGRAM**

and

CODE OF SAFE PRACTICES

BCH BUILDERS LLC

SAFETY AND HEALTH PHILOSOPHY

We are vitally concerned about the human suffering and financial losses resulting from on-the-job accidents, both for the individual and the company. Therefore, the prevention of accidents is a major company objective, requiring the active and sincere cooperation of all employees.

Total accident prevention can only be accomplished through the coordinated efforts of all employees. Therefore, all BCH Builders LLC personnel, as a condition of employment, must be knowledgeable of and follow the company safety and health requirements.

It is furthermore our policy that no job or service performed by an employee is so important or urgent that it cannot be performed the safest way. Safety and sanitary conditions will be taught and enforced by supervision. It is our firm commitment to truly make safety equal to cost and production.

We welcome suggestions from employees that will further help provide safe and healthy conditions and practices.

Brooks Johnson
President
BCH Builders LLC

BCH BUILDERS LLC

SAFETY COMMITTEE CHARTER

The need exists within our organization to provide a vehicle for a collective cooperative safety effort in the recognition and reduction of the accident loss potential for all operations exposures.

Effective 10/01/2008, the BCH Builders LLC Construction Safety Committee will become operational. The committee will consist of a representative from each department and led by the designated Chairperson.

The goal of the Committee will be to act in an advisory capacity on all matters pertaining to safety throughout this operation. Committee recommendations to eliminate hazards, minimize exposures, or improve safety procedures will be acted upon by the committee and will be forwarded for review by Senior Management. To achieve this goal, the Safety Committee will:

1. Report and correct, if applicable, any unsafe acts or conditions.
2. Review safety inspection reports and conduct inspection audits.
3. Ensure that measures are in place so that each and every accident will be thoroughly investigated with documentation forwarded to necessary parties as appropriate.
4. Continually contribute ideas and suggestions and supplementary presentations to enhance and improve the safety program.
5. Influence others to work safely, by encouragement or example.
6. Sponsor or develop safety contests or promotions/events.
7. Recommend and/or conduct safety training routinely and as required.
8. Review loss data, identify trends and recommend action plans.
9. Perform other safety duties as assigned by management.

The Safety Committee will meet on the first Wednesday quarterly (March, June, September, December) at 3:00 p.m., or at the call of the Chairperson, as deemed necessary.

Safety Committee Duties

Duties of the Chairperson

1. Arrange for an appropriate meeting place.
2. Notify members of the meeting in advance.
3. Prepare an agenda, distribute in advance.
4. Arrange the program for the meeting; include special guests, videos, handouts.
5. Conduct the meeting in a business-like fashion.
6. Have minutes prepared and distributed following the meeting.
7. Report the status of recommendations to management.

Duties of the Secretary

1. Take meeting notes to prepare written minutes.
2. Provide written minutes to Chairperson within 3 days of meeting.
3. Assist Chairperson with minute's distribution as necessary.
4. Maintain records of all past Committee minutes, for reference.
5. Assist Chairperson with meeting preparations, as necessary.

Duties of the Members

1. Attend all meetings [no substitutes].
2. Come prepared to speak about agenda topics.
3. Contribute ideas and suggestion to improve safety.
4. Influence others to work safely.
5. Make inspections, as required.
6. Assist in investigating accidents, if appropriate.
7. Sponsor/develop safety contests, promotions.
8. Recommend and/or conduct safety training, when appropriate.
9. Performs other safety duties as assigned.

Should the committee be unable to solve a problem, they will seek assistance from BCH Builders LLC Senior Management.

To ensure the meeting remains focused, nothing except safety issues may be discussed during the meetings. All meetings should be held to suitable time limitations.

Order of Business

The following is a suggested order of business to direct and guide safety committee meetings, in general.

1. **Call to Order.** - The meeting should be called to order promptly at the appointed time.
2. **Roll Call.** - The Chairperson or Secretary should record the names of members and others present. Members who cannot attend must notify the Chairperson in advance, and the reason for absence should be recorded in the minutes.
3. **Introductions** - All visitors should be introduced to the group.
4. **Reading of Minutes** - The minutes of the previous meeting should be read, and corrections made as needed.
5. **Unfinished Business** - Matters on which decisions have not been made are brought up for reconsideration.
6. **Loss Data Review** - Accidents and injuries incurred since the last meeting should be determined for every accident, and preventive measures discussed. Loss trends should be discussed.

7. Safety Education - When it is desired, and time permits, the Chairperson should request members to speak on various topics at the next meeting. The subject(s) discussed should be recorded in the minutes. Other programs can be scheduled.
8. New Business - Members may introduce new discussion topics for consideration. Action plans should be established as needed.

Where necessary, the Chairperson should appoint subcommittees to arrange for:

- a. Competition between departments or safety teams.
 - b. Special no-accident programs
 - c. Safety Education and Training.
 - d. Review of accident statistics.
 - e. Revision of safety rules and procedures.
9. Presentations - When speakers or presentations are prepared, these should be presented at this time. Discussion to follow.
 10. Adjournment - Thank visitors and guest speakers for attendance.

The meeting minutes should be prepared by the secretary, reviewed by the Chairperson and distributed within 3-5 working days of the meeting. The minutes should accurately reflect decisions made, action recommended, presentations, and other discussion items worthy of mention.

A copy of the minutes should be distributed to all safety committee members, senior BCH Builders LLC management, department heads and posted on all employee bulletin boards.

BCH BUILDERS LLC

BCH BUILDERS LLC SAFETY COMMITTEE

SENIOR MANAGEMENT:

**	<i>Brooks Johnson</i>	<i>President</i>
**	<i>Taylor Plautz</i>	<i>Office Manager</i>
**	<i>Ted Johnson</i>	<i>Business Development</i>

MEMBERS:

<i>Chairperson</i>	<i>Ted Johnson</i>	<i>Loss Prevention Coordinator</i>
<i>Secretary</i>	<i>Taylor Plautz</i>	<i>Human Resources</i>
<i>Co-Chair/Representative</i>	<i>Brooks Johnson</i>	<i>Loss Control Specialist</i>

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FOREWORD

There is no question that accidents are costly to industry and society. Today, failure to try to prevent injuries to employees is inexcusable. The practical and moral aspects of accident prevention are interrelated because accidents result both in waste of manpower and resources, and in physical and mental anguish.

It is recognized that accidents can be controlled by:

- Management exercising their authority to institute and maintain safety methods and procedures.
- Supervisors exercising their responsibility to follow through with such methods and procedures established by management.
- Properly trained, supervised employees conducting their operations in accordance with instructions.
- Assistance from qualified experienced safety agencies and associations such as our insurance carriers, National Safety Council, National Fire Protection Association, Federal, State, and local authorities.

Brooks Johnson
President
BCH Builders LLC

SAFETY POLICY STATEMENT

It is the policy of BCH Builders LLC that accident prevention shall be considered of primary importance in all phases of operation and administration.

It is the intention of the company's top management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a manager for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job (including cuts and strains) must be reported to your immediate supervisor as soon as possible. In no circumstance, except an emergency, should an employee leave work without reporting an injury that occurred.

When you have an accident, everyone loses: you, your family, your fellow workers, and the company. Please work safely. It's good for everyone.

SCOPE OF RESPONSIBILITY

SENIOR MANAGEMENT

Senior Management has the ultimate responsibility for adoption and implementation of programs and procedures to promote the health and safety of its employees and others who enter onto company-owned property.

Senior Management has appointed Ted Johnson to serve as Safety Coordinator, who shall be responsible for overseeing the Injury and Illness Prevention Program (hereinafter "IIPP" or "Safety Program"), to develop programs, procedures, and oversee all activities pertaining to the health and safety of company employees and others while working for BCH Builders LLC.

Senior Management as of 06/01/2025

Brooks Johnson
Taylor Plautz
Ted Johnson

President
Office Manager
Business Development

SCOPE OF RESPONSIBILITY

SAFETY COORDINATOR

The Safety Coordinator's responsibilities shall include:

- Serving as Chairperson of the BCH Builders LLC safety committee.
- Implementing and maintaining a system for identifying and evaluating workplace hazards.
- Correcting unsafe or unhealthy work conditions or work practices in a timely manner.
- Scheduling and conducting training programs to instruct employees and supervisors in general safe and healthy work practices and to provide specific instruction pertinent to each job station.
- Establishing and maintaining a system for communicating with employees regarding occupational safety issues and for encouraging employees to report workplace hazards.
- Establishing and maintaining a system for ensuring employee compliance with safe and healthy work practices, including disciplinary action and employee recognition.
- Maintaining documentation of safety inspections and employee training provided under the IIPP.
- Maintaining MSDS's.
- Coordinating the workers' compensation claims function with Human Resources.
- Providing information regarding accident/injury experience and related costs to the various Department Heads.
- Training supervisors to effectively communicate safety instructions to employees.
- Advising Department Heads on safety clothing, equipment, and policies.
- Performing all duties necessary to ensure compliance with applicable safety and health regulations.

SCOPE OF RESPONSIBILITY

EMPLOYEES

The employee is responsible for:

- Exercising maximum care, good judgement in preventing accidents, and working in accordance with good safety practices printed, posted, instructed and discussed.
- Providing wholehearted, genuine cooperation with all aspects of the company's safety and health program, including compliance with all safety rules and regulations, and continuously practicing safety while performing his or her duties.
- Reporting immediately to his supervisor, any accidents and seeking first aid for all injuries.
- Reading and abiding by the BCH Builders LLC's employee "Code of Safe Practices" and all department safety rules.
- Reporting **ANY** unsafe act or unsafe condition to their supervisor immediately.
- Wearing appropriate apparel when working on the job. Each employee will be expected to use whatever personal protective equipment is necessary to perform his tasks.
- Refraining from using any tool or piece of equipment that is broken, damaged, not fit for use, etc., and report such items to their supervisors.

No job shall be considered efficiently completed unless the worker himself has followed every precaution and safety rule to protect himself and his fellow employees from injury throughout the operation.

SCOPE OF RESPONSIBILITY

GENERAL AND FIELD SUPERINTENDENT RESPONSIBILITIES

- Enforce the company safety program and discipline or discharge any employee willfully disregarding it.
- General Superintendent, with the assistance of the Safety Coordinator, will review with each Field Superintendent all safety factors necessary for the project during the planning stages, and involve the company Safety Coordinator with any unique and unusual safety situations that may be expected or encountered.
- General Superintendent, with the assistance of the Safety Coordinator, will verify that each Field Superintendent is familiar with the procedures to be followed for the reporting and treatment of injuries that may occur on the project.
- Notify Independent Contractor's on-site representative in writing of any uncorrected safety violations using Contract Violation Memorandum. Work closely with other appropriate company managers regarding further required action for any Independent Contractor willfully disregarding job safety.
- Enforce compliance with all applicable federal, state and local safety laws and regulations.
- Discuss with Managers and Independent Contractors all safety factors necessary for the project and involve the Safety Coordinator with any unique or unusual safety situations that may be expected or encountered.
- Complete New Job Safety Questionnaire Checklist when starting a new project and advise managers of any items not completed.
- Provide adequate first aid and fire-fighting equipment and/or personnel and verify training in the use of the same. Make sure any on-site injury accidents are reported to you immediately.
- Investigate all accidents or injuries that occur to employees, contractors, and/or the public, promptly, and file full reports on each. Provide a copy of the report to the Safety Coordinator.
- Enforce the use of all necessary personal protective equipment and provide such equipment where responsible to do so.
- Communicate to all employees the importance of abiding by safe work practices and the need of maintaining safe working conditions throughout the duration of the project.
- Conduct and document weekly safety inspections of the project. Provide Safety Coordinator with copy of Safety Inspection Checklist and follow up on all deficiencies identified.
- Consult with and escort all representatives of OSHA, our insurance carrier, and other inspectors who visit the project, when such visits can be coordinated and conducted under the Superintendent's supervision.

SCOPE OF RESPONSIBILITY

CONTRACT ADMINISTRATION MANAGER RESPONSIBILITIES

- Enforce the company safety program.
- Enforce compliance with all federal, state and local safety laws and regulations.
- Communicate to all personnel the importance of abiding by safe work practices and the need for maintaining safe working conditions throughout the duration of the project.
- Require all Independent Contractors to abide by the ***SAFETY ADDENDUM*** to subcontracts. Work closely with Superintendent to initiate further action toward Independent Contractors who are willfully disregarding safety.
- Obtain appropriate certificates of insurance, current (business, vehicle) license numbers and a copy of each Independent Contractor's Injury and Illness Prevention Program (IIPP).
- Obtain MSDS (Material Safety Data Sheet) for all hazardous chemicals brought on the work site and provide copies to the Safety Coordinator.
- Verify Contractor has first aid available to each of its employees as stated by law.

SCOPE OF RESPONSIBILITY

INDEPENDENT CONTRACTOR REQUIREMENTS

- Work according to good safety practices. Follow all printed, posted, instructed and discussed safety practices and comply with contract safety requirements.
- Refrain from any unsafe act that might endanger yourself, your fellow workers, or the public.
- Take appropriate steps to ensure that all hazardous conditions, or unattended equipment are protected from other workers on the site or the public by barriers, watchmen or similar devices.
- Use all personal protective equipment or safety devices provided or required for your protection.
- Report any unsafe act or unsafe condition immediately to a BCH Builders LLC Superintendent.
- Immediately report to a BCH Builders LLC Superintendent all property damage or bodily injury that occurs on the job.
- Refrain from using any tool or piece of equipment that is broken, damaged, not fit for use, etc. and report such defective items immediately.
- Wear the appropriate apparel when working on the job.
- Meet with the BCH Builders LLC Superintendent as needed to discuss particular safety issues.
- Comply with all safety procedures, directives, and other requirements imposed by the BCH Builders LLC Construction Contract, or governmental authorities, including all federal, state or local laws or ordinances applicable to their activity.
- Designate someone within your group to be the liaison for coordinating and communicating safety between the BCH Builders LLC Superintendent and your company or firm.
- Provide BCH Builders LLC a current certificate of insurance evidencing adequate workers compensation and general liability insurance prior to beginning any work. Also, provide copy of the Injury and Illness Prevention Program (IIPP) being implemented with your employees.
- Provide all MSDS (Material Safety Data Sheets) for hazardous chemicals brought on BCH Builders LLC Construction Sites.
- Verify in writing your company's adherence to first aid requirements by law. (one trained, certified for every 20 employees on site is recommended.)

OSHA'S MULTI-EMPLOYER CITATION POLICY

OSHA has a multi-employer citation policy that allows for more than one employer on a job to be cited for OSHA regulation violations. This policy applies to any multi-employer site.

The policy states that OSHA ... "will ordinarily issue citations on multi-employer work sites to the exposing employer who is primarily responsible for the health and safety of its employees. When employees of more than one employer are exposed to a hazard, it may be appropriate to issue citations to EACH of the exposing employers."

In effect, what the regulation is saying, is that BCH Builders LLC as the General Contractor must, at all times, be responsible for our own employees and strive to be aware of and limit the hazards caused by our Independent Contractors on the site.

The key to avoiding a citation under this policy is to prove:

- That we did not create the hazard.
- That we have not had knowledge of the existence of the hazard.

In all cases, the Contractor who caused the hazard to exist must:

- Notify us of the existence of the hazard.
- Be able to rectify the hazard or have the authority to rectify the hazard.
- Have instructed its employees on alternative safety procedures to protect against or minimize the hazard.

Unless the Contractor(s) can document all three of these requirements, and it can be shown that the General Contractor did not cause the hazard to exist, the General Contractor cannot be cited. It is very important that we document all violations of our Contractors, with written notices being given to the offending Contractor(s).

OSHA has shifted from its long-standing recognition of employer/employee relationship responsibility to one that is based upon contractual responsibility. This means that the controlling contractor; (i.e., general contractor, prime contractor, owner) will have the ultimate responsibility in monitoring job site safety.

Accordingly, in all instances where violations exist, we are now potentially liable, as far as OSHA is concerned. Therefore, we must make every effort to closely monitor, not only our employees' actions, but also those actions of all contractors' employees. The best way to monitor this is to:

- Make regular safety inspections and document our findings.
- Conduct meetings with each Independent Contractors' designated representative or job foreman to discuss particular topics on safety and document topic of meeting and attendees in logbook.
- Give notifications, IN WRITING, to any contractor who violates any existing OSHA regulations. (And for noted violations of state laws or local ordinances.)

Questions about this policy should be directed to the Safety Coordinator.

PRE-CONSTRUCTION PLANNING

Prior to the start-up of construction activities, a project should be pre-planned from a SAFETY standpoint as well as a construction standpoint. Just as equipment, materials, personnel, and schedules must be determined, the safety requirements standard to any job, and those peculiar to an individual job, must be pre-planned.

The General Superintendent should work with the Contract Administration Manager and Independent Contractors to evaluate the exposures or hazards that will be or may be present from the construction activities and provide appropriate safety equipment or outline proper safety procedures that may be taken to eliminate, control or minimize these potential hazards or exposures to themselves and the public.

Where possible, a pre-construction meeting should be held by the General Superintendent and include the Contract Administration Manager, Contractor representatives, Safety Coordinator and others, prior to job start-up, to establish the ground rules to be followed on the project, relative to safety and health. This meeting should include a candid discussion of the potential hazards and exposures expected and the plans for eliminating, controlling, or minimizing them. This meeting should be documented, including date, a list of attendees, topics discussed, etc.

Where it may not be possible to bring all Contractors, etc., together at the same time, the General Superintendent should still review specific ground rules and concerns for safety with each individual Independent Contractor, and document the date, name of Independent Contractor representative, and topics discussed. Again, the discussions should be candid and should provide definitive plans for eliminating, controlling, or minimizing the potential hazards or exposures foreseen.

PUBLIC PROTECTION POLICY & GUIDELINES

- The General Superintendent and Contract Administration Manager shall review the safety factors necessary for the project and develop a plan for loss control on the project.
- The General Superintendent shall be responsible for verifying that all elements of the public loss control plan have been carried out.
- The General Superintendent shall hold a pre-job safety meeting with BCH Builders LLC employees and the Independent Contractors' representative prior to commencement of their work to review loss control plans and assign responsibilities for completion of select activities to comply with the public loss control plan.
- The General Superintendent shall document these meetings, including attendees and topics covered, in his logbook.

PUBLIC PROTECTION (GENERAL)

- Where the job site cannot be fenced, all equipment and materials should be stored in a fenced bullpen area on the job site.
- The Job Site Superintendent shall verify that all booms, pans, buckets, etc. on each piece of equipment are dropped to the resting position each night and all keys to equipment are removed.
- All open trenches, pits, holes, or other designated hazardous areas should be barricaded, and arrangements should be made for routine and regular maintenance of this barricading activity for the duration of the project.
- A barricading plan should be developed for situations involving vehicular traffic adjacent to or through the project, and arrangements should be made for maintenance of this barricading activity for the duration of the project.
- The Job Site Superintendent should verify that there are temporary walkways or driveways for access, if necessary, near or through the construction zone and should verify that these temporary walkways or driveways are properly built.
- Plans for trash and debris removal should be established and all debris should be removed from the job site on a timely basis, in accordance with contract documents.
- Materials such as dirt piles, debris, etc. shall never be stored on sidewalks, driveways, public streets or other public thoroughfares, unless elaborately barricaded.
- The General Superintendent or his qualified designated representative should establish traffic patterns on the job site to be followed by equipment operators to avoid conflicts on the job site.
- The Loss Prevention Coordinator will have our insurance company periodically audit the job site to verify we are taking all reasonable measures to protect the public.

SAFETY INSPECTIONS

Through a program of constant inspections and corrections, we can reduce, minimize, eliminate or control unsafe working conditions and unsafe practices on the job site. A planned program of safety inspections will be an integral part of our safety efforts.

It is the responsibility of all managers and supervisors to ensure the safety of employees in the work area. Inspections are the responsibility of the Safety Coordinator, Superintendents and supervisors. All Job Site (field) superintendents should become familiar with and understand the Construction Safety Standards printed by the Occupational Safety & Health Administration. These standards illustrate the minimum safety standards that should be enforced. There are legal requirements, and we shall make every effort to comply with them, and require all Independent Contractors to do the same. In addition, we will become familiar with the state and local laws and ordinances governing our work activities and comply as well. Inspections shall be conducted in regard to fire hazards, housekeeping, work areas of employees, tools, equipment and vehicles.

Daily Inspections

Superintendents are required to monitor for unsafe acts or conditions on a daily basis. Whenever violations of safe work practices occur, all affected personnel should be instructed to correct the situation, and notations of such activity documented in a daily log. Safety Violation Memorandum should be used for uncorrected violations with a copy to the Safety Coordinator. It is important that all safety enforcement activities be documented.

Weekly Inspections

In addition to daily observations, the General Superintendent or Job Site (field) Superintendents should conduct formal inspections of the job site once a week. Use of the Safety Inspection Checklist is required with a copy sent to the Safety Coordinator and a copy kept on file at the job site. Written checklists will help provide for more comprehensive inspections of all work activities. This is important due to the rapid and ever-changing job conditions. We must be aware of the potential hazards and exposures presented on our job sites at all times. The inspection procedures are a vital part of our accident prevention program.

Intermittent Inspections

Inspections shall be conducted by managers and supervisors of all departments in the workplace, including storage areas on an intermittent basis.

Inspection Forms

An Inspection Checklist has been provided and should be completely filled out each time it is used. Where you notice that there are conditions unique to your particular job, not covered by the checklist, additional captions and comments should be included. Comments on unsatisfactory items should always be included in the report, as well as corrective action that has been taken, or will be taken.

TYPES OF INSPECTIONS

Facility Inspections

Facility inspections are to be conducted each month by an employee working in the facility as designated by a Safety Team. See *Safety Team* section.

Results of inspections will be reviewed by the Safety Coordinator and addressed according to a priority established by him. Problems identified during an inspection will be corrected, on the spot when possible, or at a specified time to be determined by Safety Coordinator.

Also, monthly inspection results will be discussed during BCH Builders LLC safety meetings. Employees are encouraged to discuss and bring forward their ideas and thoughts regarding any safety items mentioned or of concern to them.

Vehicle and Power Equipment Inspections

All company vehicles and company power machinery will be inspected daily by their operators. Inspection forms will be used for documenting inspections of all company vehicles, to include:

- Safe Operating Condition
- Safety Equipment
- Safety/Caution Signs
- First Aid and Fire Extinguisher Equipment

Safety Work Orders (SWO) and Safety Work Order (SWO) Log

Safety deficiencies identified during any inspections will be submitted to the appropriate manager, superintendent or supervisor where **spot corrections** can be authorized and accomplished if possible. Items that cannot be spot corrected will be submitted to the Field or Non-field Employee Safety Committee to be reviewed at the next regularly scheduled committee meeting. The committee will recommend action and complete a Safety Work Order (SWO) describing the action to be taken, to whom responsibility is assigned, and an expected completion date. A SWO # will be assigned to the SWO and entered on the committee SWO Log. The log is to ensure that safety deficiencies and other safety suggested work is not lost and is accomplished in a timely manner. When any SWO on the SWO log is over thirty days old, the committee as part of the monthly safety report must submit an explanation. (Sections 15. and 15.1)

Section 7.1

FLEET & EQUIPMENT

OPERATION AND MAINTENANCE

- Only individuals with a valid driver license will be permitted to operate a company owned or leased vehicle or drive any private vehicle under company directives. Under no conditions will an individual be allowed to drive while under a suspended or expired license
- All operators of vehicles or equipment, whether company or privately owned, shall make periodic inspections to insure their safe operation and condition.
- Operators of company-owned vehicles and equipment, upon discovery, shall notify their supervisors of any and all hazardous conditions that could or would result in personal injury or property damage.
- At no time should management or supervisory personnel direct their employees to operate any vehicle or piece of equipment knowing it is unsafe to do so.
- Company-owned vehicles and equipment repairs, unless otherwise designated, shall be performed at the appropriate company approved repair facilities.
- If a vehicular accident occurs while on company business, the Vehicle Accident Report must be completed, and the original turned into the Accounting Department; one copy to the Safety Coordinator.

ACCIDENT REPORTING/INVESTIGATION PROCEDURES

RESPONSIBILITIES

All levels of management should be involved in accident investigation, but the first-line supervisors are the members of management most familiar with the workers, materials and processes present in the workplace. Since this is where accidents happen, the first-line supervisor must initiate accident investigation. All management personnel must be supportive of the supervisor's accident investigation function.

PURPOSE

The purpose of this procedure is to provide a standard accident reporting and investigation procedure. It provides forms for reporting and investigating accidents, identifying, studying, and eliminating causes and following up to ensure that corrective actions have been taken.

SERIOUS INJURIES

- **Catastrophic**

All accidents involving BCH Builders LLC employees or independent contractors, resulting in a death or serious injury to any person or any injuries to three or more persons will be reported to BCH Builders LLC's Senior Management and the Safety Department immediately. Prompt initial reporting of the accident is imperative.

- **Lost Time Injury**

Any injury to a BCH Builders LLC employee potentially involving any lost time beyond the incident day must be immediately reported to the Safety Coordinator. The Safety Coordinator will coordinate with the supervisor / manager concerning a Restricted Duty determination or recommendation.

The following items will be completed and sent to the Safety Department. (Report time noted below is from the day of injury):

<u>REPORT/DOCUMENT</u>	<u>REPORT TIME</u>
1. Employer's First Report of Injury or Illness	ASAP
2. Supervisors Illness/Injury/Accident/Incident Report and Investigation Form	24 hours
3. Job Analysis Worksheet	ASAP
4. Surgeon's Report of Injury	As available

- | | |
|---|----------------|
| 5. Employee Medical Release Form | 24 hours |
| 6. Copies of work orders issued to correct dangerous or unsafe conditions | ASAP |
| 7. Newspaper articles, OSHA Inspections Reports, or other data if available | As they appear |

The above documents are to be sent to the Safety Coordinator following any accident as soon as practical but are not required as quickly for a non-serious injury.

- **ACCIDENT INVESTIGATION TECHNIQUE**

Injury - Upon reaching the scene of an injury, quickly determine how you can prevent additional injury to the injured worker and to his co-workers. Treat the injured worker or stabilize the injury and have injured transported for treatment. Even if the injured worker states he or she is fine, make sure he receives appropriate attention by a trained caretaker. Offer to have him transported to a hospital. Once you have transferred care of the injured worker to a trained professional and you are no longer needed for first aid services, report the accident, if catastrophic, to BCH Builders LLC management. Bring conditions back to normal and get employees back on the job. Focus on restoring a safe and secure workplace. **DO NOT ALTER THE SCENE OF THE ACCIDENT!!** Complete Employer's First Report of Injury or Illness Form, as soon as possible, obtain the injured's diagnosis (See Additional Follow-up Activities below).

Investigation - Never complete the accident investigation form at the scene of the accident. The investigation process involves the following methods.

Observation - Look for items such as the following at the accident scene:

- Is machinery working properly?
- Was there sufficient lighting at the scene of the accident?
- What were the conditions of the work surfaces and adjacent areas?

Measurement - Can the cause of accident be determined by measurement or testing?
For example:

- Kinds and amounts of dust or vapors in the atmosphere.
- Conditions of electrical insulation.
- Flaws in materials.

Inquiry - Ask injured worker or co-workers to tell you what happened. This process not only identifies accident causes, but also serves as a learning experience alerting exposed workers to unsafe acts or unsafe conditions in their areas.

Accident Causes - Accident causes fall into two categories:

Unsafe Acts - Are corrected by employee training and enforcement of safety rules and procedures by line management.

Unsafe Conditions - Are corrected by improving plant conditions, machinery, or workplace conditions.

Correction - Once accident causes have been identified, they must be eliminated or controlled. Management must assign the responsibility for correction and follow up to ensure that corrections are made.

History - Review accident history for the same area, same type of machine or same type of injury. This process may also result in correction of unsafe conditions in other areas as well as correcting defects in the area being studied.

Repeat Injury - Study the injured worker's accident history to select appropriate management action which may be exercised to safety train repeaters or to move repeaters to less hazardous positions.

- **REPORT COMPLETION**

Employer's First Report of Injury or Illness

This form is to be completed immediately and forwarded to Human Resources with a copy to the Safety Coordinator. Items 1-29 are to be answered in detail. **DO NOT HOLD THIS FORM UNTIL THE SUPERVISOR'S INVESTIGATION IS COMPLETED.**

Supervisor's Accident Investigation Report

Complete all applicable sections of the Illness/Injury/Accident/Incident Report and Investigation form. This form was designed to be self explanatory.

Job Analysis Worksheet

This worksheet is to be completed by a BCH Builders LLC approved physician for all occupationally based injuries to identify and document any work restrictions imposed. If Restricted Duty is to be granted (See Section 8.1, Restricted Duty Policy), a copy of this completed form must be attached to the "CHANGE OF EMPLOYMENT STATUS" form.

- **ADDITIONAL FOLLOW-UP ACTIVITIES**

Physician Communications

Request the physician to prepare a Surgeon's Report of Injury Form and a signed Job Analysis Worksheet. Upon receipt from the physician, send them to the Safety Department.

Request the status of the injured employee after diagnosis, including severity of the injury, average recovery time, estimated date of return to work or release of work restrictions, imposed via the Job Analysis Worksheet, and date of follow up appointment.

Generally, an employee with a lost time accident will be required to have a doctor's fitness release to return to regular duty assignment from an approved physician or clinic.

Employee Communications

Brief written reports of any employee contacts are to be sent to the Human Resources department. Appropriate contact by the immediate supervisor is encouraged.

Assure that the employee signs a Medical Information Release form and sends the original to Human Resources. A copy of the Medical Release is to be hand-carried to the treatment facility along with a Job Analysis Worksheet, a Surgeon's Report of Injury, and authorization to treat injury (i.e. Purchase Order, verbal notice to clinic, etc.)

Following the injury, if the employee is unable to return to work, the injured employee is required to regularly check in as designated by his/her supervisor (minimum of once each week) and provide information concerning scheduled treatments. This information will include, but is not limited to, date and time of treatment; nature of treatment; name, address, telephone number of health care providers. Employee failure to meet all of the above requirements may be classified as an unexcused absence for each day which employee did not check in.

RESTRICTED DUTY POLICY

In light of the ever-increasing liberalization of Workers' Compensation Law and its benefits, we at BCH Builders LLC must exert every effort to keep employees with potential compensation cases on the job in a capacity suitable to the restrictions placed by a BCH Builders LLC approved physician. BCH Builders LLC reserves the right to offer and terminate Restricted Duty.

RESPONSIBILITIES

After an occupational injury or disease occurs, it is the responsibility of the immediate supervisor of the injured to discuss the case with the Safety Coordinator concerning the offering of Restricted Duty utilizing the guidelines outlined in the following procedure. It is the responsibility of the BCH Builders LLC Safety Coordinator to make the final determination concerning Restricted Duty offering after reviewing the circumstances involved.

PROCEDURE

PURPOSE: To provide the employee an opportunity to return to the work environment and be useful and productive. This work shall fit within the restrictions imposed by a BCH Builders LLC approved physician.

DEFINITIONS:

Restricted Duty is offering to provide a job (or parts of a job or certain tasks) to an employee. Tasks must be within the limitations of the occupational or non-occupational injury or disease as diagnosed by the attending physician and may be hourly or salaried tasks.

NOTE: Restricted Duty is not an admission that the alleged incident was occupationally based. These duties are made available on an individual basis at the sole discretion of management.

DETERMINATION GUIDELINES:

In general, the offering of Restricted Duty will be based on the nature of the injury and availability of work that fits within the restriction imposed and documented on the Job Analysis Worksheet by a BCH Builders LLC approved physician.

Specific factors to be evaluated and actions to be taken in determining whether to offer Restricted Duty should include:

1. Evaluate “Limitations/Restrictions” on the Job Analysis Worksheet
2. Availability of useful/productive work that fits within the “Limitations/Restrictions” imposed
3. Communicate the job or tasks to be assigned the subject individual to the attending physician and seek his concurrence that it is within the restrictions imposed
4. Risk to individual, others, or property

After an employee has been placed on Restricted Duty, he/she will be evaluated on a regular basis to determine continued need to remain on Restricted Duty.

WORKING HOURS:

Hours of work should be limited between 8:00 a.m. and 5:00 p.m., Monday - Friday, while on Restricted Duty assignment to ensure proper supervision. Exceptions may be requested through the Safety Coordinator.

REPORTING:

A “CHANGE OF EMPLOYMENT STATUS” form will be submitted to the Human Resources Department with a copy to the Safety Department when an employee is placed in a Restricted Duty status **and** when returned to regular status.

Complete the “CHANGE OF EMPLOYMENT STATUS” form with the appropriate entries after prior approval by the Safety Coordinator before placing employee on Restricted Duty or returning the employee to Regular Duty.

FIRST AID & CPR

- BCH Builders LLC does provide first aid kits in all departments and on job sites.
- BCH Builders LLC shall have qualified personnel (first aid and CPR trained personnel) in various departments and on job sites and they should be contacted immediately when there is a serious injury.
- All employees in an accident requiring first aid shall report the accident to their immediate supervisor.
- The Safety Coordinator/General Superintendent or appropriate supervisor shall be notified immediately upon discovery of any serious bodily injury.

EMERGENCY FIRST AID

First Aid Defined

First aid is immediate care for victims of injuries or sudden illness. When you give first aid, you deal with the victim's physical condition, the victim's emotional state, and the whole accident situation. First aid also includes care needed later if medical help is delayed or is not available.

Urgent care is first aid given in life-threatening situations. These situations include stopped breathing, heart attack, stroke, heavy bleeding, poisoning, and shock.

It is more important, for example, to give rescue breathing than it is to bandage a mild burn. In an emergency, you may have to leave someone with a broken arm alone while you save someone else from bleeding to death.

Take care of life-threatening situations first. Then seek help. If several people are available, one can go for help while others help you give first aid. Do not leave people who need urgent care to get help.

Then your role is to prevent more injury, seek medical help and keep victim calm (Ref. American Red Cross).

First Aid

First aid services and provisions for medical care shall be provided for all BCH Builders LLC employees on or off BCH Builders LLC properties while in the performance of their duties.

First aid services and provisions for medical care shall be provided for others on BCH Builders LLC property, other than employees, but not limited to the following: Independent contractors and their employees, and visitors involved in accidents.

At no time shall first aid-trained personnel exceed the treatment of a patient beyond the scope of his or her qualifications.

First aid trained personnel, upon notification by the General Superintendent, Supervisor, or other BCH Builders LLC personnel, that a serious injury or illness has occurred, or upon having cause to believe a serious injury or illness has occurred within his or her sphere of influence, shall respond to the scene immediately to render emergency first aid.

Upon summons, first aid-trained personnel shall notify his manager and/or immediate supervisor of his response to render first aid and the location of the incident where he or she is responding.

Upon summons, first aid-trained personnel shall abide by all "rules of the road" when responding to an emergency situation to ensure safe arrival at the emergency scene and the safety of others.

First aid trained personnel shall remain in charge of a patient until a higher medical authority arrives, such as a qualified paramedic, ambulance personnel, physician, or until the person being treated is capable of caring for himself.

First aid trained personnel shall fill out a "Medical Aid Report" and a copy shall be forwarded to the Safety Coordinator.

FIRST AID & CPR TRAINED PERSONNEL

The BCH Builders LLC "First Aid & CPR Trained Personnel Program" is designed to meet the requirement of OSHA. It consists of Certified First Aid Company personnel to render emergency first aid to victims of accidents occurring on BCH Builders LLC's job sites.

First aid-trained personnel are selected by the Safety Coordinator and are located strategically throughout various departments within the company.

In the event of a personal injury accident, the first aid trained personnel closest to the incident should be contacted.

This program is NOT designed to replace any public emergency services, such as Fire Department Emergency Medical Service (EMS) or ambulances. It is intended to aid the sick and injured until the arrival of a higher medical authority.

BLOOD BORNE PATHOGENS

Bloodborne and other body fluid disease control plan for First Aid Responders

BCH Builders LLC policy is to eliminate or minimize employee exposure to blood borne pathogens in the course of providing first aid treatment to injured employees. Generally, all blood is considered potentially infectious. One main concern is the exposure to the Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), although any body fluid should be considered as potentially infectious material. This policy applies to all BCH Builders LLC personnel who are listed in the job classifications on Attachment 1. Only first aid-trained personnel may contact or treat open wounds, provide resuscitation, or clean up spills or otherwise contact body fluids.

Personal Protective Equipment

All employees who are trained and authorized to provide first aid are required to use the personal protection equipment provided by BCH Builders LLC at no cost. This protection is to be readily accessible at our first aid stations and will include:

- Vinyl medical gloves - to be used when treating injuries that may involve contact with blood or other body fluids and when cleaning up body fluids. These gloves will be disposable, hypoallergenic and in appropriate sizes.
- Mask or eye protection and vinyl/plastic apron - to be used when stopping arterial bleeding or any other time when there is a chance of blood or other body fluid contact from splashes, splatters, etc. These items will be disposable and will be removed as outlined in the cleanup procedures.
- Plastic mouthpieces will be disposable and available in all first aid stations for use in pulmonary resuscitation.

The work site will be inspected regularly to ensure that the personal protective equipment mentioned above has not been removed or damaged and if found in either condition these items will immediately be replaced; and that special disposal containers for waste items are available and are being used. Sharps disposal containers should be available although use of sharps such as needles or syringes are not required in the normal course of business. Proper disposal shall be required as outlined in this plan of sharp objects such as broken glass or equipment when contaminated by blood or body fluids.

First Aid Treatment Procedures

- First aiders will wear vinyl medical gloves and administer first aid operations in such a manner as to minimize splashing, spraying, splattering and generation of droplets of these substances. When these first aiders are exposed to blood, body fluids and potentially infectious materials, they are required to wear approved gloves, eye protection, goggles, or face shields, surgical masks, and aprons.

- After providing treatment or performing cleanup, authorized first aiders shall remove their protective clothing (gloves last) and wash thoroughly with soap and water. All personal protective equipment used in the treatment will be disposed of and never reused. This equipment will be disposed of as soon as feasible in designated containers labeled for contaminated waste as outlined in the cleanup procedures. When hand-washing facilities are not available, they are to use the appropriate antiseptic towelettes until they can use soap and water as soon as feasible. These towelettes will be provided at the first aid station. In cases where contact is made unexpectedly before putting on the protective clothing, wash thoroughly and put on protection before proceeding.
- No employee is to be engaged in mouth pipetting and/or suctioning of blood, etc.
- Broken glassware, which may be contaminated, will be removed by use of a brush broom and dustpan. Whether first aid trained or not, our employees must not pick up glassware directly with their hands. Nevertheless, if required, only approved, puncture resistant sharp disposal containers are to be used to dispose of sharp objects.
- Blood saturated dressings: dressings containing body fluids and other regulated wastes are to be disposed of in approved containers (closable; constructed so as to contain all contents and prevent leakage of fluids during handling storage transportation and shipping). They will be properly labeled or color-coded. These waste materials will be removed from our premises by immediate notification to the Safety Department who will make arrangements for disposal by a licensed hazardous waste removal company. That company will handle the actual transportation of wastes from our work site.
- If there is any contaminated laundry, it will be deposited in approved laundry bags and containers that are leak resistant, these are properly labeled as to the contents stored within. These will be removed from the premises by an approved commercial laundry.

Cleanup Requirements

- Any accident location, first aid station and other blood or body fluid contaminated area will be off limits to all employees until it is cleaned and decontaminated. All body fluid spills, splatters, etc. will be cleaned up only by persons who are trained and authorized first aiders. The personal protective equipment listed above will be worn during cleanup.

A blood and body fluid clean up kit is required at each first aid station. The kit should contain disposable supplies consisting of:

- Antiseptic towelettes or germicidal/disinfectant foam, water, plastic disposal bags, vinyl surgical gloves, plastic aprons, facemasks, and a roll of paper towels. Diluted chlorine bleach, (1 part chlorine bleach to 6 parts water), may be used as a disinfectant solution.

- All used medical supplies and clean up materials will be sterilized with a disinfectant solution, then placed in the marked authorized "RED BIOHAZARD" plastic bags, and taped closed. Sharps containers will be used for sharp items. The Safety Department will make arrangements for special disposal.
- After performing cleanup, employees shall remove their protective clothing (gloves last) and wash thoroughly with soap and water. When hand-washing facilities are not available, employees are to use the appropriate antiseptic towelettes until they can use soap and water as soon as feasible. In cases where contact is made unexpectedly before putting on the protective clothing, wash thoroughly and put on protection before proceeding.

Medical Provisions

- Employees who are trained and authorized to provide first aid will be offered the Hepatitis B Virus (HBV) inoculation at BCH Builders LLC expense. These inoculations will be administered by a BCH Builders LLC approved physician at his office during normal working hours. There will be no pre-screening requirements of the employee. Persons who refuse inoculation are required to sign a form-acknowledging refusal. See the Declination Form at Attachment 2. Should the employee change his/her mind on accepting the inoculation, at the request of the employee, BCH Builders LLC will make arrangements for the shots to be offered.
- Employees who have had unprotected contact with potentially infectious body fluids will be offered at no cost appropriate medical testing, follow-ups and counseling after an exposure incident by our treating physician. Those exposed employees will document the circumstances of their exposure so BCH Builders LLC can identify and have medical tests run on the source individual as well as the exposed first aid responder's blood with their consent. All information will be kept confidential, and the exposed employee may have access to the information.

Training Requirements

- When an employee is trained for first aid, there is an orientation program explaining blood borne diseases and their modes of transmission that includes the compliance with our exposure plan, how to handle exposure incidents; engineering and work practice controls; use of personal protective clothing and equipment, voluntary vaccination program and follow-up programs; and the labeling and sign system. There is a question-and-answer session. This procedure is conducted annually thereafter and when responsibilities change. Also, upon request to the Safety Department, our employees can have access to a copy of the OSHA Bloodborne Pathogen standard 1910.1030. These training procedures will be documented on the form at Attachment 3.

Training and Medical Record Keeping

- Training records will be kept and will include the individuals' name, social security number, home address, phone number and date the training was conducted and will be kept for three years. The records will also have a copy of the employees' Declination Form if the employee declines the HBV inoculations.
- Medical records will be kept on all employees exposed to bloodborne pathogens for the duration of their employment and thirty (30) years thereafter. These records will be the investigative information concerning the exposure; any medical test results, counseling records or any other documents that are collected for the exposure. We will make any and all of these records available to the subject employee, employee representatives, or anyone with written consent of the employee, OSHA and NIOSH.

ATTACHMENT 1

BCH BUILDERS LLC: EXPOSURE DETERMINATION

Job classifications in which in which all employees have occupational exposure:

Field Superintendents

Security Officers

Job classifications in which some employees have occupational exposure:

All Others - IF TRAINED AND DESIGNATED A FIRST AID PROVIDER

Tasks and procedures in which occupational exposure occurs that are performed by employees in the job classifications set forth:

Administration of first aid

Performance of cleanup activities

ATTACHMENT 2

DECLINATION FORM FOR THE HEPATITIS B VIRUS VACCINE

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I have an occupational exposure to blood or their potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me upon notification to the BCH Builders LLC Safety Department.

Signed _____

Date _____

Employee address _____

Employee phone _____

copy to:	Employee medical file	<input type="checkbox"/> yes <input type="checkbox"/> no
	Employee	<input type="checkbox"/> yes <input type="checkbox"/> no

ATTACHMENT 3

RECORD OF EMPLOYEE TRAINING FOR BLOOD BORNE PATHOGENS

I have been trained for first aid and have been given an orientation program explaining blood borne diseases and their modes of transmission that includes the compliance with our exposure plan, how to handle exposure incidents; engineering and work practice controls; use of personal protective clothing and equipment; the voluntary vaccination program and follow-up programs; and the labeling and sign system. BCH Builders LLC offered a question-and-answer session during this training. I will receive refresher training on this subject on an annual basis or whenever responsibilities change. Also, upon request to the Safety Department, I can have access to a copy of the OSHA Blood borne Pathogen standard 1910.1030. My training by means of this document and will be kept for three years. Medical records will be kept on me if ever exposed to blood borne pathogens for the duration of my employment and thirty (30) years thereafter. BCH Builders LLC will make these records available to myself, an employee representative, or anyone with my written consent, OSHA and NIOSH.

Signed _____ on this day _____

Employee address _____

Employee phone _____

Witness _____

copy to: Training file

EMERGENCY ACTION PLAN FIRE/MEDICAL/RESCUE

The purpose of this procedure is to ingrain into everyone at BCH Builders LLC the necessity to react in the proper manner in the event of an emergency. The seconds that will be saved by this procedure becoming habit, maybe the seconds needed to save a life... and it may be yours!

NOTIFICATION PROCEDURE

STEP #1 – CALL 911

Telephone

Remember that careful, complete information may save lives and/or property. Be prepared to tell the 911 operator:

- Your name
- Nature of the emergency
- Location of the emergency

***NOTE (enter the actual information for your operations below)**

- * *BCH Builders LLC
201 1st St. E
Park Rapids, MN 56470*
- * *Job Site*

-
- If anyone is injured or ill
 - Advise operator if and where someone will meet the emergency vehicle to provide further directions

FIRE IN BUILDING RESPONSIBILITIES

Occupant Responsibilities

Every occupant of the building is responsible for:

- Becoming familiar with the fire exits and emergency evacuation plan.
- WARNING OTHERS and NOTIFYING THE FIRE DEPARTMENT (PHONE 911)
- Following instructions given by Fire Department personnel.
- Exiting the building in an orderly manner, using the closest exit and remaining outside the building until the order to re-enter is given by the Fire Department.

* ALL EMPLOYEES MUST PARTICIPATE IN ANY FIRE AND EVACUATION DRILL.

Building Management Responsibilities

Building Management is responsible for:

- Posting fire exit and emergency evacuation plans or other approved emergency evacuation plans.
- Conducting fire/emergency evacuation drills as often as required by local Fire Codes and/or is necessary to insure orderly evacuation of all occupants.

Authorizing any occupant to:

- Sound the alarm to warn others,
- Notify the Fire Department (911) when any fire occurs.

If there are any questions relating to this procedure, contact the Safety Coordinator or applicable Building Manager.

EVACUATION PROCEDURE

- In the event of fire in a building, all employees should leave the building as directed by the emergency evacuation plan. If you are away from your regular work area proceed immediately to the nearest exit.
- All employees are to report to their designated place for a head count to ascertain that all employees were safely evacuated after an emergency:

**** Assemble in the PARKING LOT ****

- The Building Manager/Supervisor will be responsible for disconnection of the electrical power if needed.
- When exiting through the front doors, caution must be used to avoid any emergency personnel gaining access to the building.

**** See evacuation plans for EMERGENCY EXITS ****

If you are injured:

Serious illness/injuries, call 911

VEHICLE ACCIDENTS

IF YOU ARE IN AN AUTOMOBILE ACCIDENT THE FOLLOWING STEPS SHOULD BE TAKEN

- After making sure that it is safe, leave the vehicle, and proceed to the side of the road.
- If possible, have someone put up safety cones, and direct traffic safely around the accident scene.
- Take care of the injured persons and don't try more than basic first aid, if you are trained and certified in first aid. Move the injured as little as possible.
- Call or have someone call for medical assistance and police.
- Get names and addresses of witnesses, driver and occupants of other vehicles and any Doctors or Nurses who may arrive at the scene. Write down; make, year, model, license number and insurance company of other car.
- Do not volunteer any additional information or answer specific questions; for example, do not take the blame for anything or agree to any settlement.
- Do not argue with anyone. Do not discuss the limits of insurance coverage.
- Look around, identify the area, get street names. Also note the locations of traffic signs, signals and anything that may be obstructing them. Take or arrange photos if appropriate.
- Also note the time of the occurrence and the driving conditions (i.e. clear, cloudy, wet, etc.)
- As soon as possible after the accident, write out a complete account of it, including a diagram showing car positions, etc. and deliver it to the Safety Coordinator. Include your own estimate of damage done.

CHEMICAL SPILL EMERGENCY PROCEDURE

- Evacuate the building or area in a safe and quick method. If there is wind, do not stand downwind.
- Follow the directions prescribed on the Material Safety Data Sheets for spills of the substance involved.
- Go to the nearest phone and dial 911, relate the nature of the emergency.

BOMB THREATS AND SEARCH

Employees receiving or discovering a bomb threat or emergency should immediately notify the police or fire department. Also notify your immediate supervisor or Safety Coordinator.

If a bomb threat is received by phone, ask:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE.

Record the following information:

- Time of call.
- Date of call.
- Exact words of person.
- Age, sex, adult, child.
- Speech pattern, accent.
- Background noises.

If a bomb threat is received by mail employees should:

- Not handle the letter, envelope or package.
- Notify the police or fire department.
- Notify your immediate supervisor or Safety Coordinator.
(They will preserve the evidence for law enforcement.)

If a suspicious object is discovered the employee should:

- Not attempt to move the object.
- Notify your immediate supervisor. They will notify the police.
- Evacuate the immediate area.
- Attempt to find possible owner of object. Did you see any suspicious characters around that area?
- Await further instructions.

WHAT TO LOOK FOR (SUSPICIOUS OBJECTS)

Explosives can be packaged in a variety of containers. Most likely, it will be camouflaged. The container is likely to be a common article, such as a box (shoe, cigar, etc.), a grocery bag, athletic bag, airline flight bag, suitcase, attaché case, briefcase, etc. Look for the unusual or something that appears to be out of place. It is important that someone familiar with the area assists in the search in order to note something that is unusual or alien to the surroundings. Anything that does not belong, or whose nature and presence cannot be adequately explained, is a suspicious object.

EXPLOSIONS

In the event of an explosion in the building or on the job site, such as those caused by leaking gas, explosives, etc., employees should perform the following actions:

- Take cover under tables, desks, or other such objects that will give protection against flying glass or debris.
- Notify the Fire Department.
- After effects of the explosion have subsided, the police or emergency personnel will determine if evacuation is necessary.
- If evacuation is ordered, exit as instructed by emergency personnel.
- Upon leaving the work site, proceed to evacuation sites and await instructions from emergency personnel.

TORNADO/DISASTER PREPAREDNESS INFORMATION

DURING THE TORNADO

- If indoors, stay indoors. Take cover under a desk, table or bench, or in doorways, halls, or against inside walls. Stay away from glass windows or skylights. Do not run outdoors! You may be hit by flying debris or live electrical wires.
- If outdoors, get away from buildings. Go to low lying areas and stay away from walls, utility poles and electrical wires that could cause serious injury or death.
- If you are in your car, pull to the side of the road and stop the car. Get out and lie down in a low area such as a ditch. If the tornado has been severe, do not attempt to cross bridges or overpasses that have been damaged.
- If in a crowded public place, do not rush for a doorway since other people have the same idea.

AFTER THE TORNADO

- Give first aid to anyone who is injured. Basic first aid information printed near the front of the telephone book gives excellent instructions.
- Wear shoes in areas near debris and broken glass.
- If utilities are damaged:

GAS: Inspect for leaky pipes--by smell only. If you smell gas: do not use candles, matches, or open flames. Do not operate electrical switches or appliances. Shut off main valve at the meter, open all windows and doors so the gas can escape, leave the building and report leak to authorities.

ELECTRICITY: If damage to your electrical system is suspected (frayed wires, sparks, or the smell of hot insulation), turn off system at main fuse box.

WATER: If water leaks are suspected, shut off water at main valve. Do not switch on the gas or electricity again until the power company has first checked your home/office.

- Check neighbors for injuries or fire hazards.
- Turn on battery-powered radio or car radio and listen for advisories. Cellular phones may be operable when other phones are down.
- Clean up debris, glass, and spilled substances, flammable liquids, gasoline.
- Check cabinets and closets. Open doors carefully. Beware of falling objects.
- Cooperate with public safety efforts.

FIRE PREVENTION

Fire prevention must receive major attention in all offices, job sites, vehicles and motorized special equipment.

All BCH Builders LLC departments shall conform to federal, state and local laws regulating fire safety such as, but not limited to:

- Onsite fire safety regulations.
- Installation and service of portable fire extinguishers.
- Proper signage at fire hazardous areas and exits.
- Inspections and service of built-in fire sprinkler and other fire-related systems.
- Fire-safe housekeeping.
- All fires, large or small, shall be reported.

Upon discovery of any fire, the employee shall sound the alarm and notify his supervisor who, in turn, will take the necessary actions to notify the local fire authorities.

Department managers or supervisors shall make out a Fire Incident Report on any and all fires occurring within their jurisdiction and forward a copy of same to the Safety Coordinator.

No employee shall speculate on the cause or origin of any fire to others.

The Safety Coordinator/General Superintendent or other appropriate supervisory personnel shall be notified immediately upon discovery of any fire incident.

FIRE PREVENTION PLAN

POTENTIAL FIRE HAZARDS

Smoking, faulty electrical wiring, equipment, flammable material storage, rags soaked with flammable liquids, other unforeseen fire hazards.

Do's and Don'ts:

DO

- Call 911, alert them to the fire and, if applicable, the fact that chemicals may be involved. Do not go back to the area, until it is pronounced safe by the fire department.
- If a fire is very small and limited in materials which will feed the fire (for example a small trash can), you may use your fire extinguisher to attempt to control the flame, IF you have been trained in the use of a fire extinguisher, AND the safe methods of fighting fire, AND IF the fire is controllable with the equipment, you have available.
- If you are the only person present, you should call 911 for assistance, BEFORE attempting to put out the fire.
- Employee shall store flammable rags in water cans.

DON'TS

- Under NO CIRCUMSTANCES shall employees be allowed near chemical storage areas that have started on fire.
- Under NO CIRCUMSTANCES, you may try to put out a fire if it will leave you in a situation where you have no route to escape. If you are trained in the control of fires, and you do try to extinguish the flame, always stay between the fire and the exit, so that you may evacuate the building at any time.
- Employees shall not smoke near flammable liquids.
- Employees shall not use flammable liquids to clean anything.
- If you have any questions as to exactly what your role will be in an emergency situation, please contact the Safety Coordinator or your immediate supervisor for clarification.

EMPLOYEE AND SUPERVISOR TRAINING

An effective injury and illness prevention program requires proper job performance from everyone in the workplace.

As the employer, BCH Builders LLC will make every effort to ensure all employees know about the materials and equipment they are working with, what known hazards are present, and how we have controlled or intend to eliminate them.

Each individual employee needs to know and understand the following:

- No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized to perform that job.
- No employee should undertake a job that appears to be unsafe or use chemicals without understanding their toxic properties.
- Mechanical safeguards must be in place and must stay in place.
- Each employee is expected to report to Safety Coordinator or appropriate supervisor all unsafe acts or conditions encountered during work.
- Any injury or illness suffered by an employee, even a slight one, must be reported to the Safety Coordinator at once.
- BCH Builders LLC has started a safety and health program, and we are willing to keep improving our program.

New employees will receive a Safety Orientation Checklist from the Safety Coordinator.

All employees will receive appropriate training in all of the equipment, methods, and vehicles they use from their immediate supervisor.

Communication with employees concerning safety will be done using the following methods(s):

METHODS

FREQUENCY

- | | |
|---|---------------------------|
| • Tailgate Safety Meetings (Field Employees) | Bi-Weekly |
| • Safety Team Meetings (Office & Sales Employees) | Monthly |
| • BCH Builders LLC Safety Committee Meetings | Quarterly |
| • Safety posters | Ongoing |
| • Written handouts | Given out when applicable |
| • Individual employee contacts | Ongoing |

All levels of management will require safe work behavior from all the employees they supervise. Employees should be periodically reinforced for safe work behavior. Unsafe work behavior should be immediately corrected. Disciplinary action should be taken when appropriate. All supervisors are responsible for correcting, or referring for correction, all hazards in their area of responsibility.

The person(s) responsible for training employees when new substances, processes, procedures, equipment or previously unrecognized hazards are involved is the immediate supervisor. That Supervisor is responsible for notifying the Safety Coordinator in writing of the training.

The Safety Coordinator will review the safety program and the safety performance of those responsible for carrying it out every three months.

EMPLOYEE SAFETY PARTICIPATION

SAFETY COMMUNICATION

It is BCH Builders LLC policy to maintain open communication between management and staff on matters pertaining to safety. Your thoughts regarding safety are considered important and we encourage your active participation in our safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor, or in writing on the safety suggestion form. Be assured that all safety suggestions will be given serious consideration, and that each will receive a response.

In turn, BCH Builders LLC will provide current safety news and activities, safety reading materials, signs, posters, and a bulletin board for easy access to them all. Also, regular safety meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety.

EMPLOYEE SAFETY--SHORT MEETINGS & SMALL GROUPS

Once an employee is working at full capacity, the points made about safety during orientation talks may be forgotten and unsafe work habits begin to creep in. Machinery and tools seem to become more "friendly" as you work with them day after day, and it becomes easy to become complacent. That is why frequent safety meetings are necessary.

Several brief safety meetings, (weekly/monthly), presented to small groups, (15 to 20 people), are more effective than one (semi-annual) long safety meeting (lecture) given to a large group. Small group meetings encourage individual involvement, can be focused on the specific safety issues of the group and are very easy to do. Some pointers: (NOTE: The following are "tips" and may vary according to work site evaluation).

- Schedule the meeting and stick to the schedule; otherwise, it is likely to be postponed or forgotten about. **NOTE: When scheduled Safety Meetings are routinely canceled or postponed it telegraphs the message that safety gets a low priority by the person making the change.**
- Keep weekly Tail Gate training very short - 5 to 10 minutes.
- Keep monthly Safety Team training time between 30 to 60 minutes.
- Cover one subject applicable to the job situation.
- Demonstrate an object to focus attention. Hold it in your hand if possible or gather the employees around it.
- Get employees to participate in the talk, to arouse their interest and show that they understand.
- Do not criticize individual employees in front of others.
- Document the meeting. This may be needed later on in a disciplinary situation, or if you are visited by a compliance officer from OSHA. Most important, it shows who may have been absent and will have to be spoken to individually, later.
- Non-field employees (office, sales, etc.) will be trained through **Monthly Safety Team Meetings**. (See Section 13.2)
- **Field employees** will be trained through **Weekly Tailgate Safety Meetings**. (See Section 13.3)
- Seminars, safety handouts and special safety presentations will supplement the above training as required.

Non-Field Employees Safety Committee

Safety Teams

Safety Teams

Safety Teams will be established and composed of non-field employees with similar jobs and working conditions. These teams will serve as a medium for Office, Sales and other “non-field” employees to be given training applicable to their function and responsibility in accident and injury prevention. Team members may be from any department; however, each team should not have more than fifteen to twenty members.

Supervisors are responsible for ensuring all non-field employees they supervise are assigned to a Safety Team. To do this, the supervisor will coordinate with the Safety Coordinator for the Safety Team assignment.

Each Safety Team will have a “Team Captain” selected by the team members. The Team Captain of each team will represent his/her team on the **Non-Field Employee Safety Committee**.

The Safety Team Captain shall:

- **FIRST FULL WORK WEEK OF EACH MONTH...**

Ensure a workplace audit is completed utilizing the **Workplace Audit/Inspection Report - Office Area**. Spot corrections should always be made when possible and noted on the inspection form.

- **SECOND FULL WORK WEEK OF EACH MONTH...**

Schedule a safety team meeting and ensure safety training is presented to all safety team members on safety topics selected by the safety team, or special training that may be assigned by the **Non-field Employee Safety Committee** members or Safety Coordinator from time to time. (See Section 13.1 - Short Meetings) When the training is complete, all team members should sign the training roster.

Review and discuss, with team members, all recent safety information provided by the Meridian Commercial Construction Safety Committee or the **Non-field Employee Safety Committee**.

Solicit safety suggestions from team members.

- **THIRD FULL WORK WEEK OF EACH MONTH...**

Attend the Non-field Employee Safety Committee meeting.

Be prepared to present and discuss deficiencies noted on Facility Inspection Checklist and/or Safety Suggestions received from your Safety Team Members.

Provide a dated list of your team members to the Chairperson of the Non-field Employee Safety Committee and the Safety Coordinator each month even if the composition of the team has not changed.

- **FOURTH FULL WORK WEEK OF EACH MONTH...**

Continue work on correcting all safety deficiencies noted during the month that have not been corrected. BCH Builders LLC's goal is to spot correct all safety deficiencies and ensure all corrective action taken is documented. All other deficiencies should be corrected as soon as possible but should never go uncorrected over thirty calendar days.

Non-Field Employee Safety Committee (A Chairperson and Co-Chair/Secretary should be selected by the members during the first committee meeting.) The committee should:

- Provide leadership* and guidance for the Safety Team in all accident and injury prevention activities.

* It is important these committee members lead their team by example. Committee members who consistently demonstrate unsafe acts, or fail to follow safety guidelines, etc., shall be replaced.

- Meet monthly during the Third Full Working Week of the month and:
 1. Review monthly workplace audits conducted by Safety Teams to determine corrective actions that should be taken on noted deficiencies that were not spot corrected.
 2. Review all Safety Suggestions received since the last monthly committee meeting and take or recommend appropriate action. **Any safety suggestion submitted where the Committee disagrees with the recommendation will be reviewed by the Safety Coordinator.**
 - a. Deficiencies noted on any checklist that have not been corrected and/or safety suggestions where a recommended action cannot be completed by the last working day of the month, in which the deficiency was noted or suggestion made, will be documented on a Safety Work Order (SWO) and entered on the committee SWO Log.
 3. Review and discuss all recent safety information provided by the BCH Builders LLC Safety Committee.

4. Review investigations of employee, contractor or customer accidents or illnesses that occur in their work areas and recommend to BCH Builders LLC Safety Committee any corrections or changes necessary to prevent such accidents or illnesses in the future.
 5. Review and investigate hazardous practices or conditions reported by a team member and take or recommend appropriate steps necessary to correct such practice(s) or condition(s).
 6. Review results of internal safety audits and/or OSHA consultative or compliance inspection within their area and assist with implementing any corrective actions necessary to comply with recommendations made.
 7. Recommend to BCH Builders LLC Safety Committee methods for correcting hazardous practices or conditions the team cannot resolve.
 8. Document the Non-field Safety Committee Meeting. Attach a copy of:
 - a. Training sign-off rosters from all Safety Teams
 - b. Workplace Audit / Inspection Reports
 - c. All Safety Suggestions
 - d. Safety Work Order Log
 - e. Explanation for each SWO over 30 days old
- A Monthly Safety Report outlining all safety activities will be forwarded, NLT the second working day of each month, to the Safety Coordinator with a copy to the applicable department managers or supervisor.

Field Employees Safety Committee

Tail Gate Training

Weekly Tail Gate Training

- All field superintendents and other employees who routinely work in the field will be required to attend weekly tailgate safety training sessions.
- Appropriate safety training will be selected and presented by the department head or designated representative. Special training may be presented or assigned by the Field Employee Safety Committee or Safety Coordinator from time to time. (See Section 13.1 - Short Meetings)
- When the training is complete all attendees should sign the training roster.
- Safety Suggestions should continuously be solicited during the weekly meetings.
- Superintendents and Managers are responsible for ensuring applicable individuals within their department attend all weekly tailgate safety training/meetings.
- Field Superintendents will ensure weekly tailgate meetings are held and documented by subcontractors. A copy of the subcontractors tailgate safety meetings should be maintained in your job site file with a copy to the Safety Coordinator.
- All non-field employees should be assigned to a Safety Team (See Section 13.2).

Field Employee Safety Committee

To enhance communications and coordination of safety issues in the construction areas, a Field Employee Safety Committee will be established. A member is required from:

- Site Supervision
- Site Forman

(A Chairperson and Co-Chair/Secretary should be selected by the members during the first meeting of the committee). The committee should:

- Provide leadership* and guidance for all field employees in all accident and injury prevention activities.

* It is important these committee members set the example. Committee members who consistently demonstrate unsafe acts, or fail to follow safety guidelines, etc., shall be replaced.

- **Meet monthly during the Third Full Working Week of the month.**

- Review all Safety Suggestions and Safety Work Orders (SWO's) received since the last monthly committee meeting and take or recommend appropriate action. Any Safety Suggestion submitted where the committee disagrees with the suggested recommendation will be reviewed by the Safety Coordinator. All safety deficiencies noted on a safety checklist that were not spot corrected and/or Safety Suggestions where action is not complete should be recorded on a Safety Work Order and entered on the committee's SWO Log.
- Review and discuss all recent safety information provided by the BCH Builders LLC Safety Committee.
- Review investigations of employee, contractor or customer accidents or illnesses that occurred in your work areas and recommend to BCH Builders LLC Safety Committee any corrections or changes necessary to prevent such accidents or illnesses in the future.
- Review and investigate hazardous practices or conditions, of BCH Builders LLC employees and/or subcontractors, reported and take or recommend appropriate steps necessary to correct such practice(s) or condition(s).
- Review results of internal safety audits and/or OSHA consultative or compliance inspection within your areas and assist with implementing any corrective actions necessary to comply with recommendations made.
- Recommend to BCH Builders LLC Safety Committee methods for correcting hazardous practices or conditions which the department concerned or Field Employee Safety Committee, cannot resolve.
- Document the Field Employee Safety Committee Meeting. Attach a copy of:
 - Training sign-off rosters from all Weekly Tail Gate sessions
 - All Safety Suggestions
 - Safety Work Order Log
 - Explanation of each SWO over 30 days old
- Prepare a Monthly Safety Report outlining all safety activities and forward, NLT the second working day of each month, to the Safety Coordinator with a copy to the applicable department managers or supervisor.

DISCIPLINARY ACTION

When it becomes necessary, BCH Builders LLC reserves the right to discipline employees who knowingly violate company safety rules or policies. Disciplinary measures will include, but not be limited to:

- Verbal warning for minor offenses.
- Written warning for more severe or repeated violations.
- Finally, if none of the above measures prove satisfactory, and no other acceptable solution can be found, the company will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety, and the safety of others.

SAFETY AND HEALTH RECORD KEEPING

The injury and illness record-keeping requirements under OSHA require a minimum amount of paperwork. These records will provide BCH Builders LLC with one measure to evaluate the success of our safety and health activities. Success would generally mean a lack of, or a reduced number of, employee injuries or illnesses during a calendar year.

There are four important steps required by the OSHA record keeping system:

- Obtain a record on every injury or illness requiring medical treatment. Complete the Employer's First Report of Injury or Illness, and the applicable parts.
- Record each injury or illness on the OSHA Log and Summary of Occupational Injuries or Illnesses, OSHA Form No. 200, according to the instructions provided.
- Every year, prepare the summary OSHA Form No. 200, post it no later than February 1, and keep it posted until March 1, where all employees can see it.
- Maintain the last five years of these records in your files.

During the year, periodically review these records to see where injuries and illnesses are occurring and in what numbers. Look for any patterns or repeat situations. These records can help BCH Builders LLC identify hazardous areas in the workplace and pinpoint where immediate corrective action is needed.

EXPOSURE RECORDS AND OTHERS

The injury and illness records may not be the only records you will need to maintain. Certain OSHA standards that deal with toxic substances and hazardous exposures require records of employee exposure to these substances and sources, physical examination records, etc. Employers using any of the regulated carcinogens have additional reporting and record-keeping requirements.

DOCUMENTATION ON YOUR ACTIVITIES

Essential records, including those legally required for workers' compensation, insurance audits, and government inspections must be maintained for as long as the actual need exists.

Keeping written records of our activities, such as policy statements, training sessions for management and employees, safety and health meetings held, information distributed to employees, and medical arrangements made will be maintained. These records, in addition to ensuring compliance with law, will afford an efficient means for reviewing our current safety and health activities for better control of our operations and to plan future improvements.

In addition to the above items, records will be kept of the following safety activities.

- Safety Committee meetings
- Safety Training
- Accidents investigations
- Employee and employer claim forms
- All inspections performed in-house, and those performed by outside federal, state, county and/or city agencies with corrective actions taken or planned
- Disciplinary actions
- OSHA-required records (OSHA Form No. 200, medical exposure records, injury reports)
- Vehicle inspection forms
- DMV driving records
- Job descriptions
- CPR/First aid training

At least one copy of all of the above records will be maintained and filed by Safety Coordinator.

BCH BUILDERS LLC

"CODE OF SAFE PRACTICES"

"CODE OF SAFE PRACTICES"

FOREWORD

The "Code of Safe Practices" is BCH Builders LLC rules and regulations for all employees. They cannot, nor are they expected to, provide a solution to every question or problem which may arise for BCH Builders LLC. It is expected, however, that they will be sufficiently comprehensive enough to cover, either in a specific or a general manner, the obligations, and duties of BCH Builders LLC employees as a whole.

Safety Coordinator

"CODE OF SAFE PRACTICES"

GENERAL SAFETY RULES

- All employees shall abide by the policies of BCH Builders LLC and the rules and regulations set forth in the "Code of Safe Practices".
- Supervisors shall insist on employees observing and obeying every rule, regulation, policy and order, whether verbal or written, as is necessary for safe conduct of the work, and shall take such actions as are necessary to obtain compliance.
- Employees in carrying out their duties shall exercise precautionary measures at all times to avoid accidents and injury to themselves and others.
- Whenever a person is not sure how to do the job safely and correctly, he or she shall not hesitate to ask their supervisor.
- Employees shall report any or all unsafe conditions to their immediate supervisor.
- Employees shall promptly report to their immediate supervisors all accidents and injuries to themselves or any others, such as, but not limited to subcontractors' employees, vendors, or visitors while on BCH Builders LLC's job sites.
- All employees shall be given frequent safety and accident prevention instruction. Weekly Tailgate Safety meetings will be conducted for field employees. Monthly Safety Team meetings will be held for non-field employees.
- Employees shall not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not consistent with the scope of their duties, unless they have received instruction from their supervisors on how to do so.
- Fighting, horseplay, and practical jokes cause accidents and will not be tolerated.

"CODE OF SAFE PRACTICES"

LIFTING AND CARRYING

When lifting, remember that your greatest source of strength is in your legs. This is the secret of protecting yourself from a back injury or hernia. When lifting objects:

- Get a firm footing with feet slightly apart, one alongside and one behind the object.
- Keep back straight, nearly vertical.
- Keep chin tucked in, elbows and arms tucked in, and the load close to the body.
- Keep body weight directly over the feet, lift gradually, using the leg muscles.
- Do not twist or shift your feet with the load.
- Ask for help with awkward or unusually heavy objects. Use mechanical means whenever possible.

"CODE OF SAFE PRACTICES"

HOUSEKEEPING

A clean working area prevents accidents. The time and money spent in keeping the work areas free from debris and trash are paid back tenfold, both in productivity and in reducing the hazards that cause injuries.

All floors, passageways, stairs, and ramps should be kept free of scraps, tools, machinery, and material storage.

"CODE OF SAFE PRACTICES"

PROTECTIVE APPAREL AND EQUIPMENT

- Depending on their work assignment, employees shall wear appropriate clothing to safeguard against injury or exposure to chemicals and/or environmental elements, as required by their immediate supervisor, or as expected of a "reasonable" individual.
- Employees shall wear additional equipment to protect against personal injury as required by their supervisor (or as expected of a "reasonable" individual) such as, but not limited to: goggles, face masks, ear plugs, gloves, hard hats, rubber boots, metal toe guards, and hard rubber soled shoes or boots.

NOTE:

- Hard hats - mandatory in all areas of the project construction area when dangers exist or required by supervisor.
- Safety Vests - must be worn in the project construction area when outside your vehicle along roadways where construction traffic is operating.

"CODE OF SAFE PRACTICES"

FLEET AND EQUIPMENT OPERATORS

- Employees required to operate a motorized vehicle or specialized equipment must possess a current valid Driver's License (copy in their personnel file) and be proficient in the use of such specialized equipment.
- All operators of motorized vehicles shall abide by all the "Rules of the Road" as prescribed by the State traffic laws.
- Before operating any motorized special equipment such as, but not limited to: motorized graders, tractors, skid loaders, three/four-wheeled All-Terrain Vehicles (ATV's), mowers, and edgers, employees shall go through a training session and be checked out by their immediate supervisor.
- Employees shall report any damaged, broken or unsafe vehicle or special equipment to their immediate supervisor upon discovery.
- Any exhibition of speed or reckless driving demeanor in a company or privately owned vehicle will not be tolerated.
- Smoking is not allowed in company vehicles.
- Seat belts must be worn at all times by drivers and passengers in company vehicles.

"CODE OF SAFE PRACTICES"

FIRE PREVENTION

The following are the most common causes of fire in the workplace:

- Electrical defects
- Careless use of smoking materials
- Hot surfaces
- Open flames not safely confined
- Cutting and welding

Some of these causes are related to good housekeeping. Where "No Smoking" signs are posted, no one should smoke. Moreover, even where such signs are not posted, if you recognize the material in the area to be flammable or combustible, don't smoke. The best rule is when in doubt, DON'T.

All flammable materials should be stored properly with "No Smoking" signs posted. Flammable liquids should be stored in properly painted and lettered safety containers. Drums and tanks should be stored a safe distance away from structures and a Class ABC fire extinguisher should be located nearby.

Fire extinguishers are located throughout the company facilities and in some company-owned vehicles. Know where they are located and their proper use.

While every effort is made to prevent fires, there is always a possibility that one may get started. When you detect a fire, there are certain things you can do. If it is a very small fire, you can put it out before it spreads with the use of a portable fire extinguisher or some other smothering agent. Put it out as quickly as possible. If the fire already has a good start and is spreading, sound the alarm, notify your supervisor and try to contain the fire until help arrives. However, do not endanger your own well-being.

"CODE OF SAFETY PRACTICES"

FIRST AID

- BCH Builders LLC provides first aid supplies at all job sites and facilities. All injuries must be reported to your supervisor and Safety Coordinator, whether the injured party is a BCH Builders LLC employee.
- In the event of a serious accident or injury, no one should attempt to administer first aid to the victim unless they are a qualified or experienced first aid person. BCH Builders LLC has qualified people (First Aid Trained Personnel) on the job sites. Contact them immediately when there is a serious injury.
- Never move anyone who is seriously injured unless his continued presence in the areas would further endanger the person.
- Injured employees who have been medically cared for and are able to return to work must have a signed release from a physician to resume full job duties. This release must be given to your supervisor, and a copy to Safety Coordinator. Restricted duty assignment is at the sole discretion of the company and must be coordinated through and approved by the Safety Coordinator.

"CODE OF SAFE PRACTICES"

ALCOHOL/ DRUGS/FIREARMS

- Anyone who reports to work under the influence of drugs, alcohol, or any other substances that could or would endanger the employee's health or safety, or the health and safety of others, shall not be permitted to work or allowed to remain on company property.
- No employee shall buy, sell, use, carry on his person, or store in his place of work, office or vehicle, any illegal drug on company property.
- No employee shall consume alcoholic beverages while performing job duties and/or during the normal working hours or use illegal drugs at any time while on company property.
- Firearms are not allowed on BCH Builders LLC property.

"CODE OF SAFE PRACTICES"

DISCIPLINARY ACTION

- Any employee who willfully fails to comply with or repeatedly violates any of the safety rules, regulations or BCH Builders LLC policies set forth in BCH Builders LLC IIPP and/or "Code of Safe Practices" shall be subject to disciplinary action up to and including termination of employment.

HAZARD COMMUNICATION PROGRAM

BCH Builders LLC is firmly committed to providing all of its employees a safe and healthy work environment. It is a matter of company policy to provide our employees with information about hazardous chemicals on the work site through our hazard communication program, which includes container labeling, Material Safety Data Sheets (MSDS) and employee information/training.

The Safety Coordinator will have overall responsibility for coordinating the hazard communication program for BCH Builders LLC's projects. The Safety Coordinator will make our written hazard communication program available, upon request, to employees, their designated representatives, Occupational Safety and Health (OSHA) and the Director of the National Institute for Occupational Safety and Health.

List of Hazardous Chemicals

The General Superintendent will maintain a list of all known hazardous chemicals that will be used on the work site requiring this information from contractors and by reviewing container labels and MSDS. The list will be updated as necessary. It will be kept in the Construction office by the Construction Office Coordinator with a copy sent to the Safety Coordinator.

LABELING

It is the policy of this company to ensure that each container of hazardous chemicals on a job site is properly labeled. The labels will list:

- the contents of the container
- appropriate hazard warnings.
- the name and address of the manufacturer, importer, or other responsible party

To further ensure that employees are aware of the chemical hazards of materials used in their work areas, it is our policy to label all secondary containers. Secondary containers will be labeled with either an extra copy of the manufacturer's label, or with a sign or generic label that lists the container's contents and appropriate hazard warnings.

This responsibility will be assigned to the General Superintendent and/or Job Site (field) Superintendent to monitor the field. All contracts will require such information and these requirements will be monitored by the *Contract Administration Manager*.

MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of MSDS's for all known hazardous chemicals to which employees may be exposed will be kept in the Construction office and the Safety Coordinator's office and are readily accessible to employees in the work area during each work shift. The *Contract Administration Manager* and/or Field Superintendent is responsible for obtaining, maintaining, and updating the file's of MSDS's.

Employee Training

Employees are to attend a training session on hazardous chemicals in their work area at the time of their initial work assignment. The training session will cover the following:

- An overview of the hazard communication requirements.
- The review of the chemicals present in their workplace operations.
- The location and availability of our written hazard communication program, a list of hazardous chemicals and MSDS.
- Methods and observation techniques that may be used to detect the presence or release of hazardous chemicals in the work area.
- The physical hazards of the chemicals in the work area.
- The health hazards of the chemicals in the work area, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure and any medical condition known to be aggravated by exposure to the chemical.
- How to lessen or prevent exposure to hazardous workplace chemicals by using good work practices, personal protective equipment, etc.
- Emergency procedures to follow if employees are exposed to hazardous chemicals.
- An explanation of our hazard communication program, including how to read labels and MSDS to obtain appropriate hazard information.

When a new type of product is introduced into a work area or the chemical composition of a product changes, the *Contract Administration Manager* and/or Field Superintendent will review the above items as they are related to the new chemicals.

Non-Routine Tasks

Periodically employees are required to perform non-routine tasks. Prior to starting work on such projects, each affected field employee will be informed by General Superintendent or Field Superintendent about hazards to which they may be exposed and appropriate protective and safety measures.

Informing Other Employees

To ensure that the employees of subcontractors have access to information on the hazardous chemicals at our job site we will inform them of any use of hazardous chemicals on the job site and it is then their responsibility to provide the following information to their employees:

- where the MSDS are available
- the name and location of the hazardous chemicals to which their employees may be exposed, and any appropriate protective measures required to minimize their exposure; and
- explanation of the labeling system used at our job site

NOTE: Each contractor bringing chemicals onto our job site must provide us with the appropriate hazard information on those substances to which our employees may be exposed to on-the-job site.

This is a requirement of all subcontractors.

HAZARD COMMUNICATION EMPLOYEE TRAINING PROGRAM

Our employee-training program will cover the following:

- An overview of the hazard communication requirements.
- A review of the chemicals present on our job site.
- The location, availability, and contents of our written hazard communication program and MSDS's.
- How to detect the release and presence of hazardous chemicals in the work area.
- Physical and health hazards of the chemicals in the work area.
- How to lessen or prevent exposure to hazardous chemicals by using good work practices, personal protective equipment, etc.
- How to read labels and MSDS's to obtain hazard information.

Overview of the Hazard Communication Program

The Hazard Communication Standard (HAZCOM) is intended to ensure that both employers and employees are aware of potential hazards associated with chemicals in their workplace.

Chemicals on Job sites

A variety of products will be used on our job site. Many of these products may contain one or more hazardous chemicals. Most of these products can be grouped by their basic function or use. We will discuss which products fit in each group and will identify the associated hazards and how to detect and control them as well as protective equipment. A list of the chemicals potentially found on our site is attached to our written hazard communication program.

Written Hazard Communication Program

We have a written program that outlines how we will provide you with information about hazardous workplace chemicals. It is our company policy on hazardous substances. Among other things, it includes:

- a list of hazardous substances on our job sites
- our procedure for maintaining MSDS's
- our employee training program
- a statement outlining how information will be exchanged among contractors on our work site
- contractual requirements

Physical & Health Hazards of Workplace Chemicals

The employee will be trained about the hazards of chemicals in their work areas and also made aware that information is also available on the MSDS. The training will include the following information:

- the measures you can take to protect yourself from hazards
- our company procedures that provide you with protections, such as work practices, personal protective equipment, construction controls, etc.
- the physical and health effects of the (groups of) chemicals
- how to detect the presence of a chemical; and
- general emergency and first aid procedures

How to Read Labels and Material Safety Data Sheets (MSDS)

LABELS: You must read product labels before working with a hazardous substance. Each label will have the identity of the hazardous chemical and a hazard warning. Original container labels will also have the name and addresses of the manufacturer.

The label should serve as a reminder of the information we are presenting in this training session and of the information found in more detail on the MSDS.

It is essential that you read the hazard warning and use the chemical as prescribed by the label. If you have questions about the specific label, ask your supervisor or refer to the MSDS.

MATERIAL SAFETY DATA SHEETS: MSDS's provide a great deal of information about the chemicals we use. The chemical manufacturers are responsible for providing us with MSDS's. MSDS's for chemicals potentially found on our work site are available in the Construction office and in the Safety Coordinator's office.

FALL PROTECTION PROGRAM

Fall Protection Plan for BCH BUILDERS LLC

This Fall Protection Plan Is Specific For The Following Project:

Location of Job	_____
Date Plan Prepared or Modified	_____
Plan Prepared By	_____
Plan Approved By	_____
Plan Supervised By	_____

The following Fall Protection Plan is a sample program prepared for the prevention of injuries associated with falls. A Fall Protection Plan must be developed and evaluated on a site-by-site basis. It is recommended that builders discuss the written Fall Protection Plan with their OSHA Area Office prior to going on a jobsite.

I. Statement of Company Policy

BCH Builders LLC is dedicated to the protection of its employees from on-the-job injuries. All employees of BCH Builders LLC have a responsibility to work safely on the job. The purpose of the plan is to supplement our existing safety and health program and to ensure that every employee who works for BCH Builders LLC recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

This Fall Protection Plan addresses the use of conventional fall protection at a number of areas on the project, as well as identifies specific activities that require non-conventional means of fall protection. During the construction of residential buildings under 48 feet in height, it is sometimes infeasible, or it creates a greater hazard to use conventional fall protection systems at specific areas or for specific tasks. The areas or tasks may include, but are not limited to:

- a. Setting and bracing of roof trusses and rafters.
- b. Installation of floor sheathing and joists.
- c. Roof sheathing operations.
- d. Erecting exterior walls.

In these cases, conventional fall protection systems may not be the safest choice for builders. This plan is designed to enable employers and employees to recognize the fall hazards associated with this job and to establish the safest procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Each employee will be trained in these procedures and will strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the competent person of their concern and have the concern addressed before proceeding.

It is the responsibility of the Safety Coordinator to implement this Fall Protection Plan. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced. The crew supervisor or foreman is responsible for correcting any unsafe practices or conditions immediately.

It is the responsibility of the employer to ensure that all employees understand and adhere to the procedures of this plan and to follow the instructions of the crew supervisor. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees. Any changes to the Fall Protection Plan must be approved by the Safety Coordinator.

II. Fall Protection Systems to Be Used on This Job

Installation of roof trusses/rafters, exterior wall erection, roof sheathing, floor sheathing and joist/truss activities will be conducted by employees who are specifically trained to do this type of work and are trained to recognize the fall hazards. The nature of such work normally exposes the employee to the fall hazard for a short period of time. This Plan details how BCH Builders LLC will minimize these hazards.

Controlled Access Zones

When using the Plan to implement the fall protection options available, workers must be protected through limited access to high hazard locations. Before any non-conventional fall protection systems are used as part of the work plan, a controlled access zone (CAZ) shall be clearly defined by the competent person as an area where a recognized hazard exists. The demarcation of the CAZ shall be communicated by the competent person in a recognized manner, either through signs, wires, tapes, ropes or chains.

BCH Builders LLC shall take the following steps to ensure that the CAZ is clearly marked or controlled by the competent person:

All access to the CAZ must be restricted to authorized entrants.

All workers who are permitted in the CAZ shall be listed in the appropriate sections of the Plan (or be visibly identifiable by the Superintendent) prior to implementation.

The competent person shall ensure that all protective elements of the CAZ be implemented prior to the beginning of work.

Installation Procedures for Roof Truss and Rafter Erection

During the erection and bracing of roof trusses/rafters, conventional fall protection may present a greater hazard to workers. On this job, safety nets, guardrails and personal fall arrest systems will not provide adequate fall protection because the nets will cause the walls to collapse, while there are no suitable attachment or anchorage points for guardrails or personal fall arrest systems.

On this job, requiring workers to use a ladder for the entire installation process will cause a greater hazard because the worker must stand on the ladder with his back or side to the front of the ladder. While erecting the truss or rafter the worker will need both hands to maneuver the truss and therefore cannot hold onto the ladder. In addition, ladders cannot be adequately protected from movement while trusses are being maneuvered into place. Many workers may experience additional fatigue because of the increase in overhead work with heavy materials, which can also lead to a greater hazard.

Exterior scaffolds cannot be utilized for this job because the ground, after recent backfilling, cannot support the scaffolding. In most cases, the erection and dismantling of the scaffold would expose workers to a greater fall hazard than erection of the trusses/rafters.

On all walls eight feet or less, workers will install interior scaffolds along the interior wall below the location where the trusses/rafters will be erected. "Sawhorse" scaffolds constructed of 46-inch sawhorses and 2x10 planks will often allow workers to be elevated high enough to allow for the erection of trusses and rafters without working on the top plate of the wall.

In structures that have walls higher than eight feet and where the use of scaffolds and ladders would create a greater hazard, safe working procedures will be utilized when working on the top plate and will be monitored by the crew BCH Builders LLC shall take the following steps to protect workers who are exposed to fall hazards while working from the top plate installing trusses/rafters:

Only the following trained workers will be allowed to work on the top plate during roof truss or rafter installation:

Workers shall have no other duties to perform during truss/rafter erection procedures.

All trusses/rafters will be adequately braced before any worker can use the truss/rafter as a support.

Workers will remain on the top plate using the previously stabilized truss/rafter as a support while other trusses/rafters are being erected.

Workers will leave the area of the secured trusses only when it is necessary to secure another truss/rafter.

The first two trusses/rafters will be set from ladders leaning on side walls at points where the walls can support the weight of the ladder: and

A worker will climb onto the interior top plate via a ladder to secure the peaks of the first two trusses/rafters being set.

The workers responsible for detaching trusses from cranes and/or securing trusses at the peaks traditionally are positioned at the peak of the trusses/rafters. There are also situations where workers securing rafters to ridge beams will be positioned on top of the ridge beam.

BCH Builders LLC shall take the following steps to protect workers who are exposed to fall hazards while securing trusses/rafters at the peak of the trusses/ridge beam:

Only trained workers will be allowed to work at the peak during roof truss or rafter installation:

Once truss or rafter installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects.

Workers shall have no other duties than securing/bracing the trusses/ridge beam.

Workers positioned at the peaks or in the webs of trusses or on top of the ridge beam shall work from a stable position, either by sitting on a "ridge seat" or other equivalent surface that provides additional stability or by positioning themselves in previously stabilized trusses/rafters and leaning into and reaching through the trusses/rafters.

Workers shall not remain on or in the peak/ridge any longer than necessary to safely complete the task.

Roof Sheathing Operations

Workers typically install roof sheathing after all trusses/rafters and any permanent truss bracing is in place.

Roof structures are unstable until some sheathing is installed, so workers installing roof sheathing cannot be protected from fall hazards by conventional fall protection systems until it is determined that the roofing system can be used as an anchorage point. At that point, employees shall be protected by a personal fall arrest system.

Trusses/rafters are subject to collapse if a worker falls while attached to a single truss with a belt/harness. Nets could also cause collapse, and there is no place to attach guardrails.

All workers will ensure that they have secure footing before they attempt to walk on the sheathing, including cleaning shoes/boots of mud or other slip hazards.

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

BCH Builders LLC shall take the following steps to protect workers who are exposed to fall hazards while installing roof sheathing:

Once roof sheathing installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects.

The competent person shall determine the limits of this area, which shall be clearly communicated to workers prior to placement of the first piece of roof sheathing.

The competent person may order work on the roof to be suspended for brief periods as necessary to allow other workers to pass through such areas when this would not create a greater hazard.

Only qualified workers shall install roof sheathing.

The bottom row of roof sheathing may be installed by workers standing in truss webs.

After the bottom row of roof sheathing is installed, a slide guard extending the width of the roof shall be securely attached to the roof. Slide guards are to be constructed of no less than nominal 4" height capable of limiting the uncontrolled slide of workers. Workers should install the slide guard while standing in truss webs and leaning over the sheathing.

Additional rows of roof sheathing may be installed by workers positioned on previously installed rows of sheathing. A slide guard can be used to assist workers in retaining their footing during successive sheathing operations; and

Additional slide guards shall be securely attached to the roof at intervals not to exceed 13 feet as successive rows of sheathing are installed. For roofs with pitches in excess of 9-in-12, slide guards will be installed at four-foot intervals.

When wet weather (rain, snow, or sleet) is present, roof sheathing operations shall be suspended unless safe footing can be assured for those workers installing sheathing.

When strong winds (above 40 miles per hour) are present, roof sheathing operations are to be suspended unless wind breakers are erected. Installation of Floor Joists and Sheathing During the installation of floor sheathing/joists (leading edge construction), the following steps shall be taken to protect workers:

Only the following trained workers will be allowed to install floor joists or sheathing:

Materials for the operations shall be conveniently staged to allow for easy access to workers.

The first-floor joists or trusses will be rolled into position and secured either from the ground, ladders or sawhorse scaffolds;

Each successive floor joist or truss will be rolled into place and secured from a platform created from a sheet of plywood laid over the previously secured floor joists or trusses.

Except for the first row of sheathing which will be installed from ladders or the ground, workers shall work from the established deck; and

Any workers not assisting in the leading-edge construction while leading edges still exist (e.g. cutting the decking for the installers) shall not be permitted within six feet of the leading edge under construction.

Erection of Exterior Walls

During the construction and erection of exterior walls, employers shall take the following steps to protect workers:

Only trained workers will be allowed to erect exterior walls:

A painted line six feet from the perimeter will be clearly marked prior to any wall erection activities to warn of the approaching unprotected edge.

Materials for operations shall be conveniently staged to minimize fall hazards; and

Workers constructing exterior walls shall complete as much cutting of materials and other preparation as possible away from the edge of the deck.

III. Enforcement

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The crew supervisor or foreman, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

IV. Accident Investigations

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

V. Changes to Plan

Any changes to the plan will be approved by (name of the qualified person). This plan shall be reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite.

[59 FR 40746, Aug. 9, 1994; 60 FR 5131, Jan. 26, 1995]