



John Grazel Inc.

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Safety Program

JOHN GRAZEL INC. Foundations Safety Policy

It is the policy of JOHN GRAZEL INC.. that every employee is entitled to a safe and healthful workplace. Every reasonable effort will be made in the interest of accident prevention, fire protection, and hazard awareness.

The management concept of JOHN GRAZEL INC.. is efficiency, production and safety. When production with safety is achieved, production with efficiency is attained simultaneously.

JOHN GRAZEL INC.. has a basic responsibility to make the safety of everyone a part of our daily concern. We will be counting on you to do your part in making our program a successful one.

The successful operation of JOHN GRAZEL INC.. will depend not only on sales and service, but also how safely each job is performed. There is no job so important - or any service so urgent - that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and expect your full cooperation in making our program effective.

Sincerely,

John Grazel
President

Safety Program

Objectives

The personal safety and health of all employees of this company are of highest importance. The prevention of occupational (work related) caused injuries is of such importance that it shall be given precedence over operating productivity.

All personnel shall practice safety at all times. Only safe methods and equipment shall be used.

It is this company's intent to always maintain effective standards for guarding against injuries and illnesses while on the job. A proper attitude toward the prevention of injuries and illnesses on the part of all employees is required to be successful. Success in all safety and health matters also depends upon teamwork among the company, its supervisors and all employees, and also between employee and fellow workers. Only through such cooperative attitudes and efforts can a safety record in the best interest of all be established and preserved.

Our safety and health program is designed to decrease the number of injuries and illnesses to a minimum. Our goal is zero accidents, injuries and illnesses.

"Employee Safety and Health Handbook"

JOHN GRAZEL INC. Foundations, Inc. will supply each supervisor that may hire new employees with the handbook "EMPLOYEE SAFETY AND HEALTH HANDBOOK" that is published by The Association of Drilled Shaft Contractors.

Every employee shall be given a copy of the "Handbook" and required to read and know its' contents. It shall then become the responsibility of the hiring supervisor to fully determine that the employee has read and understood this booklet before the newly hired employee is exposed to any hazard of the work assignment.

After determining the employee is familiar with the "Handbook", the supervisor shall assist and direct the employee in the completion of the information required on the last pages of the "Handbook". When complete the supervisor will remove and retain the completed pages and attach it to the records that are sent the main office for filing.

Portions of the "Handbook" should be used as subject material for "Weekly Tailgate Meetings as the need will dictate and employee reminders or continued training is necessary.

Safety Standards

1. Full and complete compliance with Puerto Rico General Industry Safety Orders, Federal and PR/OSHA safety laws, rules and regulations.
2. Requirements for all employees to comply and cooperate with all safety and health rules as a condition of employment.
3. Safety instruction for all employees on a regular basis.
4. Conducting safety and health inspections to identify and eliminate unsafe working conditions and/or practices.
5. Investigating, promptly and thoroughly, every accident to determine what caused it and to correct the problem so it won't happen again.
6. Implement a Hazard Communication Program.
7. This company shall make all Medical/Exposure Records available within 15 days of a request by any employee or his or her representative.

Disciplinary Procedures

EMPLOYEES WHO FAIL TO COMPLY WITH SAFETY RULES WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. SUPERVISORS WILL FOLLOW THE NORMAL DISCIPLINARY PROCEDURES AS FOLLOWS:

1. Verbal counseling - the first step. Must be documented in the employee's personnel file.
2. Written warning - outlining nature of offense and necessary corrective action. Copy to employees' personnel file.
3. Termination - if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

SUPERVISORS WILL BE SUBJECT TO DISCIPLINARY ACTION FOR THE FOLLOWING REASONS:

1. Repeated safety rule violations by their department employees.
2. Failure to provide adequate training prior to job assignment.
3. Failure to report accidents and provide medical attention to employees injured at work.
4. Failure to control unsafe conditions or work practices.
5. Failure to maintain good housekeeping standards and cleanliness in their departments.

SUPERVISORS WHO FAIL TO MAINTAIN HIGH STANDARDS OF SAFETY WITHIN THEIR DEPARTMENTS WILL BE DEMOTED OR TERMINATED AFTER TWO DOCUMENTED WARNINGS HAVE BEEN LEVIED DURING ANY CALENDAR YEAR.

Violation of Safety Form

JOHN GRAZEL INC

DATE OF VIOLATION: _____

TIME OF VIOLATION: _____

EMPLOYEE NAME: _____

NATURE OF VIOLATION: _____

EMPLOYEE RESPONSIBLE: _____

SUPERVISOR

EMPLOYEE

SAFETY DIRECTOR

Responsibilities

Management

The ultimate responsibility for the health and safety of the company's employees rest with management. Their specific responsibility is the development and implementation of a Health and Safety Program.

To effectively execute their safety responsibilities, managers will:

1. Familiarize themselves with the safety program and ensure its effective implementations.
2. Be aware of all safety considerations relating to new jobsites, new process, procedure, machine or material involved in the construction process.
3. Give maximum support to all programs and committees whose function is to promote safety and health.
4. Actively participate in safety committees as required.
5. Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.

Safety Director –

This person shall be identified by management and be responsible for the implementation and maintenance of the Health and Safety Program. Specific duties include but are not limited to:

1. Ensure that all accidents are reported and investigated promptly and that corrective action is taken. Assist in accident investigation as required.
2. Modify the Health and Safety Program in response to changing working conditions and lessons learned from accident investigations.
3. Maintain an accident record system with loss control evaluations on a regular basis. Coordinate reporting procedures from the field.
4. Notify insurance carrier and OSHA immediately in the case of death or a serious accident. (see Reporting.)
5. File an "Employer's Report of Occupational Injury or Illness" and any other pertinent forms with the company's insurance carrier within 72 hours of a reportable accident. Maintain CAL/OSHA Form 300: post every February.
6. Report to management on the state of safety at all company facilities and job sites.
7. Arrange for maintenance of first-aid training and medical services at each job location.
8. Oversee the Safety Incentive and Disciplinary Program.
9. Inspect jobs, shop, plant, vehicles and equipment for compliance with all State and Federal safety and health regulations. Institute and maintain inspection and maintenance records.

10. Make written safety recommendations and recommend disciplinary notices where warranted. Be especially aware of unsafe work practices.
11. Institute red tag authority in areas of imminent danger.
12. Develop and maintain an Employee Safety Training Program with appropriate training materials and record keeping. Coordinate with field personnel.
13. Offer full support to job superintendents and field personnel in all matters regarding safety and health.
14. Develop and implement a Hazard Communication Program.

Project Manager (Engineer)

The Project Manager is the job site administrator of the Safety Program. He works hand in hand with the Superintendent in assuring a safe job site. His responsibilities dovetail and overlap the responsibilities of the Superintendent and visa versa.

The Project Manager's responsibilities are to:

1. Familiarize himself with company safety policies, programs and procedures.
2. Administer the company's Hazard Communication Program.
3. Require all subcontractors on the jobsite to comply with company's safety program.
4. Ensure that all injuries, no matter how minor, are treated immediately, that an accident investigation is conducted within 24 hours, and that the "Supervisor's Report of Accident" is sent to the Director of Safety immediately upon completion of the investigation. (see Reporting.)
5. Notify the Director of Safety **IMMEDIATELY** in the case of a serious accident or accidental death. (A serious accident is one that requires emergency medical treatment and/or hospitalization.)
6. Maintain a safe jobsite at all times. Inspect work areas daily for unsafe conditions and work practices. Take all corrective actions necessary. Utilize the jobsite inspection checklist as required by the specifics on the jobsite. (see "Jobsite Inspection")
7. Conduct weekly tailgate safety training sessions. (see "Safety Training")
8. Maintain jobsite bulletin boards.

Superintendents

Our superintendents are the foundation of the company's Safety Program. Their attitudes regarding safety set the pace on the jobsites. Therefore, all Superintendents will reflect a positive attitude towards accident prevention at all times. Jobsite safety is the primary responsibility of the superintendent. His responsibilities are to:

1. Familiarize himself with company safety policies, programs and procedures.

2. Provide complete safety training to all employees prior to the assignment of duties.
3. Consistently and fairly enforce all company safety rules.
4. Ensure that all injuries, no matter how minor, are treated immediately, that an accident investigation is conducted within 24 hours, and that the "Supervisor's Report of Accident" is sent to the Director of Safety immediately upon completion of the investigation. (see Reporting.)
5. Take all corrective actions necessary to prevent the recurrence of an accident.
6. Notify the Director of Safety **IMMEDIATELY** in the case of a serious accident or accidental death. (A serious accident is one that requires emergency medical treatment and/or hospitalization.)
7. Maintain a safe jobsite at all times. Inspect work areas daily for unsafe conditions and work practices. Take all corrective actions necessary. Utilize the jobsite inspection checklist as required by the specifics on the jobsite. (see Jobsite Inspection.)
8. Conduct weekly tailgate safety training sessions. (see "Safety Training")

Competent Person

Each of our Superintendents must be a "Competent Person" and must be able to identify Hazards and be capable of taking proper action to correct any possible unsafe condition. The competent person's responsibilities are:

1. Perform all duties in a professional manner and enforce all company safety rules.
2. Familiarize himself with all current City, State and Federal Regulations and safety orders pertaining to his project, obtain Job-Site Emergency information.
3. Ensure that on site Engineer is aware of all excavating and especially sites where shoring and/or trenching occur.
4. Be able to identify soil conditions and insure that proper protective measures are taken to prevent caving conditions. All protective measures are to be approved by on site Engineer.
5. Maintain safe atmosphere conditions by continuous testing and monitoring.
6. Identify drilling shaft spoils and determine if steel casing is required. Also follow down the hole entry program if entry is required.
7. Take immediate action if any unsafe condition arises and take corrective measures as needed.
8. Inspections must be made daily and any violations of the Injury Illness Prevention Program must be reported to the Project Manager or Safety Director.
9. All excavation projects will be in accordance with Construction Safety Orders Sections 1504, 1539-1547, Title 8.

Employees

A safety program cannot succeed without the cooperation of the employees that the program is designed to protect. Therefore, as a condition of employment, all employees will take responsibility for safety by:

1. Adhering to all safety rules, regulations and the Code of Safe Practices.
2. Wearing appropriate clothing and safety equipment as required.
3. Maintaining equipment in good condition, with **ALL SAFETY GUARDS IN PLACE** when in operation.
4. Reporting all injuries, no matter how minor, immediately to your supervisor.
5. Encouraging co-workers to work safely.
6. Reporting unsafe acts and conditions to your supervisor.

Emergency Medical Services

Employees should notify their supervisor IMMEDIATELY in case of ANY injury or illness incurred at their job location. In the event of an incapacitating injury or illness, other employees in the vicinity are responsible for immediately notifying the appropriate supervisor or company officer, and for rendering first-aid when trained to do so. The supervisor will arrange for transportation to the offices of a company-retained physician or to a hospital, as appropriate, for necessary medical services required by work-connected injuries or illnesses. In the absence of the Supervisor or Company Officer, the injured or ill employee, when able to do so, or other employees, shall arrange for emergency medical services. Employees are personally responsible for medical care required by non-work-connected injuries or illnesses.

Each job location shall post in a conspicuous place the addresses, directions to each location, and telephone numbers of ambulance services, physicians and hospitals and out patient clinics whose services should be requested as required by work-connected injuries or illnesses.



John Grazel Inc.

Job Site Emergency Information

JOB SITE NAME: _____

JOB SITE LOCATION: _____

JOB SITE TELEPHONE: _____

RESPONSIBLE PERSON: _____

Emergency Information

FIRE/POLICE: _____

HOSPITAL: _____

HOSPITAL ADDRESS: _____

DOCTOR: _____

ALTERNATE DOCTOR: _____

THE ABOVE EMERGENCY INFORMATION MUST BE OBTAINED FROM GENERAL CONTRACTOR PRIOR TO THE START OF A PROJECT. JOB SUPERINTENDENT, FOREMAN, OR OPERATORS ARE RESPONSIBLE FOR THIS TASK.



Foundations, Inc.

SUPERVISOR'S REPORT OF ACCIDENT

ACCIDENT LOG #

In order for all claims to be filed correctly, this form must be filled out completely and accurately.

NAME OF INJURED _____ SOCIAL SECURITY # _____

STREET ADDRESS _____

CITY / STATE / ZIP _____ PHONE() _____

IS INJURED AN EMPLOYEE? NO YES

WITNESSES (IF TESTIMONY TAKEN, ATTACH PAGES.)

- 1. _____
- 2. _____
- 3. _____

WHAT HAPPENED:

BRIEF DESCRIPTION OF ACCIDENT _____

WEATHER CONDITIONS: _____

LOCATION (JOB NAME AND NUMBER) _____

TIME EMPLOYEE BEGAN WORK: _____

POLICE REPORT # (IF ANY) _____

MEDICAL:

NATURE AND EXTENT OF KNOWN INJURIES. PLEASE BE SPECIFIC:

WAS MEDICAL TREATMENT SOUGHT _____

LIST NAME/ADDRESS OF ALL WHO PROVIDED MEDICAL SERVICES:

IF MEDICAL SERVICES WERE DECLINED, EXPLAIN: _____

REPORT PREPARED BY _____ TITLE _____ TIME _____

SIGNATURE _____ DATE _____

Accident Prevention

An accident is any unforeseen occurrence from which personal injury or property damage may result, regardless of whether injury or damage does result.

All accident causes are subject to control. The following are some of the basic causes of accidents:

Supervisory

- ❖ No instructions given
- ❖ Incomplete instructions
- ❖ Rules, standards or instructions not enforced
- ❖ Personal safety devices not provided (goggles, safety belts, safety hats, safety shoes, masks, respirators, etc.)
- ❖ Proper or safe tools or equipment not provided
- ❖ Inadequate inspection of equipment or work place
- ❖ Improper procedure for doing work
- ❖ Poor job training

Employee Characteristics

- ❖ Haste, short cuts, and chance taking
- ❖ Guards provided but not used
- ❖ Personal safety devices furnished but not used
- ❖ Improper or unsafe tool or equipment used
- ❖ Horseplay or fooling around
- ❖ Instructions or rules disregard
- ❖ Inattention
- ❖ Inexperience
- ❖ Physical condition
- ❖ Improper body position
- ❖ Improper method of doing work
- ❖ Action of fellow worker
- ❖ Improper clothing
- ❖ Drug or alcohol impairment

Equipment or Materials

- ❖ Ineffectively guarded equipment
- ❖ Unguarded equipment
- ❖ Defective tools
- ❖ Defective material
- ❖ Defective equipment (not motor vehicles)
- ❖ Defective motor vehicle equipment
- ❖ Improper type or poorly designed equipment or materials
- ❖ Unsafe equipment or material of others than employer

Unsafe Conditions

- ❖ Poor light
- ❖ Poor ventilation
- ❖ Congestion
- ❖ Improper piling or storage
- ❖ Exits or emergency escapes inadequate or not provided
- ❖ Faulty layout of plant of facilities
- ❖ Tools, equipment, or materials scattered around
- ❖ Slippery floors or other places
- ❖ Unsafe conditions caused by other than employer or employees

How To Report An Accident (Reporting Responsibilities)

For additional information, read:

- ❖ Reporting and Record Keeping of Accidents and Injuries
- ❖ Reporting under Workers' Compensation
- ❖ What Injuries and Illnesses are Recordable
- ❖ Accident Investigation Reports
- ❖ How to Receive an Accident Witness Statement

If you have any questions, contact the Director of Safety at the main office.

Supervisor of Injured Employee

1. File "Supervisor's Report of Accident" within 24 hours with Project Manager.
2. Provide injured employee with "Order for Medical, Surgical or Hospital Aid".
3. Provide the injured employee (within 24 hours from the date of notification of an injury) with the "Employee's Claim for Worker's Compensation Benefits" and the "Employee Claim Report Confirmation" forms. These forms must be completed by the injured employee or his/her representative and returned to the job superintendent as soon as possible. The Superintendent must forward these forms immediately to the Project Manager. The Project Manager must send these forms to the Director of Safety within 24 hours of receipt from the injured employee. This entire procedure must be completed within 14 days from the date of the accident.
4. Obtain Doctor's Release from employee when he/she returns to work, and file with Director of Safety.
5. Review list of clinics on the following pages. If a clinic is not listed in the area of your project, contact the General Contractor or the office for a clinic nearest the site.

Project Manager

1. Review "Supervisor's Report of Accident" for content and completeness.

2. Complete "Employer's Report of Occupational Injury or Illness" and send it, along with copy of "Supervisor's Report of Accident" and any other pertinent information, to the Director of Safety within 24 hours of accident.
3. Notify Director of Safety immediately of a serious accident.
4. File "Employee's Claim for Workers' Compensation Benefits" and the "Employee Claim Report Confirmation" form with Director of Safety within 24 hours of receipt from injured employee or their representative. (See #3 under "Supervisor of Injured Employee")
5. Follow up on corrective measures.
6. Follow up on recovery of injured employee.
7. Send copy of Doctor's Release form to Director of Safety.

Safety Director

1. Notify insurance carrier and OSHA immediately in case of death or serious accident.
2. Review "Employer's Report of Occupational Injury or Illness" and Supervisor's Report of Accident and forward to Workers' Compensation Insurance carrier within 72 hours of accident.
3. Record accident in OSHA Log 300.
4. File "Employee's Claim for Workers' Compensation Benefits" and the "Employee Claim Report Confirmation" form with insurance company within 24 hours of receipt from injured employee or their representative. (See # 3 under "Supervisor of Injured Employee")
5. Review Loss Experience Report.
6. Post OSHA Log 300 on company bulletin board for month of February each year.
7. Follow up on corrective measures.
8. Follow up on recovery of injured employee.
9. Forward Doctor's Release to insurance company.

Overview Of Actions To Be Taken In Response To An Injury

- Report to your foreman immediately, and then contact the office at once
- Seek initial treatment at an urgent care facility - **see list of locations below**

- ❑ Once at the urgent care facility, ask if injury can be remedied through first-aid treatment if so, have the clinic indicate “First-Aid” on your paper work
- ❑ After being seen by the doctor make sure they contact the office immediately
- ❑ Turn all paperwork into the office, i.e. initial and follow-up reports
- ❑ Bottom Line: All injuries need to be treated immediately and return the employee back to work as quickly as medically possible.

Reporting And Record Keeping Of Accidents And Injuries

Reporting Accidents

An accident report is required for all accidents requiring more than first aid treatment (see “What Injuries and Illnesses are Recordable?”)

The **Job Superintendent** of the injured employee shall complete a “Supervisor's Report of Accident” and submit it to the Project Manager within 24 hours of the accident. This report shall include an investigation of the accident to determine the cause and corrective measures to be implemented in the future. The purpose of this procedure is to ensure that all accidents will be investigated and that, where applicable, corrective measures will be implemented. (See “Accident Investigation Reports”)

The **Project Manager** shall complete an “Employer's Report of Occupational Injury or Illness” (see form and instructions). Copies of all forms are to be sent to the Director of Safety for review and filing.

Reporting Fatalities and Serious Injuries

In every case involving a death or a serious injury or illness, the employer shall make a report immediately to the nearest District Office of the Federal Occupational Safety and Health Administration. The telephone number for the District Office in San Francisco is (415) 557-1677.

A serious injury or illness is defined in the Labor Codes as “**any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement.**” “Serious injury or illness” does not include any injury, illness, or death caused by commission of a Penal Code violation, except the violation of Penal Code section 385 (which refers to the illegal operation of heavy equipment adjacent to high-voltage wires), or an accident on a public street or highway. A death resulting from a highway vehicle accident need not be reported to OSHA, even though the death is work related.

The **Project Manager** and **Director of Safety** shall be notified immediately in the case of a fatality or serious injury. The **Director of Safety** shall be responsible for notifying OSHA immediately by phone. A record of the call shall be made for later reference.

Reporting Under Workers' Compensation

Section 3760 of the Puerto Rico Labor Code requires that an employer file an “Employer's Report of Occupational Injury or Illness” with his or her insurance carrier on **every** injury or illness arising out

of or in the course of employment. However, the criteria for filing for Workers' Compensation should not be used for determining whether or not a case is recordable for OSHA.

The **Safety Director** shall file an "Employer's Record of Occupational Injury or Illness" and any other pertinent forms with the company's insurance carrier within 72 hours of a reportable accident.

OSHA Log

All accidents that are reported on the "Employer's Report of Occupational Injury or Illness" must be logged on the OSHA Log 300 when the report is filed (see form).

From a liability standpoint, this procedure is very important. OSHA investigators will inspect this log for completeness and accuracy in reporting.

The **Safety Director** is responsible for seeing that his procedure is not ignored and that the reporting is complete, accurate and timely.

The OSHA Log 300 is to be kept in the main office with the accident reports.

The OSHA Log for the previous year will be posted on the bulletin board at the main office and all job locations for the month of February.

What Injuries And Illnesses Are Recordable?

RECORDABLE

All occupational fatalities, regardless of the time between injury and death or the length of illness.

All occupational illnesses, regardless of treatment or severity. See the back of the Log for examples of occupational illnesses.

The following occupational injuries:

1. Lost workday injuries - a case in which the injury caused absence from work and/or restricted work activity *beyond the day of the injury*. Time spent obtaining medical treatment is not defined as lost time.
2. Injuries without lost workdays involving:
 - a. Absence from work and/or restricted work activity *on the day of the injury only*, other than the time spent visiting the doctor or clinic.
 - b. Loss of consciousness.
 - c. Termination of employment.
 - d. Permanent transfer to another job.

- e. *Medical treatment:* The following are generally considered medical treatment. Work-related injuries for which the type of treatment was provided or should have been provided are almost always recordable.
- Treatment for infection
 - Application of antiseptics during second or subsequent visits to medical personnel
 - Treatment of second or third degree burn(s)
 - Application of butterfly adhesive dressing(s)
 - Application of sutures (stitches)
 - Removal of foreign bodies embedded in eye
 - Removal of foreign bodies from wound, if procedure is complicated because of depth or embedment, size, or location
 - Use of prescription medications
 - Use of hot or cold soaking therapy during second or subsequent visits to medical personnel
 - Application of hot or cold compress(es) during second or subsequent visits to medical personnel
 - Cutting away dead skin (surgical debridement)
 - Application of heat therapy during second or subsequent visits to medical personnel
 - Use of whirlpool bath therapy during second or subsequent visits to medical personnel
 - Positive X-ray diagnosis (fractures, broken bones, etc.)
 - Admission to a hospital or equivalent medical facility for treatment or prolonged observation

NON-RECORDABLE

First-aid treatment: The following are generally considered first-aid treatment (i.e., onetime treatment and subsequent observation of minor injuries) and need not be recorded if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job.

- Application of antiseptics during first visit to medical personnel
- Treatment of first-degree burn(s)
- Application of bandage(s) during first visit to medical personnel
- Use of elastic bandage(s) during first visit to medical personnel
- Removal of foreign bodies not embedded in eye, if only irrigation is required
- Removal of foreign bodies from wound, if procedure is uncomplicated, and is, for example, by tweezers or other simple technique
- Use of nonprescription medications
- Soaking therapy on initial visit to medical personnel or removal of bandages by soaking
- Application of hot or cold compress(es) during first visit to medical personnel
- Application of ointments to abrasions to prevent drying or cracking
- Application of heat therapy during first visit to medical personnel
- Use of whirlpool bath therapy during first visit to medical personnel
- Negative X-ray diagnosis
- Brief observation of injury during visit to medical personnel

NOTE: The administration of a Tetanus shot or booster, by itself, is not considered medical treatment. However, injuries requiring Tetanus shots may be recordable for other reasons.

Injuries or illnesses that are not work-connected are not recordable for OSHA.

The fact that "Employer's Report of Occupational Injury or Illness" has been submitted to your Workers' Compensation insurance carrier does not necessarily make a case recordable for OSHA.

Accident Investigation Reports

It is the policy of JOHN GRAZEL INC.. to carry out a thorough program of accident investigation. The Superintendents will be primarily responsible for making an investigation of all accidents on their jobsites. Accidents involving fire, the Superintendent, Project Manager, and Director of Safety will investigate death, serious injury, or extensive property damage jointly.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Federal and State law as well as the Workers' Compensation Insurance Carrier. These reports are critical in establishing the Company's and the Supervisor's liability under the law.

When an employee is injured at work, the Superintendent is responsible for taking emergency action to have first-aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The Superintendent must then begin to investigate the circumstances of the accident. When an accident occurs it is an indication that something has gone wrong. Accidents don't just happen; they are caused. Underlying causes of practically any accident are "unsafe acts" and/or "unsafe conditions". Most accidents involve a combination of causes, involving both environmental and behaviorist factors.

When you investigate an accident, keep these things in mind:

1. Every accident is caused. Carelessness is not a cause, but is often the result of some deficiency. Telling employees to be more careful will not eliminate the real accident causes.
2. An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.
3. Most accidents result from a combination of human error and a physical hazard. Do not overlook the possibility of multiple errors and hazards. Find and remove all contributing causes.
4. Don't stop at the obvious answer. For example, a missing machine guard does not cause an accident; its function is to help prevent injury if an accident happens. The accident happened because the operator entered the point of operation.

Find out why the operator did this, and why the guard was off. Only by correcting both problems can you be reasonably sure of preventing the next accident.

5. The accident investigation should be conducted as soon after the accident as possible. Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every employee who was involved in, or witnessed, the accident. (See "How to Receive an Accident Witness' Statement")
6. Once you have determined what causes contributed to the accident, make suitable recommendations for corrective action to prevent recurrences.

Use the following procedures when investigating an accident:

1. GO to the scene of the accident at once.
2. TALK with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
3. LISTEN for clues in the conversation around you. Unsolicited comments often have merit.
4. ENCOURAGE people to give their ideas for preventing a similar accident.
5. STUDY possible causes - unsafe conditions, unsafe practices.
6. CONFER with interested persons about possible solutions.
7. WRITE your accident report giving a complete, accurate account of the accident.
8. FOLLOW UP to make sure conditions are corrected. If they cannot be corrected immediately, report this to the Director of Safety.
9. PUBLICIZE corrective action take so that all may benefit from the experience.

In order for the Superintendent's report to be effective, it should contain as a minimum a detailed answer to the following questions:

1. **What was the employee doing?** Explain in detail the activity of the employee at the time of the accident.
2. **What happened?** Indicate in detail what took place; describe the accident, the type of injury, the part or parts of the body affected, and whether the employee was wearing appropriate safety equipment.
3. **What caused the accident?** Explain in detail the condition, act, malfunction, etc. that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
4. **What can be done to prevent a similar accident?** Indicate corrective action to prevent recurrence.

The Supervisor's Report, along with the Employee's Report, must be submitted to the Director of Safety not later than 24 hours after the accident. Each supervisor must maintain an adequate supply of the Supervisor's Report and the Employee's Report forms, which may be obtained from the Office.

Safe Work Practice Policy

You are working for an organization, which is sincere in its desire to conduct all of its operations in the safest manner possible. The Code of Safe Practices is designed to promote good working habits in all areas of operation. Compliance with the practices listed below will assist us in achieving this objective. These rules are the minimum guides for working safely. Your continued awareness and cooperation in loss control is a vital part of your job. It is your duty to apply these and all accepted standards of loss control as a condition of employment.

The safe practices described are for your protection. Read and observe them. Accidents happen without warning and many are caused by lack of knowledge, inattention, and thoughtlessness. Lack of knowledge of these safe practices will not justify non-compliance.

1. Obey all company rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you. If you don't know - **ASK!**
2. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported to your supervisor immediately. **GET FIRST AID PROMPTLY!**
3. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report immediately all unsafe conditions or practices to their supervisor.
4. Know how to do your job.
 - a. Check your work area to determine what problems or hazards may exist.
 - b. Your activity may endanger fellow workers or nearby equipment and materials. Take necessary steps to safeguard them.
 - c. Review the safety requirements of each assigned job with your supervisor. You will not be expected to do a job, which might result in injury to yourself or others.
5. Be sure you understand emergency instructions. Anticipate what you will do in case of an emergency. Above all, be calm.
6. Don't wear jewelry (rings, bracelets, or neck chains) on the job.
7. Report unsafe equipment, hazardous conditions, and unsafe acts to your Supervisor.
8. All prescribed safety and personal protective equipment shall be used when required and maintained in working condition.
9. Always use the right tools and equipment for the job. Use them safely and only when authorized.
10. Practice good housekeeping in your work area. Pick up your tools. Do not leave materials and scrap where they will be hazardous to others.
11. Do not use compressed air or oxygen to blow dust or dirt from clothing or skin.
12. Adequate sanitary facilities are provided on the jobsite. Do not use any other area.
13. **Consumption of alcoholic beverages, non-prescription drugs, or prescription drugs which, in any way, impair your ability to perform your job, on company**

property, or reporting to work under the influence of any such intoxicant, will result in disciplinary action, including suspension and/or discharge.

14. Horseplay, scuffling and other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
15. Wash thoroughly after handling injurious or poisonous substances and follow all special instructions from authorized sources regarding this matter. Hands should be thoroughly cleaned just prior to eating.
16. No one shall knowingly be permitted or required to work while his ability or alertness is so impaired by fatigue, illness or other causes that it with unnecessarily expose him or others to injury.
17. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
18. Gasoline shall not be used for cleaning purposes.
19. Do not walk backwards - look first and watch where you are going.
20. Listen for backup alarms and watch for moving vehicles.
21. Only qualified, experienced employees, who have received appropriate safety instructions, shall operate power tools, machinery, equipment, and vehicles.
22. Employees shall possess a valid driver's license in the class required by the State to operate any particular vehicle or piece of equipment.
23. Loose or frayed clothing, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
24. Use "lock out" tags and locks for machinery or electrical panels when you are doing the work.
25. Do not remove "lock out" tags and locks from machinery or electrical panels unless you are doing the work.
26. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, drilled shafts or other similar places that receive little ventilation, unless it has been determined that it is safe to enter. **When entering a drilled shaft, to conform to our excavation permit, call the local OSHA office and you immediate Supervisor to inform them.**
27. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has been determined that no possibility of explosion exists, and authority for the work is obtained from the supervisor.
28. Do not fuel equipment with motor running and do not let the fuel over flow.
29. Never oil or grease equipment while it is running.

30. Never place fingers into Kelly Bolt holes or other voids where there is danger of amputation.
31. Require drivers to get out of trucks and move away from load before loading and unloading trucks.
32. When resuming drilling operations always check the bottom of the shaft in case someone fell in while unattended.
33. Loader operations must keep workers clear of the bucket swing and the cab rotation.
34. Never swing Loader Buckets over other workers.
35. When soil is soft make sure the equipment is on solid foundation, such as mats or heavy planking, with Outriggers fully extended before starting to operate.
36. Before operating on a bank next to an excavation, a check should be made with the Competent Person or Engineer to determine whether shoring is necessary.
37. Keep Loader Bucket low to the ground whenever possible.
38. **Operators are required to make Daily Safety Inspections to equipment per manufacturers' recommendations and Company Policy.**
39. Open cuts in or adjacent to thoroughfares should be adequately barricaded and posted. Lighting should be provided during hours of darkness.
40. Local, State, and Federal Ordinances should be complied with in all cases.
41. A Competent Person is responsible for daily inspection of shoring prior to the start of work. Each workman should be instructed to report at once any indication of weakness.
42. Shoring and walls should be protected against damage from seining loads being hoisted.
43. Workman should not be allowed to work under an object supported by jacks alone.
44. Ground water, where encountered, must be controlled. Any disturbance to moisture content may result in sub grade movements, possibly causing structural damage through settlements or other earth-movements.
45. Shoring and/or bracing should be placed in every trench over five feet in depth. Regardless of soil type. Except solid rock, unless banks are sloped to the angle of repose per current codes.
46. All excavated materials should be placed and retained in minimum of two feet back from edge of trench.
47. No person should be allowed to work in the area of operation of any excavating machine.
48. Where bracing or shoring trenches is not practical or economical due to unsure ground, movable steel trench shields may be used effectively.

49. Supervisor shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.

All employees are encouraged to participate in the company's safety program. Safety committee meetings are open to all company employees. If you want to be an employee representative on the committee, see your supervisor for details.

All employee suggestions for improving the safety of the work place are encouraged.

First-Aid

First-aid facilities are provided for your safety.

1. Report all injuries **IMMEDIATELY**, no matter how minor, to your supervisor. Treatment will be given, and the incident will be recorded. Should later medical care be needed, you will have fulfilled your obligations.
2. You must notify your supervisor prior to leaving the jobsite because of injury or illness, whether personal or work related.
3. If you get outside medical treatment (without clearing through your supervisor) for a work related injury or illness, you must notify your supervisor at the start of the next scheduled workday. Failure to do so may result in disallowance of your claim and/or discharge.
4. Prior to returning to work after a disabling injury or illness, you must present a medical clearance from the attending physician to the job superintendent.
5. You must receive a Medical Authorization slip prior to going to an assigned medical group.
6. A listing of Puerto Rico and out-of-state clinics is provided in this booklet beginning on page 22.

Housekeeping

Good housekeeping is an important part of our safety program. It is the responsibility of all employees, supervisors and craftsmen alike to practice good housekeeping.

1. Scrap materials and rubbish are fire and accident hazards. If an excess of these materials exists in your work area, ask your supervisor to arrange for their removal.
2. Do not leave tools and materials where they will create a hazard for others.
3. Protruding nails must be bent or pulled when stripping forms.

Personal Protective Equipment (PPE)

1. You must wear a hard hat.

2. You must wear clothing suitable for the work you are doing.
3. Wear sturdy steel-toed work shoes. Safety shoes are a must. Sneakers and sandals are not permitted.
4. You must wear proper eye protection.
5. Hearing protective equipment is available upon request. You may be required to use it in designated areas or for specific jobs.
6. Approved respiratory equipment must be required in areas where health hazards exist due to accumulations of dust, fumes, mists, or vapors.
7. Safety belts and lifelines must be used when other safeguards, such as nets, planking, or scaffolding cannot be used. Be sure safety lines are independent of other rigging.
8. Wear gloves when handling objects or substances, which could cut, tear, or burn the hands.
9. You must wear rubber boots and rubber gloves for work in concrete.

Hand and Portable Power Tools

A craftsman is evaluated by the condition of his tools and how he uses them. Only tools in safe working condition will be issued. You must comply with all of the manufacturer's instructions. In addition, observe the following safe practices:

GENERAL

1. Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools must be returned immediately.
2. Power saws, grinders, and other power tools must have proper guards in place at all times. Removing guards or rendering them inoperative may be grounds for your discharge.
3. Power tools should be hoisted or lowered by a hand line, never by the cord or hose.
4. Cords and hoses must be kept out of walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard for employees or to be subjected to damage from equipment or materials.
5. When using the tools listed below, and/or working near others using such tools, you must use the additional personal protective equipment or safety rules. Ask your supervisor.

| <u>Tools</u> | |
|------------------|----------------------|
| Jackhammers | Reamers |
| Tampers | Power Actuated Tools |
| Chipping Hammers | Grinders |

Impact Wrenches

Hand Held Chipping Hammers

Required Protective Devices

Eye Protection

Hearing Protection

Foot Protection

Hard Hat

All protective devices must be worn to operate the above tools.

PNEUMATIC TOOLS

1. An approved safety check valve must be installed at the manifold outlet of each supply line for hand held pneumatic tools.
2. All pneumatic hose connections must be fastened securely.
3. Safety clips or retainers must be installed on all pneumatic tools to prevent the accidental expulsion of the tool from the barrel.

FUEL POWERED TOOLS

1. All fuel-powered tools must be shut down while being refueled.
2. Smoking is prohibited during refueling operations. Other nearby sources of ignition, such as burning and welding, also must be halted during refueling operations.

Lifting

1. Do not lift awkward or especially heavy materials by yourself. Get help.
2. Inspect the object you are going to lift for sharp corners, nails or other things that may cause injury.
3. Crouch as close to the load as possible. Do not get into a full squat, but bend your legs.
4. Keep your back straight, but bend at the hips so you are over the load. Lift with your leg muscles and not with your weaker back muscles.
5. Get a firm grip on the object, straighten your legs and swing your back into a vertical position.
6. When setting objects down, reverse the procedure, making sure the leg muscles and not the back muscles do the work.
7. If special trucks, racks, hoists, or other devices are provided, use them. They are there to prevent injuries as well as to make-work easier and faster.

Ladders

All types of ladders are available on the jobsite for your use. There is no excuse for using a makeshift means of access to a work area.

1. Only the industrial type of heavy-duty grade manufactured ladders will used on the job.
2. Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired must be tagged "Do Not Use".
3. Do not splice together short ladders to make a longer ladder.
4. All straight ladders must be tied off at the top.
5. Ladders should not be placed against moveable objects.
6. The base of the ladder must be set back a safe distance from the vertical approximately one-fourth of the working length of the ladder.
7. Ladders used for access to a floor or platform must extend at least three feet above the landing.
8. The areas around the top and base of ladders must be free to tripping hazards such as loose materials, trash, and electric cords.
9. You must face the ladder at all times when ascending or descending.
10. Be sure that your shoes are free of mud, grease, or other substances, which could cause a slip or fall.
11. Do not carry materials up a ladder, use a hand line.
12. Always move the ladder to avoid overreaching.
13. Stepladders must be fully opened to permit the spreader to lock.
14. You are prohibited from standing on the top two steps of a stepladder.

Hoisting

1. Always stand where the crane operator can see you while the load is being lifted into place.
2. Never stand under the rigging.
3. Never stand between the crane and the load.
4. Never stand under the load.
5. Never place your body or any body parts between the load being hoisted and loads already placed.

6. Be aware of your location on the job and have an escape route away from the crane and the load being lifted.
7. Always wear your hard hat.
8. Never stand in the path of the swing.
9. Only authorized personnel shall give signals to the crane operator. (See "Employee Safety & Health Handbook" and "Crane & Operating Safety Manual")

Placing Concrete

No one authorizes adding additional water or additives to the concrete except the Inspector or the Project Superintendent.

1. Only authorized personnel shall signal the driver or pump operator to control the flow of concrete.
2. Never assume the driver or pump operator sees you or is looking out for you.
3. Be aware of the direction of the pour and the traffic pattern of the equipment involved. Signalmen shall be used to control traffic (particularly backing) of concrete mix trucks.
4. Never attempt to pick up machines while they are running.
5. Never attempt to move generators, pumps, or vibrators without sufficient manpower or equipment.
6. If clothing becomes saturated with wet concrete, remove immediately, rinse skin, and put on clean clothes.
7. Be aware of your location on the job and be attentive to potential hazards within the pour and from other work going on around the pour.
8. Personnel working with concrete shall wear safety glasses equipped with side shields or monogoggles.
9. Barrier cream shall be applied to areas of exposed skin to prevent dermatitis.
10. Rubber gloves shall be worn where exposure to concrete exists.
11. Employees handling bulk concrete shall be equipped with respirators and suitable eye protection.
12. Employees shall be protected from impalement hazards created by rebar, stakes, etc.
13. Gloves shall be worn when working with re-enforcement wire mesh mats.
14. Concrete buckets shall not be swung over the heads of personnel.
15. In placing concrete comply with ACI 336.1-79 (See ADSC Standard & Specifications Revised 1995.)

Pile driving Operation Procedures

The following procedures are to be used during any pile driving operations

1. Insure that all personnel not involved in the pile driving operation remain in safe place during the rigging, hoisting or pile driving
2. Insure that all personnel wear appropriate personnel protective equipment as per Occupational Safety and Health Regulations
3. Rigging up must be done in a properly and orderly manner in order to insure safety of the crew and the correct working equipment condition.
4. Insure that the crew wear fall and arrest protection equipment when climbing leads for any purpose. ** Watch for slippery conditions.
5. Insure that fire extinguisher are nearby when welding.
6. When lifting piles, insure that piles are properly connected to shackle and cables.
7. Insure that pile driving hammer is not held suspended by the hammer line when equipment is not operating. It must be securely choked.
8. Insure that pile to be driven is properly placed inside the pile hammer
9. Insure that automatic shackles are properly used and visually inspected before each use and well maintained during pile driving operations.
10. insure that all personnel have a safe and productive day.

Procedures For Pumping Concrete

PROJECT: _____

DATE: _____

PUMPING COMPANY: _____

TIME: _____

PUMP OPERATOR: _____

HOSEMAN: _____

Prior to beginning any concrete pour, the crew foreman and the person designated to physically direct the end of the concrete hose, the "HOSEMAN", shall meet with the pump operator to discuss the following procedures and the sequence of work for that days' pour.

1. The PUMP OPERATOR will operate the concrete pump ONLY at the HOSEMAN'S direction.
2. The HOSEMAN is responsible for communicating with the PUMP OPERATOR, either verbally or via hand signals, and for communicating with the other members of the concrete crew.

3. Under no circumstances is the PUMP OPERATOR authorized to start pumping concrete without receiving the start signal for the HOSEMAN.

STARTING THE PUMP:

1. The following signal sequence will be used to start the pump:
 - a. EYE CONTACT between the HOSEMAN and the PUMP OPERATOR.
 - b. READY SIGNAL: HOSEMAN raises arm in the air to signal READY TO POUR. PUMP OPERATOR raises arm in the air to signal READY TO PUMP.
 - c. SIGNAL TO START: HOSEMAN lowers arm to "L" shape and makes a circular motion with his hand to START PUMPING. PUMP OPERATOR shall pause to allow HOSEMAN time to grasp the hose with both hands before starting to pump.

STOPPING THE PUMP:

1. The HOSEMAN will signal STOP either by:
 - a. Raising a closed fist, or
 - b. "Cutting his throat" with a hand motion.
2. The PUMP OPERATOR can STOP the pump at any time for any reason, BUT he cannot start the pump. Only the HOSEMAN can start the pump, and the starting sequence must be followed every time the pump is started.

I HAVE READ AND UNDERSTAND THESE PROCEDURES

PUMP OPERATOR _____ HOSEMAN _____

Hazard Communication Program

Company Policy

To protect the health and safety of our employees, JOHN GRAZEL INC.. has developed this Hazard Communication Program.

1. As a company we intend to provide information about hazardous chemicals used in construction through a comprehensive Hazard Communication Program.
2. This written Hazard Communication Program applies to all operations, which MAY expose employees to hazardous chemicals as a result of normal work conditions or as the result of a reasonably foreseeable emergency.
3. This written Hazard Communication Program is available, upon request, to employees their designated representative (collective bargaining agent) and representatives of OSHA.
4. Unless notified otherwise, the **Superintendent** of each jobsite is designated as the person responsible for implementing this written program. Our **Safety Director** will coordinate this effort, train and assist the Superintendents as necessary.

Identification Of Hazardous Chemicals Used In The Workplace

1. "Hazardous Chemicals" are materials or mixtures, which pose physical or health hazards.
2. "Exposure" is any situation arising from work conditions where an employee MAY ingest, inhale, absorb or otherwise come in contact with a hazardous chemical.
3. Each superintendent shall maintain on each jobsite a list of all of the hazardous chemicals to which employees may be exposed at the jobsite, using the same chemical name referenced on the appropriate Material Safety Data Sheets (MSDS's) for those chemicals. **The jobsite list must be dated and attached to this written program.**
4. A master list of all hazardous chemicals on the project, as well as a complete set of MSDS's, shall be maintained at the Main Office by the Safety Director with the assistance of the Purchasing Department. It is the Superintendent's responsibility to provide the office with the initial list of hazardous chemicals at his/her jobsite and any changes and deletions, which occur.

Labels

1. When hazardous chemicals are received, the Superintendent shall examine the containers to determine if the labels provide the following information:
 - a. The identity of the hazardous chemicals they contain; and
 - b. Appropriate warnings of the physical and health hazards associated with those chemicals.
2. When hazardous chemicals are transferred into portable containers, the Superintendent shall ensure that the portable containers are labeled with the following information:
 - a. The identity of the hazardous chemical they contain; and
 - b. Appropriate warnings of the physical and health hazards associated with those chemicals.

Portable containers may be labeled with an extra copy of the manufacturer's label or with a printed label, which includes (a) and (b) above.

EXCEPTION: When an employee transfers a hazardous chemical into a portable container for his/her own immediate use, the portable container need not be labeled.

3. Each superintendent shall ensure that the labels on containers of hazardous chemicals are not removed or defaced, unless the containers are immediately relabeled with the following information:
 - a. The identity of the hazardous chemicals they contain; and
 - b. Appropriate warnings of the physical and health hazards associated with those chemicals.
4. Containers without complete labels or with defaced labels will not be used on the job.

Material Safety Data Sheets

1. Material Safety Data Sheets (MSDS's) are documents, which supply information about a particular hazardous chemical or mixture. Manufacturers are required to provide MSDS's when the hazardous chemical is sold to distributors or purchasers.
2. The Safety Director, with the assistance of the Purchasing Department, will be responsible for obtaining the master sets of MSDS's and other information on all hazardous chemicals used.
3. Each superintendent shall maintain at each jobsite a completed MSDS for each hazardous chemical used, or a statement from the manufacturer that the chemical is not hazardous. These can be found in the jobsite office. In most cases the MSDS will be available from the main office. It may be necessary for the superintendent to obtain the MSDS from the manufacturer or seller of the hazardous chemical if the main office does not have a copy. A hazardous chemical shall not be used when an MSDS for the chemical is not "in hand", unless there is a statement from the manufacturer that the chemical is not hazardous.

4. The superintendent shall provide an MSDS to an employee, upon request, during his/her work shift. An MSDS shall also be available, upon request, to an employee's designated representative, physician, and to a representative of OSHA.
5. The Superintendent shall be alert to other employers (such as subs) whose work on the jobsite may expose our employees to additional hazardous chemicals. When it appears such exposure will occur, the superintendent must obtain MSDS's for the chemical and employees must be trained as required in "Information and Training" section.
6. When doing renovation or remodeling work, the Superintendent shall be alert to the dangers, which might exist for our employees who work under or near unlabeled pipes, which contain hazardous chemicals, and shall take proper precautions.

Information and Training

1. When employees are exposed, or could be exposed, to hazardous chemicals in their work area, they shall be provided information and training by the Superintendent based on the data contained in the MSDS's for those hazardous chemicals.
2. Training shall be provided before employees are assigned duties, which may cause exposure to hazardous chemicals. Training shall also be given when new hazardous chemicals are introduced into the work area or when an MSDS is changed.
3. Information and training may be conducted and documented as a "toolbox" or "tailgate" safety meeting, and shall provide at least the following:
 - a. Content of the Hazard Communication Standard, 29 CFR 1926.59 & Puerto Rico Code of Regulations Title 8 Sections 337.
 - b. Identification of the hazardous chemicals to which employees are exposed.
 - c. The availability and location of this written Hazard Communication Program (including list of chemicals) and MSDS's.
 - d. The methods and observations that can be used to detect the presence of hazardous chemical in the work place (odor, visual appearance, or monitoring).
 - e. Any physical or health hazards associated with the use of a hazardous chemical or mixture being used in the work area.
 - f. Proper precautions for handling, including specific procedures the company has implemented to protect workers from exposure, such as personal protective equipment, work practices, and emergency procedures
 - g. Details of the Hazard Communication Program, including how to read an MSDS and labeling system.
 - h. Emergency procedures for spills, fires, disposal, and first aid.
 - i. The right of employees, their physicians or their collective bargaining agents, OSHA to receive information on hazardous chemicals to which they may be exposed.

NOTE: It is critically important that employees understand the training. If you have any Additional questions, contact the Superintendent.

Non-Routine Task Training

When employees are assigned to a non-routine task that may expose them to a hazardous chemical for which they have not been trained, they shall be trained before beginning the task.

Access to Information by Other Employers

When employees of another employer (as an example, a sub) may be exposed to hazardous chemicals while working on one of our jobsites, the employer shall be provided with a list of the hazardous chemicals we are using at that jobsite by the superintendent. The superintendent shall also give the employer access to our collection of MSDS's as well as suggestions for appropriate protective measures needed for exposure to such chemicals. Names and addresses of suppliers or manufacturers of the hazardous chemicals we use shall also be provided so that the employer may obtain MSDS's and other information.

When another contractor uses hazardous chemicals while working on one of our jobsites, that contractor shall provide the job superintendent with a copy of the contractor's written Hazard Communication Program and a list of the chemicals to which our employees may be exposed, as well as a copy of the MSDS's for those chemicals.

Jobsite List

The superintendent shall attach a dated list of the specific hazardous chemicals known to be present at this jobsite, using the chemical name referenced on the appropriate MSDS, to this Hazard Communication Program.

Hazardous Materials Encountered Onsite

If hazardous materials that are not known to be present but are encountered:

1. Once hazardous materials are known to be present the Competent Person onsite must shut down all drilling operations at once.
2. Notify the General Contractor of hazardous materials immediately.
3. Employees are to be checked for exposure, immediately, and results recorded.
4. As stated in our Terms and Conditions:

“Drilling Subcontractor shall not provide services with regard to the removal of or disposal of hazardous substances. Owner/Prime Contractor shall have sole responsibility for investigating the existence and location of hazardous substances at the project site and furnishing all tests, inspections, warnings, notices, or posting required by law.”

Fall Protection Plan

JOHN GRAZEL INC.. now establishes this plan for fall protection for JOHN GRAZEL INC.. worksites as a part of and in accordance with the JOHN GRAZEL INC.. IIPP, and in the interest of continuing development of the JOHN GRAZEL INC.. Safety Program.

The purpose of this program is to direct all possible attention and effort to falling hazards of jobs to be performed at company worksites and to strive for total safety and preservation of company resources. It is the further intent to comply with provisions of The Occupational Safety and Health Act requirements that are codified and listed as 29 CFR 1926, Subpart M & Puerto Rico Code of Regulations, Title 8 Section 1671.1 and related requirements as published in the Federal Register.

Safety Policy and procedure on any one project cannot be administered, implemented, monitored and enforced by any one individual. The total objective of a safe, accident free work environment can only be achieved by a dedicated and concerted effort by every individual involved. It is, therefore, of the utmost importance that all personnel with any responsibility for the work of this company to be aware of and continually involved in carrying out this program and policy.

In so far as possible the supervisor in charge of the specific project shall establish himself and any others he deems qualified as a "competent person" as defined by regulations (29 CFR, 1926.32) of the Occupational Safety and Health Act. Those persons designated as a competent person shall:

1. As work progresses consider fall protection measures needed for the tasks to be performed and advise supervision of any recognized hazard as soon as it is known.
2. Continual observation of any work in process that is six feet or more above an adjacent area for the presence of protective measures.
3. Note and immediately report any failure to use or to install protective devices that may cause any danger to any individual or property.

Supervisors or employees of this company shall call the attention of subcontractors, suppliers, or other individuals who may be present at the job site to requirements of this program and the regulatory requirements and shall notify the higher level of supervision or management of any observed violations of the program.

Safety monitoring systems of this company shall include verbal or voice warnings, signs or signals, barriers or barricades, and by the limiting of tasks that allow for a single person to perform jobs at higher elevations without observers or supporting co-workers.

Where conventional fall protection devices can not be used or may be impractical, supervision and/or management shall be notified for further safety consultation and while further problem solving action is taking place, supervision shall do all that is possible to limit falling hazards and the persons exposed to such hazards until such time as the problems can be finally resolved.

Controlled Access Zones shall be established by job site supervision where no protective devices are in place. The Controlled Access Zones shall utilize barriers, barricades, flagging, ropes, or other similar warning devices that limit the access to the hazardous area. Anyone establishing such controlled access zones shall inform anyone who may be allowed in the zone of the hazards involved.

Walking and working surfaces above adjacent areas shall be maintained in accordance with requirements of other Subparts of the regulations of 29 CFR Part 1926 & Puerto Rico Code of Regulations, Title 8 Section 1671.1.

Any holes measuring more than 12 inches in length and/or width shall be covered or guarded by barricades when employees are not present and at work at the hole opening.

Further considerations by working employees and competent persons shall include:

1. Crane operations or any material handling equipment or hoists.
2. Scaffolding or other work progress and processes that are required elevations above adjacent areas.
3. Weather and seasonal conditions.
4. Personnel conduct.
5. Changing conditions with project progress.

Any Fall Protection devices or systems shall meet the approval of authorized JOHN GRAZEL INC.. supervision. Such devices may include Guardrails, Safety Nets, or Personal Fall Arrest Systems.

Selection of any fall protection devices shall be made with the knowledge of the next higher level of supervision and within requirements of all regulations or recognized national consensus standards.

For further information refer to:

OSHA REGULATIONS 29 CFR 1926.500, 501, and 502
Puerto Rico Code of Regulations, Title 8 Sections 1669, 1671, 1671.1 & 1671.2

Lockout Procedure For JOHN GRAZEL INC..

Purpose

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

Responsibility

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by master mechanic/foreman. Each new or transferred affected employee shall be instructed by master mechanic/foreman in the purpose and use of the lockout procedure.

Preparation For Lockout

Employees authorized to perform lockout shall be certain as to which switch, valve or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

Sequence Of Lockout Procedure

- 1) Notify all affected employees that a lockout is required and the reason therefore.
- 2) If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.)
- 3) Operate the switch, valve or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, etc.) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc., must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- 4) Lockout energy isolating devices with an assigned individual lock.
- 5) After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- 6) CAUTION: Return operating controls to neutral position after the test.
- 7) The equipment is now locked out.

Restoring Equipment To Service

- 1) When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
- 2) When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In

such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Rules For Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve or other energy-isolating device bearing a lock.

Jobsite Inspection

All company jobsites shall be maintained in a neat, orderly and safe condition. All work areas, storage and staging areas, exits, walkways, hall and stairways shall be free of unnecessary obstructions at all times. All scrap and debris shall be removed from the work area on a daily basis. This includes the subcontractors. If they will not cooperate, notify their on-site representative, note the request in your daily log, then have our personnel clean up the subcontractor's mess and back charge him for the time and equipment used, if the subcontractor does not respond in a reasonable time.

The job superintendent is responsible for a thorough jobsite safety inspection each day, the time of which shall be noted in the daily log. Make any and all corrections to unsafe conditions, activities or unhealthy situations **IMMEDIATELY**. Once each week use the "Weekly Field Safety Inspection Form" and/or the forms for excavation, scaffolding and vehicles as they pertain to the project. Attach the completed forms to that day's daily log and maintain with the jobsite records. These daily inspections shall not only focus on housekeeping, but will review all safety related issues particular to the jobsite and the work in progress.

Excavation

For excavation work use the Weekly Field Safety Inspection: Excavation Sites. Inspect all excavations, including subcontractors'.

- 1) Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling materials; or other means that provide equivalent protection.
- 2) Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

Jobsite

Each site shall be examined by management using the Master Inspection Checklist included in the company safety policy.

Scaffolding

When scaffolding is erected on the jobsite, whether by JOHN GRAZEL INC.. or a subcontractor, the Superintendent shall inspect the installation using the Scaffold Safety Checklist. If he finds problems with installation, they must be corrected immediately.

As the General Contractor, we can be held liable for an accident involving unsafe scaffolding, even when the scaffold is owned and erected by a subcontractor. Therefore, document all issues involving scaffolding on the daily log and by using the checklist each time scaffolding is erected and/or moved.

Vehicles and Equipment

All vehicles and equipment assigned to a jobsite shall receive a safety inspection at the time of arrival on the jobsite and once a month thereafter except for daily checks as necessary. Use the form provided.

Upon return to the yard, each vehicle and piece of equipment shall receive a safety check by the mechanic or yard manager, use the form provided.

Weekly Safety Inspection Report

Check each item below as SATISFACTORY, "YES" or "NO"; check the appropriate box and correct condition immediately.

DATE _____ SUPT/OPERATOR _____ JOB NUMBER _____

JOB NAME/LOCATION _____ WEATHER _____

| SATISFACTORY | YES | NO | SATISFACTORY | YES | NO |
|--------------|-----|----|--------------|-----|----|
|--------------|-----|----|--------------|-----|----|

| | | | | | |
|------------------------|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|
| 1. FIRE HAZARDS | <input type="checkbox"/> | <input type="checkbox"/> | 4. ENVIRONMENT | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|

- A. Fire Extinguishers – Serviced, Accessible
- B. Flammables – Storage, Handling
- C. Housekeeping and trash removal

- A. Adequate lighting and ventilation
- B. Noise at acceptable level
- C. Material handling
- D. Material storage/stacking
- E. Hand tools used, maintained properly
- F. Shaft equipment available

| | | |
|----------------------|--------------------------|--------------------------|
| 2. WORK AREAS | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------|--------------------------|--------------------------|

- A. Walking and working surfaces clear of obstructions and utility lines
- B. Vertical openings guarded
- C. Drilled shafts covered
- D. Excavations shored or sloped
- E. Visual site inspection
- F. Have utilities overhead and underground been noted and proper precautions taken

5. PRESSURE SYSTEMS

- A. Hoses in good repair, proper storage
- B. Fittings, couplings, pressure gauges working

| | |
|-------------------------------|--------------------------|
| 3. PERSONAL PROTECTION | <input type="checkbox"/> |
|-------------------------------|--------------------------|

- A. All personnel wearing appropriate personal protection (goggles, hard hats, gloves, ect.)
- B. Appropriate procedures being followed
- C. All tools properly guarded
- D. If working below ground are proper precautions being taken

| | | |
|---------------------------|--------------------------|--------------------------|
| 6. MACHINE HAZARDS | <input type="checkbox"/> | <input type="checkbox"/> |
|---------------------------|--------------------------|--------------------------|

- A. Gears, pulleys, parts guarded
- B. Safety guards in place
- C. Regularly maintained

11. OTHER OBSERVATIONS/RECOMMENDATIONS:

SIGNATURE OF
SUPERINTENDENT/OPERATOR_____

Scaffold Safety Checklist

Project _____

Scaffold Company _____

Date _____

| | YES | NO |
|---|-----|-----|
| | [] | [] |
| 1. Are footings stable, soundly set? | [] | [] |
| 2. Are guardrails installed on all open sides? | [] | [] |
| 3. Are guardrails installed on all open ends? | [] | [] |
| 4. Any damaged or obviously weakened members? | [] | [] |
| 5. All planking overlapped at least 12 inches? | [] | [] |
| 6. Does planking fill entire space between wall and guardrails? | [] | [] |
| 7. Are access ladders provided? | [] | [] |
| 8. Any single boards used for access? | [] | [] |
| 9. Are workers wearing hard hats where needed? | [] | [] |
| 10. Are scaffolds secured to wall at least every 25 feet? | [] | [] |

Additional Comments: _____

Inspected By: _____

Discussed with: _____

Safety Training

The goal of our safety-training program is to develop safe work habits and attitudes. The Superintendent on each jobsite is responsible for the training of the company employees assigned to his jobsite. It is critical that new workers understand work rules and procedures prior to being assigned a job. The fundamentals of safety practices will be reviewed prior to a new employee's first job assignment. Have the new employee **read** the Code of Safe Practices and sign the last page of the employee Safety and Health Handbook. Attach the certificate to the daily log and send to the main office.

With the help of his Foreman, the Superintendent shall review all pertinent safety issues with the employee(s) when assigning a new or unfamiliar task. Use the job instruction training (JIT) method described below to provide safety training for a new or unfamiliar task. Remember that injuries not only hurt employees but also hurt the company. **SAFETY PAYS**. Invest the time to make it work.

On a weekly basis at the morning coffee break, preferably Monday, the Project Manager and/or Superintendent shall conduct a 15-minute tailgate safety meeting with all company employees. Attendance by all company employees is mandatory. Topics for the tailgate safety meeting are provided in the safety binders. For site-specific hazards not covered by the topics provided, an "JOHN GRAZEL INC.. Hazard Analysis" may be filled out and gone over with all company employees. Each tailgate safety meeting shall be recorded on the "JOHN GRAZEL INC.. Safety Meeting Report" and attached to that day's daily log. When choosing a topic for the safety meeting, the superintendent should keep in mind the type or work being performed that week and any recent injuries or safety violations that have occurred.

How to Get Ready to Instruct

1. **Have a timetable:** how much skill you expect them to have, by what date.
1. **Break down the job:** list important steps, pick out the key points. (Safety is always a key point.)
3. **Have everything ready:** the right equipment, materials and supplies.
4. **Have the workplace properly arranged:** just as the worker will be expected to keep it.
5. **Remember:** when teaching adults, the following points are important:
 - a. Adults learn best in a warm, friendly atmosphere.
 - b. Adults don't like to waste time.
 - c. Adults respond quickly to praise and attention.

Job Instruction Training (JIT), How to Instruct

1. **Prepare:** Put the worker at ease. Define the job and find out what is already known about it. Get the person interested in learning the job. Place in the correct position.
2. **Present:** Tell, show, and illustrate one **IMPORTANT STEP** at a time. Stress each **KEY POINT**.
3. **Try out performance:** Have person do the job; correct errors. Have person explain each key point to you as the job is done again. Make sure the person understands. Continue until YOU know the person knows.
4. **Follow up:** Put them on their own. Designate to whom to go for help. Check frequently. Encourage questions. Taper off extra coaching and close follow-up. Safety is always a key point.

JOHN GRAZEL INC.. SAFETY MEETING REPORT

Job Site _____
Subjects Discussed

Date _____

Injuries and/or Accidents Reviewed

Suggestions/Action to be taken

Supervisor's Signature/Remarks

**Attendance
(note subcontractors also)**

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

JOHN GRAZEL INC.. HAZARD ANALYSIS

Job Site _____

Date _____

Specific Hazard _____

Possible Injuries/Mishaps _____

Remedy/Action To Be Taken _____

Specific Hazard _____

Possible Injuries/Mishaps _____

Remedy/Action To Be Taken _____

Specific Hazard _____

Possible Injuries/Mishaps _____

Remedy/Action To Be Taken _____

Accidents/Injuries Reviewed _____

Suggestions _____

**Attendance
(note subcontractors also)**

Superintendent(s) Initials _____

Prepared By _____

Reviewed By _____

Bulletin Boards

Various Federal and State laws require that a bulletin board be provided at each location of employment for the purpose of displaying the items listed below. The bulletin board must be located in an area that is frequented by the employees to assure that it is seen.

It is the responsibility of the Project Manager to make sure that each location of employment under his supervision has a bulletin board complete with the items required.

Required on Each Bulletin Board:

1. Emergency phone numbers (EXTRA LARGE FORMAT) for Police, Fire, Ambulance, Hospital, Doctor, and out patient clinics. Directions to each location must be included.
2. OSHA poster "Safety & Health Protection on the Job"
3. Industrial Welfare Commission (IWC) orders regulating wages, hours and working conditions
4. "Harassment or Discrimination in Employment is Prohibited by Law" poster
5. Notice to employees of unemployment and disability insurance
6. Notice of workers' compensation insurance carrier
7. Pay day notice
8. Summary of Occupational Injuries and Illness (posted in the month of February)
9. Schedule of safety meetings
10. OSHA poster "Access to Medical and Exposure Records"
11. "Equal Employment Opportunity is the Law (included ADA Poster)" poster
12. "Notice: Employee Polygraph Protection Act" poster
13. "Notice to Employees: Time off to Vote" poster
14. Minimum Wage (State)
15. Minimum Wage (Federal)
16. "Family and Medical Leave Act of 1993 (Federal)" poster
17. "Family Care/Medical Leave/Pregnancy Disability (State)" poster
18. Pregnancy Disability Leave

SUBSTANCE ABUSE POLICY

Scope of Policy

JOHN GRAZEL INC. Foundations, Inc., The Company, has a vital interest in maintaining a safe and healthy work environment for all of its employees. In order to meet this goal, the Company has implemented this substance abuse policy.

Being under the influence of illegal drugs and/or alcohol while on the job poses serious health and safety risks both to the user and all those who work with the user. The Company understands that its own health and reputation is dependent on the health and reputation of its employees. Therefore, it is the intent of the Company to maintain a safe, healthy, and efficient workplace for all of its employees.

The Company further recognizes contractual obligations to its clients for the provision of services, which are free from the influence of illegal drugs and alcohol. Through this policy, the Company shall endeavor to provide its clients with employees and services, which are of the highest standards of safety, quality, and efficiency.

The Company further expresses its intent through this policy to comply with all applicable Federal and State rules and regulations that relate to the maintenance of a workplace free of the influence of illegal drugs and alcohol.

APPLICABILITY

This policy applies to all Company employees.

EMPLOYEE NOTIFICATION

The Company shall notify employees of this policy by giving each employee a copy of the policy and obtaining a written acknowledgment from each employee verifying that the policy has been received, read, and understood. In addition, the Company shall post notices and make presentations at Company meetings.

The Company will place signage on the Company's premises, which gives notice to the following effect:

POSSESSION OF DRUGS, ALCOHOL, FIREARMS, EXPLOSIVES, WEAPONS, AND/OR HAZARDOUS MATERIALS WITHOUT PROPER AUTHORIZATION IS NOT PERMITTED ON THESE PREMISES. ENTRY IS CONSENT TO, AND RECOGNITION OF, THE RIGHT TO SEARCH THE PERSON, AUTOMOBILE, AND OTHER PROPERTY OF ANY AND ALL INDIVIDUALS WHILE ENTERING, ON, OR DEPARTING THE PREMISES.

EDUCATION

All supervisors and other management personnel are to be trained in:

- Detecting the signs and behavior of employees who may be using illegal drugs or alcohol in violation of this policy.
- Intervening in situations that may involve violations of this policy.
- Recognizing the above activities as a direct job responsibility.

Employees are to be informed of:

- The health and safety dangers associated with illegal drug and alcohol use.
- The provisions of this policy.

DEFINITIONS

For the purposes of this policy, the term:

- “Alcohol” means any beverage that contains ethyl alcohol (ethanol), including but not limited to, beer, wine and distilled spirits.
- “Biological testing,” means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for purpose of detecting an illegal drug and alcohol.
- “Company premises or Company facilities” means all property of the Company, including but not limited to the facility and surrounding areas on Company-owned or leased property, parking lots, and storage areas. The term also includes Company-owned, leased or used vehicles and equipment wherever located. It also includes the premises where the Company performs contract services.
- “contraband” means any article, the possession of which on Company premises or while on Company business, causes an employee to be in violation of a Company work rule. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal weapons, firearms, explosives, incendiaries, stolen property, counterfeit money, untaxed whiskey, and pornographic materials.
- “drug paraphernalia” means any equipment, product, or material that is used, or is intended to be used, to conceal, inject, ingest, inhale, or otherwise introduce into the human body an illegal drug or alcohol.
- “for cause situation” is any situation in which an employee’s job performance is in conflict with established job standards relating to safety and efficiency. The term includes accidents, near accidents, erratic conduct suggestive of illegal drug or alcohol use, any unsafe performance behaviors, and unexplained deviations from productivity.
- “illegal drug” means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are Cannabis substances, such as marijuana and hashish, cocaine, heroin, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
- “legal drug” means any prescribed drug or over-the-counter drug, which has been legally obtained and is being used for the purpose for which prescribed or manufactured.
- “medical review officer” means a licensed doctor of medicine or osteopathy with knowledge of drug abuse disorders. The MRO has the knowledge and medical training to interpret and evaluate an individual’s positive test result together with his/her medical history and any other relevant biomedical information.
- “possession” is meant to also include the presence in the body system of any detectable amount of an illegal drug.
- “random testing” means a testing process in which selection for testing is made by a method employing objective, neutral criteria, which ensures that every person subject to testing has a substantially equal statistical chance of being selected. The method does not permit subjective factors to play a role in selection.
- “reasonable belief” means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular person performed a particular act.
- “substance abuse professional” means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association and Drug Abuse

Counselor Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Drug Other Drug Abuse). All must have knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and controlled substances related disorders.

- “under the influence” means a condition in which a person is affected by an illegal drug or alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.

PROHIBITED BEHAVIOR

Legal Drugs

It is the responsibility and obligation of every employee at work to be free of the influence of any substances, which may impair an employee's ability to satisfactorily perform his or her job duties. This provision includes the use of prescription and over-the-counter medications.

The purpose of this provision is not to prohibit the proper use of prescription or over-the-counter drugs, which are legally obtained. However, it is the responsibility of employees to determine the potentially impairing effects that on-the-job or off-the-job use of the drug may have on the employee's safe and productive performance in the workplace. If the employee determines that the use of a legal drug will have an impairing effect on his or her safe performance in the workplace, the employee is required to immediately report this to his or her supervisor. However, at all times the Company reserves the right to judge the effect that a legal drug shall have upon an employee's work performance and to restrict the using employees work activity accordingly.

Illegal Drugs and Alcohol

The use, sale, offer to sell, transfer, manufacture, or possession in any detectable manner of an illegal drug or alcohol while one Company premises, or while performing Company business is strictly prohibited.

Drug Paraphernalia

The sale, offer to sell, purchase, transfer, manufacture, or possession of drug paraphernalia by any employee on Company premises or while performing Company business is strictly prohibited.

BIOLOGICAL TESTING

The Company will perform biological testing of an employee in the following situations:

- Pre-Employment (will apply to those employees who hold a commercial license)

- For Cause
- Post-Accident
- Random

INSPECTION AND SEARCHES

The Company may conduct unannounced general inspections and searches for illegal drugs or alcohol on Company premises or in Company vehicles or equipment wherever located. Employees, including contractual and part-time employees, are expected to cooperate.

Search of an employee and his or her personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent will result in termination, even for a first refusal. Contractual employees who fail to consent will be banned from the job site.

Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on Company property may be turned over to the appropriate law enforcement agency and full cooperation given to any subsequent investigation. Substances, which cannot be identified as an illegal drug by a layman's examination, will be turned over to a biological testing vendor for scientific analysis.

Other forms of contraband, such as firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. An employee who is found to possess contraband on Company property or while on Company business will be subject to discipline up to and including discharge. Contractual employees who are found to be in possession of contraband may be banned from the job site.

If an employee is the subject of a drug-related investigation by the Company or by a law enforcement agency, the employee may be suspended, without pay, pending completion of the investigation. If the investigation turns up no evidence of wrongdoing, the employee may request payment for wages withheld during suspension. Contractual employees who are the subject of a drug-related investigation by the Company or by a law enforcement agency may be banned from the job site.

CONSEQUENCES OF VIOLATIONS

Any employee who uses, possess, manufactures, distributes, sells, attempts to sell or transfers illegal drugs or alcohol on Company premises or on Company business will be terminated. Any contractual employee who uses, possess, manufactures, distributes, sells, attempts to sell, or transfer illegal drugs or alcohol on Company premises or on Company business will be banned from the job site.

Any employee who shows positive for an illegal drug or alcohol in a biological test conducted under the provisions of this policy will be terminated.

An employee's consent to submit to biological testing is required as a condition of employment. An employee's refusal to consent will result in termination, even for a first refusal.

REHABILITATION

The Company recognizes the benefits of medical rehabilitation for drug and alcohol related problems. However, the Company maintains a zero tolerance policy with regard to substance

abuse. Therefore, rehabilitation will only be offered when an employee has requested rehabilitation and the request is unrelated to the identification of the employee as a violator of this policy. The Company encourages employees who suspect that they have a drug or alcohol dependency problem to make a self-referral and follow appropriate treatment before it results in safety or job performance problems.

The Company will refer an employee to an Employee Assistance Program or available local and community resources if requested to do so. Although the Company will not provide nor pay for treatment, an employee who obtains rehabilitative treatment may apply for reimbursement of medical expenses to the extent that such benefits are available in the Company's medical benefits plan.

RE-HIRE/RETURN TO WORK (FOLLOWING REHABILITATION)

Following successful completion of rehabilitation, the employee shall be eligible for re-hire, but the Company shall not guarantee re-hire. If the employee is returned to work, the employee must show negative results on biological tests for illegal drugs and alcohol. In addition, the employee will be subject to unannounced biological testing for a period of up to sixty (60) months.

Notwithstanding follow-up testing procedures, the employee is still subject to biological testing per Company policy, contractual obligations, and federal requirements.

EMPLOYEE APPEALS

Before a positive laboratory result for controlled substances is reported to the Company as verified, a Medical Review Officer (MRO) will review the results, which is a licensed physician with knowledge of substance abuse disorders. The MRO will attempt to discuss the positive laboratory result with the employee to examine alternate medical reasons for the positive result. If the MRO is unable to contact the employee at the employee's home telephone number within a reasonable amount of time, the MRO will contact the Substance Abuse Testing Program Manager, who will make arrangements for the employee to speak with the MRO. If the employee fails to speak with the MRO within five (5) days of the Program Manager's contact with the employee, the MRO shall verify the laboratory result as positive.

Additionally, an employee whose biological test for controlled substances is reported positive may have the remaining portion of the urine specimen tested by an alternate Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory, at his/her own expense.

An appeal that merits further inquiry may require that the employee be suspended without pay until the inquiry and the appeals process are completed. If the conclusion of the appeal is in the employee's favor, the employee will be reinstated without payment for wages lost during suspension.

CONFIDENTIALITY

All information relating to biological testing or the identification of persons as users of illegal drugs and alcohol will be protected by the Company as confidential, unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the person in question.

RESERVATION OF RIGHTS

The Company may modify, rescind or change this policy without notice. In addition, this policy shall not constitute not be deemed a contract or promise of employment.

SAVINGS CLAUSE

If any part of this policy is held invalid by a competent authority, or by changes in Local, State or Federal Legislation or DOT regulations or rules, such part shall be deemed invalid and the remainder of the policy shall continue in full force and effect.

EMPLOYEE ACKNOWLEDGEMENT

Please sign, date and return this form to your Supervisor as soon as possible.

1. I have received and read JOHN GRAZEL INC. Foundations Illness and Injury Prevention Program.

(Your Initials)_____

2. I have received and read a copy of the Company's substance abuse policy. I understand that this policy is part of the company's personnel rules and regulations and that it applies to all company employees.

(Your Initials) _____

3. I understand the Company's policy regarding substance abuse. I understand that it is the practice of the Company to conduct drug and alcohol tests for the purpose of carrying out this policy.

I understand that I cannot be compelled to give a biological specimen. I understand that if I give a biological specimen, it will be tested for drugs and/or alcohol. I understand that the giving of biological specimen, when requested by the Company, is a condition of my continued employment. I understand that it is a test of my continued employment. I understand that if a test of my specimen reveals an unexplained presence of drug and/or alcohol, the Company may take disciplinary action against me, up to and including, termination of my employment.

I authorize the officers and agents of Accuracy Testing Plus and the Company to communicate among themselves for official purposes my drug and/or alcohol test results both orally and in writing, and to communicate such test results at any judicial or administrative proceeding. I also authorize the officers, employees and agents of Accuracy Testing Plus and the Company to have continued access to my biological specimens for the purpose of any further analysis or study that may be necessary.

I wish the Company to consider me for work in situations that require drug and/or alcohol testing due to contractual obligations, I hereby give consent to the Company and its designated agent(s), to release to owners/contractors the result of any biological tests taken by me to that I may qualify for such work.

COMMENTS: _____

At this time, I hereby agree to give a biological specimen.

Printed Name Date

Donor's Signature Social Security Number

Witness Date