

# BMW C Constructors

## Pocket Guide to Safety and Employee Policies and Procedures

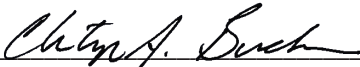


2024

**BMWC**  
**Corporate Statement**

“BMWC is dedicated to achieving a zero incident workplace. Each individual is responsible to help eliminate the barriers that prevent us from achieving a zero incident culture. All accidents are preventable. Safety will take priority over production, schedule and cost.”

***“As an employee of BMWC  
Constructors, Inc. you have the  
authority to stop any work where  
you believe an unsafe condition exists.”***

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**Chris Buckman**  
**President/CEO**

**BMWC**  
**Pocket Guide to Safety and Employee**  
**Policies and Procedures Index**

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## **BMWC**

### **Pocket Guide to Safety and Employee Policies and Procedures Index (Cont'd)**

#### **Guide to Safety Policies and Procedures**

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## **Introduction**

This Pocket Guide to safety and employee policies includes information on basic and specific safety procedures and employee policies to be followed by employees of BMWC performing work in any location. It is designed for your convenience and easy reference. It contains only minimum requirements; in no instance will it replace existing laws, codes, standards, or ordinary common sense. Throughout the Guide, “Company” will refer to BMWC.

You are working in an extremely hazardous industry where highly skilled craftspersons are required. Good safety performance is an important and required part of these skills.

We trust that your safety and welfare and that of your fellow workers are as important to you as it is to the Company. A zero incident workplace is part of the overall quality performance commitment we have made to our Customers.

If you have any questions regarding the contents of this Guide, please contact your immediate supervisor.

# **GUIDE TO EMPLOYEE** **POLICIES AND PROCEDURES**

## **Hotline**

Managing ethical issues is essential in today's business environment. It is our desire to maintain an open, honest atmosphere, free of harassment and other negative behaviors that could lead to financial, emotional and physical harm. To ensure we maintain a culture based on integrity and ethical practices, we have engaged Ethical Advocate, an organization that specializes in advocating ethical culture and behavior in the workplace. Ethical Advocate provides anonymous and confidential incident reporting through their fully secure, encrypted web site reporting pages. It is important to point out that this process does not replace the other methods you have traditionally used to communicate with your supervisor. Similarly, this process is not meant to be a "get back at my boss or co-worker" line.

Prior to submitting a report to Ethical Advocate, you should make best efforts to resolve a particular issue through your supervisor or manager. We encourage you to report any suspected illegal or improper practice of which you are aware. The information you provide is anonymous if you chose, and confidential.

You may contact Ethical Advocate toll-free, 24 hours a day, any day of the year, by calling: **800.798.8692**

You may also submit a report on line by going to:  
<https://bmwconstructors.ethicaladvocate.com>

***In order to ensure maximum anonymity and confidentiality, we strongly urge you to not submit reports from Company computers.***

## **Suicide Prevention**

The construction industry is considered to be high risk for suicide. In studies conducted by the CDC, the construction industry had the most suicides and the highest rates per worker. It is estimated that the construction industry is four time greater than the national average and five times greater than that of all other construction fatalities combined.

Construction has always been considered a rough and tough industry to work in. Many construction employees work long hours and spend a lot of time away from their families. Many employees miss a lot of family activities and some employees get lost in their work without positive outlets in their lives.

There is a lot of pressure in the construction industry. This is frequently expressed as budget, schedule, productivity, quality and safety standards. The end of season or end of project layoffs can create financial stress if someone has not put money away for the off-season.

### **HELP IS AVAILABLE**

**Suicide is preventable!** Seeking help is the first step. We need everyone to care for one another. It is not enough to focus on getting people home safely at the end of a shift. It is equally important to get employees back to work safe from home.

The National Suicide Prevention Lifeline is a free, confidential service that is available 24/7. It provides crisis intervention for people having thoughts about self-harm or who are considering taking their life. The telephone number is 988.

**[www.988lifeline.org](http://www.988lifeline.org)**



## **Equal Employment Opportunity Policy**

### **Policy**

The Company is committed to providing equal employment and advancement opportunities. Employment decisions at the Company will be based on merit, qualifications, and abilities. The Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, age, national origin, physical or mental ability, military service, or any other characteristic protected by law.

The Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Protected characteristics may be factors used in employment decisions where such requirements constitute a bona fide occupational qualification or where the individual's impairment will cause the employee to be a direct threat to the safety or health of the employee or others.

### **Definition**

Equal employment opportunity refers to the elimination of patterns and practices of discrimination in all facets of employment, including recruitment, application, qualification, hiring, training, promotions, disciplinary actions, layoffs, and terminations.

### **Support of Other Efforts**

The Company is a member of the Mechanical Contractors Association of America, Inc., as well as various other local and national associations, and subscribes to their efforts to advance the cause of equal employment opportunity in the construction industry through work within the community and labor organizations.

## **Equal Employment Opportunity Policy (Cont'd)**

### **EEO Coordinator**

The Company has appointed an Equal Employment Opportunity Officer who has the primary responsibility for developing and reviewing its fair employment practice policies. The EEO Officer is the Director of Human Resources, who can be reached at (317) 267-0430.

### **Complaints**

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, the Equal Employment Opportunity Officer or Chief Financial Officer of the Company (CFO). Employees can raise concerns and make reports without fear of reprisal.

### **Violations**

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **Sexual Harassment Policy**

### **Policy**

It is the policy of the Company to provide an environment free from sexual and sex-based harassment or other inappropriate behavior. It is against the policy of the Company for any employee, whether a manager, supervisor, or co-worker to sexually harass another employee.

### **Purpose**

The purpose of this policy is to ensure a non-threatening work environment for all employees.

### **Sexual Harassment Definition**

Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment.

Sexual and sex-based harassment includes, but is not limited to:

- requests for sexual favors;
- unwanted physical contact, including touching, pinching, or brushing the body;
- verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gesture; or
- acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature).

### **Employee Action**

Any supervisor, manager, or employee who becomes aware of possible sexual or other harassment, or other inappropriate behavior, whether directly involved in the situation or not, should promptly advise the Director of Human Resources or the CFO of the company either in person or by calling (317) 267-0400 or toll free at (888) 520-7230.

Any employee who believes he or she is a recipient of sexual or other harassment or other inappropriate behavior should promptly report the matter immediately to the Director of Human Resources or the CFO. If the employee believes it would be inappropriate to contact that person, the employee should immediately contact an Officer of the Company.

Employees can raise concerns and make reports without fear of reprisal. Information provided will be treated as confidentially as circumstances permit. No victim retaliation or discrimination will result from any good faith complaint made under this policy.

### **Company Action**

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible.

### **Violations**

Any employee of the Company who has been found, after appropriate investigation, to have violated this policy will be subject to disciplinary action up to and including discharge.

## **Harassment, Other Than Sexual Policy**

In providing a productive working environment, the Company believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of sex, race, color, religion, gender, sexual orientation, national origin, age, disability and any other category protected by law. It is the Company's policy to provide an environment free from such harassment or other inappropriate behavior. It is against the policy of the Company for any employee, whether a manager, supervisor, or coworker, to harass another employee or engage in other inappropriate behavior.

### **Purpose**

The purpose of this policy is to ensure a non-threatening work environment for all employees.

## **Definitions**

Prohibited harassment occurs when verbal or physical conduct defames or shows hostility toward an individual because of his or her sex, race, color, religion, gender, national origin, age, disability or any other category protected by law or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to sex, race, color, religion, gender, national origin, age, disability or any other category protected by law; or
- written or graphic material that defames or shows hostility or aversion toward an individual or group because of sex, race, color, religion, gender, national origin, age, disability or any other category protected by law and that is placed on walls, bulletin boards, or elsewhere on the Company's premises, or that is circulated in the workplace.

## **Employee Action**

Any supervisor, manager, or employee who becomes aware of possible sexual or other harassment, or other inappropriate behavior, whether directly involved in the situation or not, should promptly advise the Director of Human Resources or the CFO, either in person or by calling (317) 267-0400 or toll free at (888) 520-7230.

Any employee who believes he or she is a recipient of harassment or other inappropriate behavior should promptly report the matter immediately to the Director of Human Resources or the CFO. If the employee believes it would be inappropriate to contact that person, the employee should immediately contact an Officer of the Company.

Employees can raise concerns and make reports without fear of reprisal. Information provided will be treated as confidentially as circumstances permit. No victim retaliation or discrimination will result from any good faith complaint made under this policy.

### **Supervisor Action**

The supervisor must immediately forward the employee's complaint to the Director of Human Resources.

### **Company Action**

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible.

### **Violations**

Any employee of the Company who has been found, after appropriate investigation, to have violated this policy will be subject to disciplinary action up to and including discharge.

### **Non-Fraternization Policy**

To prevent unwarranted sexual harassment claims, confidentiality lapses, uncomfortable working relationships, morale problems among other employees, and even the appearance of impropriety, managers and supervisors of the Company are strictly prohibited from engaging in consensual romantic or sexual relationships with a subordinate employee.

### **Purpose**

While the Company does not wish to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct and relationships may interfere with the Company's legitimate business interests.

### **Additional Information**

This policy is intended to supplement our existing sexual harassment policy. If you have any questions concerning the intent of this policy or its application to any existing or contemplated relationship, please consult the Company's Director of Human Resources. All such inquiries will be treated confidentially and consistently with the legitimate business needs of the Company.

### **Violations**

Any manager or supervisor of the Company who has been found, after appropriate investigation, to have engaged in a romantic or sexual relationship with a subordinate employee is in violation of this policy and will be subject to disciplinary action up to and including discharge.

## **Workplace Violence Policy**

The Company is committed to providing a safe and violence-free workplace. The Company strictly prohibits employees, former employees, consultants, independent contractors, customers, visitors or anyone else on its premises, including job site locations, or those engaging in Company-related activity from behaving in a violent or threatening manner. As part of this policy, the Company seeks to prevent workplace violence before it begins and therefore reserves the right to deal with behavior that suggests a propensity toward violence even prior to any violent behavior occurring.

### **Purpose**

The Company recognizes that workplace violence is a growing concern among employers and employees across the country; therefore the Company has adopted the following guidelines to deal with intimidation, harassment or other threats of violence that may occur on its premises or at job sites.

### **Guidelines**

The Company will not tolerate any conduct that threatens, intimidates or coerces an employee, customer, or member of the public at any time, including off-duty periods. Additionally, firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of the Company or our job sites without proper authorization.

All suspicious individuals or activities, including actual or threats of violence, both direct and indirect, should be reported immediately to your supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. Employees should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing or violent situation.

### **Employee Action**

Employees are encouraged to bring their disputes or differences with other employees to the attention of an appropriate member of management before the situation escalates into violence. The Company will promptly and thoroughly investigate all reports of actual or threatened violence as well as suspicious individuals or activities. The identity of the individual making a report will be

protected to the extent practicable in order to maintain workplace safety and the integrity of its investigation. The Company may suspend employees, either with or without pay, pending investigation. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination of employment.

## **Confidentiality of Company Information Policy**

The Company wishes to maintain an open environment for communication with and among all employees while maintaining the protection of confidential information that is vital to the interests and the success of the Company.

### **Purpose**

The purpose of this policy is to identify those areas where care must be taken in the sharing of information.

### **Guidelines**

Employees of the Company may be privy to confidential business information of the Company and of those with whom the Company has a business relationship. Employees are strictly prohibited from disclosing, directly or indirectly, such confidential business information. Some examples of such information are given below.

The following information should not be shared among employees or outside the Company except as specifically authorized.

- compensation data;
- computer access means or passwords; or
- personal matters relating to employee medical conditions, complaints, or disciplinary action.

The following information should not be shared outside the Company without prior approval:

- Customer lists and references;
- Marketing strategies and plans;
- Pending projects or proposals;
- Project estimates, subcontract bids, or project performance strategies;
- Proprietary systems and processes;
- Financial information or results;
- Information regarding corporate acquisitions;
- Information on individual employees;
- Management strategies, or impending changes; or
- Information acquired from a customer including but not limited to:
  - trade secrets;
  - technical information;
  - plans and specifications;
  - processes;
  - equipment and reaction parameters; and
  - any other information deemed confidential by the customer.

No Company information should be shared with anyone whose possession of the information would be potentially detrimental to the interests of the Company.

Employees may be required to sign a confidentiality agreement if required by the Company or Company's customer.

### **Reasonable Care**

Employees are expected to exercise reasonable care in the protection and preservation of Company information. Confidential information should be protected when outsiders are present in the office. Confidential information should be removed from public, or unprotected areas (such as job site desks), when the purpose of its being there has expired.

### **Results of Disclosure**

Employees who improperly use or disclose trade secrets or confidential information will be subject to disciplinary action, up to and including termination. Neither personal benefit from such disclosure nor injury to the Company is required to be shown before disciplinary action is initiated.

## **Conflict of Interest Policy**

### **Policy**

Employees will conduct business within guidelines that protect against damage to the Company from actual or potential conflicts of interest.

### **Purpose**

The purpose of these guidelines is to provide general direction so that employees can recognize the potential for conflicts of interest and seek further clarification on issues related to acceptable standards of operation.

### **How Might a Conflict of Interest Occur?**

An actual or potential conflict of interest occurs when an employee is in a position to directly or indirectly influence a decision that may result in unusual personal gain for the employee, or any relative or acquaintance, as a result of the business dealing.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **In What Dealings Might a Conflict of Interest Develop?**

A conflict of interest may develop with regard to dealings with any individual or business doing, seeking to do, or competing in, business with the Company. Collectively these are referred to as Trigger Situations.

### **Definition: Unusual Personal Gain**

Unusual personal gain refers to payments, fees, services, gifts, special favors, loans, unusual price breaks, bribes, product bonuses, special fringe benefits, or entertainment that goes beyond a direct business purpose or common courtesies consistent with ethical or accepted business practice.

### **Guidelines**

It is not possible to encompass every situation that may give rise to a conflict of interest, but the guidelines will serve as a basic guide to define some of the important areas where conflicts may arise. It is important to avoid not only any situation that is an obvious conflict of interest but also any situation that might give

the appearance of being a conflict. If there is any question regarding a situation, an employee should consult with his or her supervisor.

1. Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Company.
2. When any actual or potential conflict of interest occurs in a Trigger Situation, employees shall remove themselves from the decision process unless such conflict has been fully disclosed to the Company and specific authorization has been received for the employees continued involvement.
3. Employees shall not seek, or accept, unusual gain resulting from their involvement in a Trigger Situation.
4. Employees shall not own a significant financial interest in a business involved with the Company in a Trigger Situation without such interest being fully disclosed and the determination made that only a manageable conflict exists. As a guide for the purposes of determining the necessity for disclosure, ownership in such business entity shall be deemed significant if the aggregate interest of the officer or employee and family members represents:
  - a. more than one percent of the outstanding securities of a firm or corporation, or
  - b. more than five percent of the total assets of such officers or employee and family members.
5. Employees shall not accept a directorship or other managerial position in a business involved with the Company in a Trigger Situation without receiving specific approval from the Company.
6. Officers and employees shall not conduct business on behalf of the Company with a relative or business entity with which the officer or employee or a relative is associated, except where such dealings have been disclosed to the Company and the Company has given its specific approval and authorization.
7. Employees shall not acquire real estate, or an interest in any business entity that such employee knows, or has reason to believe, may be of acquisition interest to the Company.
8. Employees may hold a job with another organization

as long as they satisfactorily perform their job responsibilities with the Company and as long as the other firm is not involved with the Company in any undisclosed or unapproved Trigger Situations. All employees will be judged by the same performance standards and will be subject to the Company's scheduling demands, regardless of any existing outside work requirements. Outside employment or business interest will represent a conflict of interest if it has an actual or perceived adverse impact on the Company. No outside employment or business interest should imply sponsorship or support by the Company of the outside employment or organization or adversely affect the good name of the Company.

9. Officers and employees shall not disclose to anyone confidential information relating to the Company, such as trade secrets, processes, formulas, methods, research activities, prospective transactions, marketing plans, sales information or financial data unless such disclosure has been authorized by the Company.
10. Gifts such as merchandise or products, as well as personal services or favors, may not be accepted unless they have a value of less than \$100. This dollar limit is intended to serve as a guideline, and employees are urged to consult with the general office manager before accepting any gifts of more than nominal value. Gifts of any amount may never be solicited. A gift of cash or securities may never be accepted.
11. Normal business entertainment such as lunch, dinner, theater, a sporting event, and the like, is appropriate if of a reasonable nature and in the course of a meeting or another occasion, the purpose of which is to hold bona fide business discussions or to foster better business relations. Overnight trips of any nature must be pre-approved.
12. All employees are responsible for the proper use of the Company's physical resources and property, as well as its proprietary and other confidential information. Unless otherwise prohibited by an employee's supervisor, reasonable incidental use of a Company telephone, computer or other equipment is permitted.
13. Employees are free to exercise the right to make political contributions within legal limits, unless such a contribution is otherwise prohibited by other policies

of the Company. The Company will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements. Generally, no contribution may be made with the expectation of favorable government treatment in return. In any event, all contributions, by whoever made, are subject to a series of complex and sometimes inconsistent sets of rules governing, among other things, the amount of, and manner in which, contributions may be made. Any questions about compliance should be directed to the Company's Corporate General Counsel or the CFO. In addition, any political activity or contribution by an employee which might appear to constitute an endorsement or contribution by the Company must be approved in advance by the President of the Company.

14. Officers and employees shall have the continuing, affirmative duty to report to the Company President any personal ownership or other relationship that might affect their ability to exercise impartial, ethical business judgments in the area of their responsibilities. Each situation reported shall be reviewed by the Company and a determination shall be made as to whether a conflict of interest exists or may arise from such situation. All officers and employees shall give the Company their fullest cooperation in the correction of any situation in which a conflict exists or may arise.
15. When requested, employees shall complete a Conflict of Interest Questionnaire fully disclosing situations in which the employee is involved where a potential or actual conflict of interest might arise. When a material change to the information disclosed in that questionnaire occurs, the employee has an affirmative duty to report the change to the Company President.

## **Resolution**

All employees shall give the Company their fullest cooperation in the correction of any situation in which a conflict exists or may arise.

## **Anti-Graffiti Policy**

The Company Sexual Harassment and Harassment, other than Sexual policies specifically prohibits harassing conduct of any kind. This includes dissemination of inappropriate statements in the form of graffiti.

Writing graffiti on Company or employee property or in areas visible to Company employees is strictly prohibited and subjects the employee to immediate discipline, up to and including discharge.

### **Definition**

Graffiti (the plural of “graffito”) is defined in the dictionary as “a drawing message, inscription, etc. scrawled or painted on a wall or other public surface.”

### **Guidelines**

If an employee witnesses or knows of the use of graffiti, they are encouraged to report such conduct in accordance with this and the Company’s harassment policies.

If an employee has a question or concern with respect to the application of this Policy (or the harassment policies) they are encouraged to bring it to the attention of their supervisor or the Director of Human Resources.

If an employee is uncomfortable discussing a question or concern relating to this policy with their supervisor, the employee should bring such question or concern to the attention of another supervisor, a member of management or the Company’s EEO officer.

### **Supervisor Action**

The supervisor must immediately forward any employee complaint regarding graffiti to the Director of Human Resources.

## **Attendance Policy**

Any employee who finds he/she will be late in reporting for work or absent is expected to call in before their scheduled starting time. Any employee who does not report for work by his/her scheduled starting time will be considered tardy, but will be permitted to work the remainder of the their scheduled shift if he/she reports for work. If the employee does not report for work within one hour after his/her scheduled starting time, the employee will be marked absent and receive a no-call.

Subject to the relevant collective bargaining agreement, if applicable, one no-call will result in a verbal warning and two no-calls will result in a termination. When circumstances so justify, an employee may be also terminated for excessive tardiness or absenteeism even if the employee has been calling in.

## **Smoking Policy**

### **Policy**

The Company's offices, including job site offices, and warehouse facilities will be maintained as smoke-free environments.

### **Purpose**

It is the Company's intention to promote the health and safety of all employees by protecting them from exposure to second-hand smoke, preventing the buildup of cigarette/tar waste on surfaces and sensitive equipment, and reducing fire hazards.

### **Guidelines**

The following represent guidelines for the implementation of this policy.

- Common areas and individual offices are nonsmoking.
- No Smoking and Smoking Area notices will be posted as appropriate, at the Company's discretion.

### **Project Sites**

Project sites will abide by the rules of the plant or owner if they are more stringent than this policy.

## **Anti- Solicitation Policy**

### **Policy**

The Anti-Solicitation policy is intended to ensure a productive and harmonious work environment for the Company employees.

### **Purpose**

The purpose of this policy is to provide a workplace free from distractions and pressure from outside interest groups or fellow employees.

### **Guidelines**

The Company wishes to maintain a professional image and does not wish to express opinions, signify support or non-support of any organization, political or social issue, or give the appearance of prejudice or discrimination of any group. To this end:

- Solicitation for any purpose is prohibited during working time. Unauthorized distribution of literature during working time or in working areas at any time is also prohibited. An employee who is not on working time, such as an employee on break or lunch period, may not solicit an employee during that employee's working time for any cause or distribute literature of any kind to that person. Similarly, solicitation or distribution of literature by non-employees is prohibited at all times.
- Solicitations, distribution, or displaying of printed matter for organizations, charities, gifts, showers, parties, raffle tickets or product sales for any purpose on Company premises is against Company policy.
- It is not appropriate to attach materials, advertisements, bumper stickers, etc. on Company property or premises. It is not appropriate to place such items on bulletin boards or on Company vehicles.

This policy applies both to employees and non-employees of the Company.

## **Computer Usage Policy**

### **Policy**

Computers and software (including the network, e-mail and the Internet) are tools for the performance of our business. They are Company property, as are all messages exchanged and programs used on the computers.

### **Purpose**

The purpose of this policy is to give guidance on what constitutes proper use of Company property and systems.

### **Guidelines**

In the interest of effective use of Company systems, the Company provides employee training in programs and systems. If any employee feels the need for further training in specific programs or systems, that need should be identified to the supervisor or Director of Training.

Employees should not use other employees' computer passwords, nor should an employee retrieve the messages or files of others without authorization.

Unless authorized by the software developer, the Company does not have the right to reproduce software for use on more than one computer. Employees may only use software according to the software agreement under the direction of the Information Systems (IS) Manager. The Company prohibits the illegal duplication and distribution of software or its documentation.

The Company provides Internet and e-mail access to its employees in an attempt to improve business communication and productivity as well as to give employees access to the vast amount of business-related information contained on the Internet. Every employee has a responsibility to maintain and enhance the Company's public image and to use the Company e-mail system and Internet access in a productive manner.

Employees are strictly prohibited from using the Company's e-mail system or Internet access for any of the following purposes:

1. Viewing, transmitting, retrieving or storing material that may in any way be considered obscene.

2. Transmitting any message containing derogatory, harassing or inflammatory remarks about an individual or group's race, color, religion, national origin, age, disability, or other characteristic or attribute.
3. Transmitting any abusive, profane or offensive language.
4. Transmitting any information which the employee knows or has reason to believe may be false, misleading or libelous.
5. Sending or posting any chain letters, jokes, solicitations, or advertisements not directly related to some business purpose or activity.
6. Using the Company's e-mail system or Internet access for any political or religious causes or activities.
7. Using the Company's e-mail system or Internet access for personal gain, including the solicitation of, or engagement in, any non-company business.
8. Using the Company's e-mail system or Internet access for any other purpose which is illegal, may damage the Company's reputation or is otherwise contrary to the Company's best interest.

Further, employees are prohibited from transmitting or posting any confidential material, financial information, trade secret or other proprietary information outside the organization without the prior authorization of their supervisor.

The use of computers or their programs in any manner considered discriminatory, defamatory or harassing in nature is strictly prohibited. Specifically, the transmission of offensive language, offensive or discriminatory material, or of any sound, image, or text that is sexual in nature is forbidden.

Employees shall not use computer games on Company computers.

All equipment, services and technologies provided to employees as part of the Company's computer system constitute the exclusive property of the Company. Similarly, all information composed, transmitted, received or stored via the Company's computer system is also considered the property of the Company. All such information is subject to disclosure to management, law enforcement and other third parties, with or without notice to the employee. Accordingly, employees must ensure that all information communicated via the Company's computer system is accurate, appropriate, and ethical and serves a legitimate business purpose.

The Company specifically reserves the right to access and monitor all messages and files on the Company's computer system, including the restoration of files that have been previously "deleted." There is no right to privacy.

The Company has provided Anti-virus software, firewall hardware and web filter hardware for several reasons which include the following:

1. Protect systems from malicious software.
2. Protect systems from external network attacks.
3. Protect the company image by keeping offensive and potentially illegal material off of Company systems.
4. Prevent unauthorized use of network resources that can degrade performance.

Any attempts to thwart, circumvent, disable or delete these security efforts will be considered a violation of this policy. Any person who needs access to resources blocked by our security policies must have permission from the IS Manager to allow that access.

Computer equipment is not to be removed from Company premises without the permission of the supervisor and the knowledge of the IS Manager. Users of portable computers are responsible for reasonable protection of that equipment from damage or theft.

Certain Company systems (e-mail, calendar) can be accessed from employee-owned equipment with the permission of the IS Manager.

Employees should notify their supervisor, the Director of Human Resources, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

## **Cell Phone Policy**

For safety reasons, using any Communication Device (including but not limited to text messaging or other similar text based services) while operating a company owned or leased vehicle, or when using a personal vehicle or rental vehicle for company business is prohibited except in the case of a completely hands free cell phone. A completely hands free cell phone is one that is Bluetooth enabled or has some similar technology so that the user is able to make or receive calls completely hands free without touching the cell phone.

Employees are not required to have completely hands free cell phone systems. If an employee needs to make or receive a call or message while driving, the person should pull over to a safe area and then make the call or return the missed call. This prohibition applies regardless of who owns the Communication Device. Employees should also abide by any customer rules.

***Craft employees are prohibited from using cell phones while working. If cell phones are allowed in the work location then employees need to step to a safe location to use the phone. At no time should employees utilize a cell phone while operating any equipment or tools.***

## **Conduct Rules**

These conduct rules are important and all employees are required to know and follow them. The rules provide some basic guidance as to what is considered acceptable conduct and reflect our expectations of responsibilities associated with being an employee of The Company.

The Company and our customers, subcontractors and vendors expect that The Company projects a professional image at all times. This is done by having a safe work environment, clean and orderly project site, and a workforce that adheres to company policies and procedures.

When an employee violates a rule or does not perform as required, disciplinary action will most likely result. Discipline may range from counseling to discharge, depending on the violation, the circumstances, and the employee's work record – including any previous disciplinary action. Disciplinary time off without pay and/or discharge may be used in some cases without verbal or written warnings.

The following rules cover a broad range of employee actions but are not all-inclusive. There will arise occasions where an employee engages in a breach of normal good conduct standards, which are not specifically mentioned herein, but for which discipline is warranted. These instances will be dealt with on a case-by-case basis in a comparable manner. This policy is in addition to The Company's safety accountability policy and other policies and procedures including policies and procedures by the customers where The Company works. If conduct falls under more than one policy, the more severe discipline will be applied.

Level 1, 2 and 3 Citations are cumulative and Citations do not start over once an employee leaves employment with The Company and is then later rehired, except as follows:

1. A Level 1 and 2 Citation will stay with an employee for a period of 12 working months after which it will not be considered if the employee is issued another Citation. (Example: employee receives a Level 1 Citation on January 1, 2002. The employee then works 6 months in 2002 for The Company and 3 months in 2003 before being cited for another Level 1 act. With the employee only working 9 months for The Company, the employee will receive a Level 2 Citation. If the employee had worked 9 months

for a total of 15 months in 2003 before being cited for another Level 1 unsafe work act, the employee would have received another Level 1 Citation.)

2. A Level 3 Citation will stay with an employee for a period of 24 working months after which it will not be considered if the employee is issued another Citation.
3. For a Level 4 Citation, there may be circumstances where a terminated employee could be considered for rehire. Where re-evaluation of the circumstances so justifies, The Company may consider the seriousness of the conduct, and other appropriate information, when deciding to take someone off the “not for rehire” list.

### **Level 1 - Minor Offenses**

*Violations of rules in Level 1 may meet with varying levels of discipline depending on the circumstances. Normally, the corrective procedure is:*

| <b>Severity Level</b> | <b>Violation</b>                                                                                                                                                                                                                                                                                                                                                                         | <b>Discipline</b> |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1                     | Absence without reasonable cause                                                                                                                                                                                                                                                                                                                                                         | Verbal warning    |
| 1                     | Solicitation during working time, distribution of materials in working areas or on working time, and posting material without authorization from HR. (This applies while either the employee(s) doing the soliciting or the employee(s) being solicited is/are on working time. Working time does not include authorized break periods, meal periods, and periods before or after work.) | Verbal warning    |
| 1                     | Taking unauthorized or extended breaks.                                                                                                                                                                                                                                                                                                                                                  | Verbal warning    |
| 1                     | Failing to follow parking lot rules                                                                                                                                                                                                                                                                                                                                                      | Verbal warning    |
| 1                     | Poor housekeeping                                                                                                                                                                                                                                                                                                                                                                        | Verbal warning    |
| 1                     | Tardiness without an acceptable excuse                                                                                                                                                                                                                                                                                                                                                   | Verbal warning    |
| 1                     | Failure to provide notification to immediate supervisor or designee when absent or tardy (at least 1 hour before work starts)                                                                                                                                                                                                                                                            | Verbal warning    |
| 1                     | Improper disposal of tobacco products                                                                                                                                                                                                                                                                                                                                                    | Verbal warning    |
| 1                     | Usage of cell phone in unapproved areas                                                                                                                                                                                                                                                                                                                                                  | Verbal warning    |
| 1                     | Playing or listening to radios or other audio devices in areas other than break areas, lunch rooms, and offices                                                                                                                                                                                                                                                                          | Verbal warning    |

**Level 2 - Serious Offenses**

*These are serious problems which will warrant at least a written warning for the first infraction and, in some instances, will call for a 1 day suspension without pay and/or discharge and not for rehire.*

| Severity Level | Violation                                                                                                        | Discipline      |
|----------------|------------------------------------------------------------------------------------------------------------------|-----------------|
| 2              | Second violation of Level 1                                                                                      | Written warning |
| 2              | Leaving one’s workplace for other than assigned duties without the supervisor’s authorization                    | Written warning |
| 2              | Failure to use authorized tools when provided by The Company                                                     | Written warning |
| 2              | Smoking or chewing tobacco in unauthorized areas                                                                 | Written warning |
| 2              | Creation of scrap, rework or lost production time due to neglect of duties or failure to follow procedures       | Written warning |
| 2              | Unauthorized or abusive use of the computer (Internet, computer games, etc.), company telephones and/or intercom | Written warning |
| 2              | Asleep at workplace while on duty                                                                                | Written warning |

**Level 3 - Very Serious Offenses**

*These are serious problems which will warrant at least a 1 day suspension without pay and/or discharge and not for rehire.*

| Severity Level | Violation                                                                                                                                                              | Discipline                      |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 3              | Deliberate slowdown of work.                                                                                                                                           | Suspension of 1 day without pay |
| 3              | Insubordination (including failure to carry out a reasonable order by a supervisor or management representative, refusing to work on a job assigned by the supervisor) | Suspension of 1 day without pay |
| 3              | Failure to meet standards of quality or efficiency due to neglect of duty or responsibility                                                                            | Suspension of 1 day without pay |

**Level 4 - Most Serious Offenses**

*Most serious offenses will result in discharge and not for rehire for the first offense. Such acts include, but are not limited to:*

| Severity Level | Violation                                                                                                                                                                                       | Discipline |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 4              | Second violation of Level 2 (including 3rd violation of Level 1)                                                                                                                                | Discharge  |
| 4              | Second violation of Level 3                                                                                                                                                                     | Discharge  |
| 4              | Stealing or the unauthorized removal of employee or company property in any form without the written consent of the Project Manager.                                                            | Discharge  |
| 4              | Damaging or sabotaging work                                                                                                                                                                     | Discharge  |
| 4              | Asleep away from work area while on duty                                                                                                                                                        | Discharge  |
| 4              | Defacing, marking, or drawing on the property of others or The Company                                                                                                                          | Discharge  |
| 4              | Theft or dishonesty (including timecard fraud or falsification of other Company records)                                                                                                        | Discharge  |
| 4              | Gambling, fighting, disorderly conduct, harassment of others (including sexual, racial, religious, or derogatory comments of any nature), and conduct which violates common decency or morality | Discharge  |
| 4              | Dangerous, flagrant violation of safety rules (drag racing fork lifts, throwing objects, horseplay, smoking in a flammable materials area, etc.)                                                | Discharge  |
| 4              | Walking off the job (including leaving the project site without authorization).                                                                                                                 | Discharge  |
| 4              | Insubordination with respect to safety rules (including refusal to submit to alcohol/drug test or search as outlined in company or customer rules)                                              | Discharge  |
| 4              | Possession of weapons or ammunition on Company property at any time.                                                                                                                            | Discharge  |
| 4              | Violation of or noncompliance with security regulations (including assisting any person in entering the project site or restricted areas without proper permission                              | Discharge  |
| 4              | Failure to return to work promptly upon expiration of vacation or other excused days off without notification to direct supervisor.                                                             | Discharge  |
| 4              | Failure to report to work for two working days without proper notification to direct supervisor                                                                                                 | Discharge  |
| 4              | Violation of The Company’s non harassment and related employee policies (Including using abusive or degrading language toward another employee).                                                | Discharge  |

## **Conduct Rules (Cont'd)**

The Conduct Rule Guidelines were developed as a general guide, and there may be others not included as examples. If such situations occur, management has the responsibility of deciding what the appropriate disciplinary action should be and to communicate such discipline to employees of the company.

Where circumstances so justify, the Company may decide to impose penalties different than those listed here, depending upon the nature of the circumstances involved in each individual cases.

In the case of a supervisor, the Company may include as part of any discipline the demotion of the supervisor.

**If you are in doubt about the interpretation of any of the conduct rules or policies, please contact the Project Manager or Labor Coordinator.**

## **Driving Policy**

The Company has a driving policy that applies to any employee driving a Company owned or Company leased vehicles, personal vehicles used for company business and those that otherwise operate a vehicle while on the job. The EH&S manual provides the details of the policy including the criteria for an employee to be eligible to be an employee driver. The policy includes but is not limited to:

- Employee drivers must have a valid driver's license
- Employee drivers will be required to submit to a motor vehicle record report, which will be reviewed by The Company to determine whether the employee is eligible to be an employee driver
- Employee drivers are required to immediately report to The Company if their driving status changes
- Employee drivers must follow all motor vehicle laws
- Continuous MVR. Drivers must complete required training prior to being an approved driver.

*Please refer to the Driving Policy (1.15 of the EH&S Manual) for further details of this policy.*

# **GUIDE TO SAFETY**

## **POLICIES AND PROCEDURES**

## **Environment, Health & Safety Policy**

The Company is committed to providing the safest working conditions possible, while aggressively protecting the workplace environment.

With this in mind, we seek continuous improvements in EH&S performance by:

- Maintaining an employee performance management process to identify personal and business improvement opportunities;
- Taking prompt, aggressive action in identifying and managing risk;
- Implementing practices for conducting safe and environmentally sound operations;
- Measuring EH&S performance through regular program assessments.

Foster openness and dialogue with workers and customers by:

- Anticipating and responding to concerns about the potential impact of jobsite conditions on personal safety;
- Demonstrating that safety excellence is maintained only by personal accountability, responsible behavior and open communication;
- Ensuring that all supervision continually leads by personal example.

Maintain safe and environmentally sound operations by:

- Training and motivating colleagues on assessing EH&S impacts;
- Executing responsible business and EH&S policies that provide for a sustainable and safe workplace;
- Minimizing waste generation through reduction, reuse and recycling;
- Maintaining emergency response plans that meet customer needs.

# **Safety Accountability Policy**

## **Purpose**

This Safety Accountability and Discipline Policy is designed to spell out discipline guidelines for unsafe work acts, to increase safety awareness, and enhance the overall effectiveness of the Company Safety Process. The Company's basic philosophy embodied in our Safety for Life culture is that all employees must be held accountable for their own safety.

## **Scope**

The Company has safe work rules that are generally described in the Jobsite Safety Manual and Pocket Guide to General Safety Rules. In addition, most if not all of the Company's customers have their own safe work rules that apply to the particular project site. Neither the Company nor customer work rules can cover every possible unsafe work practice. Therefore, any unsafe act, whether a violation of the stated rules or not, may be subject to a Safety Citation, as further explained below.

## **Safety Citations**

- A. For every unsafe work act where discipline will be dispensed, the employee will receive a Safety Citation that details the unsafe work act and the level of discipline. Copies of the Safety Citation go to: (a) the employee's personnel file; (b) the Safety Director; and (c) the office manager for the particular project.
- B. The Policy has three levels of safety citations:
  - Level 1: Employee is given a one (1) day suspension without pay effective the next work day.
  - Level 2: Employee is given a five (5) day suspension without pay effective the next work day.
  - Level 3: Employee is terminated immediately and is not eligible for rehire.
- C. Level 1 and 2 Safety Citations are cumulative and Safety Citations do not start over once an employee leaves

employment with the Company and is then later rehired, except as follows:

1. A Level 1 Safety Citation will stay with an employee for a period of 12 working months after which it will not be considered if the employee is issued another Safety Citation. (Example: Employee receives a Level 1 Safety Citation on January 1, 2002. The employee then works 6 months in 2002 for the Company and 3 months in 2003 before being cited for another Level 1 unsafe work act. With the employee only working 9 months for the Company, the employee will receive a Level 2 Safety Citation. If the employee had worked 9 months in 2003 before being cited for another Level 1 unsafe work act, the employee would have received another Level 1 Safety Citation.)
2. A Level 2 Safety Citation will stay with an employee for a period of 24 working months after which it will not be considered if the employee is issued another Safety Citation.
3. For a Level 3 Safety Citation, there may be circumstances where a terminated employee could be considered for rehire. Where re-evaluation of the circumstances so justify, the Company may consider the seriousness of an unsafe act, and other appropriate information, when deciding to take someone off the "not for rehire" list.

## **Safety Citation Issuance**

- A. Employees of the Company are expected to report unsafe work acts immediately to a supervisor or safety administrator. However, the Project Manager and Superintendent have the responsibility for issuing a Safety Citation.
- B. In the case of a violation by a Project Manager or Superintendent, that person's supervisor or an officer of the Company shall be responsible for determining whether a violation occurred and issuing the Safety Citation.

- C. Prior to issuing a Citation, the Project Manager or Superintendent will review with management (general manager/officer of the company/ safety director) the Safety Citation and obtain management approval.
- D. Before reporting an unsafe work act, the unsafe work act should immediately be stopped and corrected. The failure to correct or stop an unsafe work act may subject the observer to a Safety Citation.

## **Safety Citation Examples**

- A. It is impossible to compile a complete summary of violations requiring a Safety Citation. Any unsafe work act, no matter how minor, could cause serious injury or property damage. However, certain unsafe work acts may either have a high probability of causing serious injury or property damage or are so blatant to warrant severe discipline.
- B. The intent of a Safety Citation is to match the severity of the unsafe work act with the appropriate discipline, ranging from a one day suspension to immediate discharge. There may be certain minor or inadvertent unsafe work acts that do not merit a Safety Citation the first time, but only require correction and warning. Any unsafe work act, no matter how minor, shall receive a Safety Citation if repeated.
- C. Violations that are subject to a Safety Citation may include, but are not limited, to the examples of unsafe work practices listed below by Level One, Two or Three. The examples also provide appropriate discipline for a violation. All disciplinary actions will be considered cumulative as described above.
- D. The Company maintains the right to review any unsafe work act and determine the appropriate penalty depending on the circumstances. While this list is not exhaustive, it does provide a basic pattern for determining a Safety Citation for an unsafe work act.

**E. Level 1 Citations** include, but are not limited to, unsafe work acts that have some or all of the following characteristics: (a) may or may not be intentional; (b) are considered personal safe work practices and (c) generally only puts the worker at risk of minor injury.

Examples of such unsafe work acts that typically warrant a one (1) day suspension beginning the next work day are:

| Severity Level | Violation                                                                                                                               | Days off w/o pay for 1st citation |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1              | Failure to wear safety glasses or side shields                                                                                          | 1                                 |
| 1              | Failure to wear approved safety shoes                                                                                                   | 1                                 |
| 1              | Failure to wear appropriate gloves                                                                                                      | 1                                 |
| 1              | Failure to wear posted hearing protection                                                                                               | 1                                 |
| 1              | Failure to wear seat belts                                                                                                              | 1                                 |
| 1              | Failure to wear long sleeves properly (sleeves rolled up or unzipped)                                                                   | 1                                 |
| 1              | Failure to an employee to take action to prevent an unsafe act                                                                          | 1                                 |
| 1              | Leaving assigned work area without proper notification                                                                                  | 1                                 |
| 1              | Misuse of tool or using wrong tool for task                                                                                             | 1                                 |
| 1              | Supervision witnessing and/or condoning an unsafe act that is considered a Level 1 infraction and failing to take any action to stop it | 1                                 |
| 1              | Supervision failing to enforce safe work rules that if violated would be considered a Level 1 infraction                                | 1                                 |
| 1              | Supervision knowingly failing to supply appropriate PPE (Depending on circumstances, this could be considered a Level 2 or 3)           | 1                                 |

**F. Level 2 Citations** include, but are not limited to, unsafe work acts that have some or all of the following characteristics: (a) may or may not be intentional; (b) are considered to have a greater probability of causing serious injury to the worker and those around him and (c) are generally more willful in nature.

Examples of such unsafe work acts that typically warrant up to a five (5) day suspension beginning the next work day are:

| Severity Level | Violation                                                                                                                               | Days off w/o pay for 1st citation |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 2              | Second Safety Citation For Level 1 unsafe work act (where previous citation was for a Level 1)                                          | 5                                 |
| 2              | Working on a non-approved scaffold                                                                                                      | 5                                 |
| 2              | Using grinder without handle or guard                                                                                                   | 5                                 |
| 2              | Failure to have a fire extinguisher during hot work                                                                                     | 5                                 |
| 2              | An at-fault serious motor vehicle accident                                                                                              | 5                                 |
| 2              | Failure to use a GFCI                                                                                                                   | 5                                 |
| 2              | Grinding, burning or cutting without proper face protection                                                                             | 5                                 |
| 2              | Misuse of a tool in a willful manner                                                                                                    | 5                                 |
| 2              | Improper use of a ladder                                                                                                                | 5                                 |
| 2              | Walking or standing under a suspended load                                                                                              | 5                                 |
| 2              | Failure to follow written permits                                                                                                       | 5                                 |
| 2              | Failure to follow proper lifting practices                                                                                              | 5                                 |
| 2              | Supervision witnessing and/or condoning an unsafe act that is considered a Level 2 infraction and failing to take any action to stop it | 5                                 |
| 2              | Supervision failing to enforce safe work rules that, if violated, would be a Level 2 infraction.                                        | 5                                 |
| 2              | Supervision failing to require a written daily safety plan or task safety analysis.                                                     | 5                                 |
| 2              | Supervision failing to correct a known hazard.                                                                                          | 5                                 |

**G. Level 3 Citations** include, but are not limited to, unsafe work acts that have some or all of the following characteristics: (a) may or may not be intentional; (b) are considered to have a high likelihood of causing serious injury to the worker and those around him; (c) could cause serious property damage and (d) are generally considered willful violations of safe work rules.

Examples of such unsafe work acts that typically warrant an immediate discharge are:

| Severity Level | Violation                                                                                                                               | Days off w/o pay for 1st citation |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 3              | Third Safety Citation for a Level 1 unsafe work act (where prior two safety citations were Level 1 citations)                           | Discharge                         |
| 3              | Second Safety Citation for a Level 2 unsafe work act (where previous citation was for Level 1 or Level 2 unsafe work act)               | Discharge                         |
| 3              | Knowingly causing an Asbestos exposure                                                                                                  | Discharge                         |
| 3              | Knowingly causing a Lead exposure                                                                                                       | Discharge                         |
| 3              | Failure to wear fall protection above 6 feet<br>Working without proper permits                                                          | Discharge                         |
| 3              | Leaving a watch position during confined space work                                                                                     | Discharge                         |
| 3              | Leaving a fire watch post during hot work                                                                                               | Discharge                         |
| 3              | Entering a confined space without a permit<br>Any LOTO violation                                                                        | Discharge                         |
| 3              | Line breaking/line opening without approval                                                                                             | Discharge                         |
| 3              | Smoking in an unapproved area                                                                                                           | Discharge                         |
| 3              | Failure to follow approved lift plan                                                                                                    | Discharge                         |
| 3              | Supervision witnessing and/or condoning an unsafe act that is considered a Level 3 infraction and failing to take any action to stop it | Discharge                         |
| 3              | Supervision failing to enforce safe work rules that if violated would be considered a Level 3 infraction                                | Discharge                         |
| 3              | Supervision directing an employee to perform a known unsafe work act                                                                    | Discharge                         |

## **Company Discretionary Measures**

- A. Where circumstances so justify, the Company may decide to impose penalties different than those listed herein, depending upon the nature of the circumstances involved in each individual case.
- B. In the case of a supervisor, the Company may include as part of any discipline the demotion of the supervisor. The Company reserves the right to modify or amend this Policy at any time.
- C. It is possible that an unsafe act may also be a violation of another Company policy or a customer policy. In such situations, the Company may decide to apply the more stringent discipline policy and/or cumulative discipline of all applicable policies.

## **Key Safety Rules**

### **General Safety Rules**

The Company places the highest priority on the safety of its employees and subcontractors. When Company Supervision becomes aware of unsafe work conditions, practices and behaviors; appropriate action will promptly be taken as appropriate. Such appropriate action may include disciplinary action and/or removal of employees or subcontractors who pose a threat to the safety of themselves or others.

- A. Safety is the responsibility of everyone. Management, Supervisors and each employee has the responsibility to maintain a safe jobsite. Employees will observe applicable Safety Rules and Regulations at all times
- B. Incidents can be prevented by using good judgment and being constantly alert. However, when an incident or injury occurs, no matter how small, it must be reported immediately, or at the latest, at the end of the shift, to the Foreman or Supervisor.
- C. Practical jokes, horseplay, fighting, drinking of alcoholic beverages or carrying weapons will not be tolerated. Violators are subject to disciplinary action, including suspension and/or termination.
- D. Any person who reports to work while under the influence of alcohol or illegal drugs will not be permitted to work and may be subject to dismissal. In some instances, for employee safety, persons who report for work under the influence of some prescription drugs may not be allowed to work, or may have their duties changed.
- E. The Company requires that employees use only those tools specifically designed to safely perform the associated work activity. The purpose being to reduce the risk of a Company employee injuring themselves or others while using a tool that is not safely designed for the task.
  - 1. Employees are to use only tools issued by the Company when performing tasks that require a tool to safely perform a job. The use of properly designed, company-supplied cutting tools, rather than personal pocket knives, is but one example.
  - 2. All Powered & Manual Hand tools and similar equipment furnished by the employer shall be maintained in high quality and safe condition.

3. Any employee using an inadequate tool, or one not designed for the task, will be cited for a safety violation and will be subject to action consistent with the Company Safety Accountability (Discipline) Process.
  4. If a tool is required for proper execution of a task, yet it is not clear to the worker which specific tool should be used, it is the employee's responsibility to contact supervision before proceeding.
  5. Tools may not be modified in any way. Any defective tool should be red tagged and removed from service immediately.
- F. The wearing of ANSI Z89.1 Type 2 helmet with chin strap is mandatory at all time on the jobsite. The helmet shall be worn in accordance with manufactures protocol. The Company will issue one Type 2 helmet to each employee. It is the employee's responsibility to maintain the helmet. If it is not maintained then discipline, up to termination, could take place.
- G. The Company requires all employees to wear safety eye protection with hard side shields while on any jobsite. Goggles, face shields and other protective equipment must be worn when performing operations where splash and projectile hazards are present.
- H. Safety harnesses must be worn when personnel are required to work from any scaffold, platform or other elevation which does not provide sufficient protection from falling. Safety harnesses shall be tied off when working at 6 ft. or more, unless Client requirements are less. When an employee is performing work off an articulating boom lift, the employee must be tied off.
- I. No employee will remove or obstruct the use of any tag, guard, shield or other safety device on the jobsite.
- J. All employees shall maintain an orderly work area by good material control and clean-up.
1. All materials are to be in controlled stacks and piles and in such a manner as to prevent falling or toppling over.
  2. All stairways, passageways and gangways shall be kept free from materials, supplies and obstructions of every kind.
  3. Whenever possible, all cords and hoses will be strung overhead, with plastic ties or duct tape, and shall not constitute a tripping hazard. They shall not be strung across walkways or stairways.

- K. When possible, avoid working under scaffolds or other elevations from which work is being performed. If necessary to work under an occupied scaffold, the sides should be enclosed from toe board to top rail. Also be certain that others know of your presence below their scaffold.
- L. When working at heights, the area must be blocked off or guarded to prevent personnel from passing through the area.
- M. Both hands must be free for climbing while ascending or descending ladders; material must be raised and lowered by means of a hand line.
- N. Employees must be kept clear of suspended loads. It is the responsibility of the crew to ensure that the lift path is clear before the load is raised.
- O. The use of compressed air, compressed gas or any type of hydrocarbon for cleaning wearing apparel is strictly forbidden.
- P. Hearing protection is required by all personnel when working in an area that has been determined to be a noise hazard area.
- Q. Hair longer than collar length must be contained in a hair-net, turban, cap or hard hat whenever there is a possibility of hair being caught in moving machinery.
- R. Jewelry, neckties, dangling sleeves, or other loose clothing must not be worn while operating or working close to moving machinery.
- S. Gloves appropriate to the hazard shall be worn at all times on the job site.
- T. Approved ANSI Z41.1 safety toed boots that have an upper that cover the ankle, oil resistant soles must be worn on the job site. In addition, shoes made of cloth or fabric, loose soles, open-toed or open-heeled shoes are forbidden.
- U. When working with acids, caustics or any chemical hazardous to the skin, a safety shower with eye wash must be in close proximity and identified on THA.
- V. Always maintain proper storage of flammable liquids. Never store near or around any hot work operations or near trailers
- W. Inter-company cooperation must be maintained toward safe operations. At no time must work of any nature proceed without the knowledge and consent of those in charge of the operation.
- X. Arm protection is required when working in the field. Protection to be worn should consist of long sleeved shirts, long sleeved protective jackets or protective sleeve devices.

## **Jobsite Incident Reporting Procedure**

### **Purpose**

To ensure that all incidents are reported, investigated and documented in a timely, uniform and proper manner.

### **Scope**

1. This procedure is to be followed by those individuals involved in investigating and reporting incidents.
2. This procedure is to be followed when investigating and reporting any other incidents/accidents including, but not limited to:
  - Near Miss
  - First-Aid
  - Material Spill/Releases
  - Fire or Explosions
  - Vehicle Accident
  - Property Damage

## **Jobsite Incident Reporting Procedure (Continued)**

### **Procedure**

**Employee:** Reports any and all injuries and incidents immediately to his or her supervisor.

### **Supervisor/Safety:**

1. Sends employee to first-aid trailer or medical personnel on-site if applicable; if not, determines if employee should be taken to the hospital or clinic.
2. If yes to the above, the supervisor arranges transportation for the employee via area ambulance or Company vehicle.
3. The supervisor then contacts the Safety Department.
  - \*A. The Company Incident Report – files within 24 hours.
  - B. Log all OSHA recordable cases on the jobsite OSHA 300 Log.

**\* All forms should be sent to the Company Safety Department (to the respective main office – Indianapolis or Munster) within 24 hours of the incident.**

4. Establish a file on every injured employee (recordable or first-aid) by copying and maintaining all pertinent information/documentation relating to the case, including doctor statements, prescriptions given, next appointment dates, etc. After copies have been made, forward all information/documentation to the Company Safety Department (to the respective main office – Indianapolis or Munster).
5. Employees must report all incidents, including near misses to their supervisor immediately. A Company Incident Investigation Report must be completed and signed by both the supervisor and the employee.
6. If an employee needs medical attention during working hours, arrangements to transport the employee to the designated medical facility should be coordinated by the supervisor.
7. If an employee needs medical attention after working hours or on a weekend, the employee must go to a Company designated medical facility. Employees should contact their supervisor to determine the appropriate medical facility for their jobsite. Employees must report any after hours care to the supervisor as soon as practical.

## **Substance Abuse**

The Company considers healthy, productive employees to be the most valuable asset of the Company. Providing a safe, secure environment for these employees is a serious responsibility. We are, therefore, committed to eliminating the threat to health and safety posed by the use of drugs and alcohol abuse.

The Company has a policy of 100% testing on all jobsites. You will be educated in the Company Substance Abuse Program. The Company's written Substance Abuse Program can be found in its entirety in the Company Jobsite Safety Manual, and will be made available to you prior to testing.

# Hazard Communication

Safety Data Sheets, covering material used, will be available to all employees. Employees are expected to use the Safety Data Sheets to become familiar with hazards of materials and precautions to take.

You will be fully trained in hazard communications by your immediate supervisor or the Company Safety Department. The Company's written Hazard Communication Program can be found in its entirety in the Company Jobsite Safety Manual.

## Label Requirements

Gases Under Pressure



Corrosion



Environment



Explosives



Flammables



Health Hazard



Irritant



Oxidizers



Acute Toxicity



## **Respiratory Protection**

The Company Respiratory Protection Program is designed to help reduce exposure against occupational dusts, fumes, mists, gases and vapors when the exposure to these contaminants cannot be eliminated by engineering controls.

As an employee of the Company you are not to work in any respiratory protection, unless you have had all the necessary training and medical surveillance to insure your safety.

The proper training on the use and care will be provided to you by the Company Safety Department. The Company's written Respiratory Protection Program can be found in its entirety in the Company Jobsite Safety Manual.

## **Facial Hair Policy**

The Company employees are expected to comply with all the Company Safety Rules.

While exposures during normal operations are consistently measured, there may be certain job tasks where respiratory protection makes good sense and has been, therefore, required while performing such tasks.

In an effort to provide all persons with an effective Respiratory Protection Program, the Company has adopted a Facial Hair Policy as part of its Safety Rules. If a particular jobsite mandates a facial hair policy, employees at that jobsite will be required to conform. The immediate Supervisor will inform employees of site requirements.

No facial hair may extend into the respirator seal area. The drawings below illustrate the facial hair limits in accordance with the Company's policy.

### **Acceptable and Unacceptable Facial Hair for Wearing Respiratory Protective Equipment**



## **Eye Protection Policy**

Recognizing the inherent problems encountered by employees due to the exposure to industrial eye hazards, coupled with foreign bodies propelled by wind, the Company requires that all employees wear ANSI Z87 eye protection when on any of the Company jobsites.

### **Employees Not Needing Prescription Glasses**

Employees who do not wear prescription glasses can either wear General Safety Glasses or Goggles. Both items will be supplied to employees by the Company.

### **Employees Needing Prescription Glasses**

General Safety Glasses designed to fit over street glasses can be worn. These will be supplied to employees by the Company, but employees must specify the need for the “over-the-glasses” style.

Goggles serve as an alternative for those who choose not to wear the General Safety Glasses. The Company will supply these to employees as well. Please note that Goggles must also be worn when a worker is involved in chemical material handling, when/where an owner may require it, and when employees are exposed to splash or eye irritation hazards.

Prescription Safety Glasses must meet all of the following requirements:

1. Frames must meet ANSI Z87 Standard, with the approval stamped on it.
2. Lenses must be constructed of a shatter-proof material.
3. Only two types of side shields will be accepted on the Company jobsites. They are to be either permanent (meaning they cannot be removed) or they must be removable, plastic side shields that are made specifically to fit the individual glass frames. Either style must bear the ANSI Z87 stamp of approval. These can usually, but may not always, be supplied by the optometrist who made the glasses. The cost for these side shields or for glasses with permanent side shields is the responsibility of the employee.

Under no circumstances will contact lenses be allowed in process areas, but are allowable outside the process areas if worn in conjunction with the Company approved eye protection.

Basic eye protection (General Safety Glasses, Goggles and Face Shields) will be provided to employees by the Company.

### **Bloodborne Pathogens**

It is the policy of the Company to provide a program that will eliminate or minimize employee exposure to bloodborne pathogens (BBP).

The OSHA Bloodborne Pathogens Standard applies by definition to operations involving human blood or other potentially infectious materials of human origin.

The Company will adhere to any and all standards in the protection of our employees.

## **Asbestos Policy**

Reference EH&S Manual 2.08

The following is the Company's policy regarding asbestos:

1. Work performed by the Company shall not include the detection, abatement, encapsulation or removal of asbestos or products or materials or equipment containing asbestos. In the event any employee encounters material they suspect contains asbestos, the work should be immediately stopped. The employee should then contact a supervisor to have the customer determine whether the suspect material is asbestos.
2. The Company has empowered their employees with the right to stop work at any time they feel that their health and safety are at risk. If the work is stopped, the employee must contact his/her supervisor at once to inform them of the immediate hazard.
3. This policy shall govern over any conflicting or inconsistent clause of the General Contract, general conditions of the Contract, special conditions, technical conditions, plans or specifications. In the event that the Company encounters any asbestos product or material in the course of performing its work, the Company shall have the right to discontinue its work and remove its employees from the project, or that portion of the project wherein such product or material was encountered, until such product or materials, any hazards connected therewith are abated, encapsulated or removed, and/or it is determined that no hazard exists; further, the Company shall receive an extension of time to complete its work and compensation for delays encountered and compensation for any change in the sequence or method of its work occasioned as a consequence of said encounter.
4. The Company does have a program for the removal of intact asbestos gaskets that is incidental to the Company's work. Before any employee removes an asbestos gasket, the asbestos management program should be reviewed by the employee, supervision and safety in order to comply with the program.

## **Lead Management**

Reference EH&S Manual 2.11

1. The Company's Policy is to attempt to exclude any type of lead abatement from its scope of work. However, if the Company is required to perform lead abatement incidental to the work or encounters lead-containing material, the Lead Management Program in the EH&S Manual should be followed.
2. The Company has empowered their employees with the right to stop work at any time they feel that their health and safety are at risk. If the work is stopped, the employee must contact his/her supervisor at once to inform them of the immediate hazard.
3. The written program has been developed to document proper and safe task performance during specific activities involving potential exposure to lead, such as: abrasive blasting, welding, grinding, cutting, torch burning, power tool cleaning, clean-up and removal of abrasive blasting material, rivet busting, manual scrapping, sanding, structure demolition, heat gun applications, use of lead pots and spray painting lead containing material.
4. The requirements of the Lead Management protocol are to be followed by all the Company personnel. This, or a similar process, will be followed by the Company subcontractor personnel who are required to handle lead-containing materials.
5. Respirators are required under the following circumstances
  - Time periods when it is necessary to install engineering controls
  - When engineering controls and work practices exceed the "PEL"
  - During limited durations or short-term exposure in a regulated area
  - In the event of emergencies
6. The respirator selected for use must meet all OSHA and NIOSH approvals and comply with the Company Respiratory Protection Program.

7. The company will provide employees with information and training prior to start of a project where lead exposures are likely to occur. The training shall be in accordance with the standard and will be held annually.
8. Prior to starting work on a project in a “regulated area” the company will provide employees with the following information and training.
  - Hazard Communication information from a Material Safety Data Sheet
  - The contents of 29CFR1926.62 and its appendices.
  - Site specific monitoring and surveillance
  - A compliance program including location of the work, PPE, respirators and/or breathing air equipment, and other control measures.
  - Medical surveillance
  - First aid procedures for emergencies.

## **Confined Space**

The intent of this program is to protect personnel and property against hazards associated with confined space entry.

Regardless of location, if you are involved with confined space entry, you will be trained in the following.

1. The Client’s Specific Permit System
2. How to Use Air Monitoring Equipment
3. The Proper Use of Rescue Equipment
4. Respiratory Use (i.e., - supplied air, half-face and full-face respirators)
5. Lock-Out/Tag-Out Procedures
6. Assignment of Standby Personnel

As a Company employee, you are not allowed to enter any confined space unless the above-mentioned training is completed.

The Company’s written Confined Space Program can be found in its entirety in the Company Jobsite Safety Manual.

**DANGER:** Dedicated Authorized LOTO Reps (ALRs) are required to perform this procedure. **NO EXCEPTIONS!**

## **Lockout & Tagout**

Reference EH&S Manual 2.14

Lock out/Tag out (LOTO): A procedure to ensure that all stored or potential energy sources (electrical, mechanical, thermal, pneumatic, chemical, hydraulic, radioactive, etc.) are isolated/eliminated and dissipated to ensure there is no accidental release of energy so that craftspeople can safely work on existing systems or equipment.

This management practice addresses the issues of; evaluating and identifying potential uncontrolled energy sources, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures, and protective measures for employees.

**This process is critical to the safe preparation of work for maintenance and construction teams after the LOTO is in place. It is critical that the work STOPS if ANY deviation from this procedure occurs.**

Energy or fluid flow sources can be any chemical, hydraulic, pneumatic, mechanical, electrical, thermal, radioactive or other stored or potential energy source. Isolation devices could be, but are not limited to, electrical disconnects, valves, blinds/pancakes, or blocks and wedges. Electrical “lock-out” will be utilized in all instances where the electrical gear is energized.

**WARNING:** This procedure is HIGHLY DANGEROUS and must be performed by qualified personnel only.

## **Pipeline/Equipment Opening Process**

Reference EH&S Manual 2.15

**Line Opening:** A hazardous procedure that involves opening piping systems and equipment that have been Locked Out/ Tagged Out and drained, purged, cleaned and/or de-energized. Potential residual chemicals and fumes require that this procedure be performed with Worst Case PPE gear. This procedure applies to all opening locations on existing systems.

This standard practice instruction is intended to address the issues arising during the initial opening of piping systems or equipment, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures, and protective measures for employees.

This procedure is high hazard in nature. It is critical that the Company employees fully understand the potential hazards they may face during this process, and must utilize the CORRECT PPE in the event there is a release of energy, chemicals, heat, etc.

This procedure must not be attempted until all LOTO processes have been safely implemented (Reference EH&S Policy 2.14).

### **STOP the WORK if you are unsure!**

This practice applies to all activities performed by the Company employees and subcontractors that work around, or directly with initial line opening or equipment opening.

## **Blinding Requirements**

In order to safely perform repairs and inspections, it is often necessary that refinery or process piping equipment be isolated. Isolation achieved by closing a block valve is usually not sufficient. For this reason, the positive separation of a system by the use of blinds, dropping valves, or separation and plugging of the lines is required.

It is the responsibility of the Client's Process Personnel to determine that blinds are installed as outlined and a notation made on the Lock-Out/Tag-Out Blind List, indicating compliance, before any work is permitted to proceed.

In no case is a Company employee to operate a system valve without the permission, presence, and direction of the Owner's operational personnel.

A Blind List must be prepared by the Client and supplied to the Company before the job starts and should include the specific location of 1) each blind, including type and size; 2) plugs; or 3) valves which are chained and padlocked.

You will be trained on your specific jobsite requirements by your supervisor, and can find the Company's written Blinding Requirements in the Company Jobsite Safety Manual.

**WARNING:** This procedure is HIGHLY DANGEROUS. You must obtain approval from the Company VP or Construction Manager prior to performing.

## **Single Bolt Replacement**

Reference EH&S Manual 2.18

- A. This procedure can be used on equipment in service provided the authorized Client Representative has given the approval.
- B. Bolt/stud replacement is accomplished by replacing one bolt/stud at a time with one of equal size and rating in an alternating fashion assuring that the bolt/stud is tightened and torqued properly before replacing the next bolt/stud. Crews should use normal bolt patterns to determine order in which bolt/studs are removed, replaced and re-torqued.
- C. A formal engineering review of the proposed Single Bolt Replacement operation must be conducted with the client to establish that there are no unacceptably high external loads and bending moments acting on the joint. The review should consider, as a minimum, the following:
  - 1. Contents of the line or equipment
  - 2. Design and operating pressures and temperatures
  - 3. Possible upset conditions
  - 4. Position and functionality of piping supports
  - 5. Position and type of expansion bellows fitted
  - 6. Maintenance history of the joint
- D. If bolt/stud condition is poor, you must assume that it would be possible for joint to fail when only the one bolt/stud is removed. IF IN DOUBT, STOP the WORK and ask for an ENGINEERING REVIEW!

## **Welding, Cutting & Hot Work**

Reference EH&S Manual 2.19

Under no circumstances shall any Company employee perform any hot work without first securing a written, completed and signed, "Hot Work Permit Form" from the unit or area where the hot work is being performed.

The Client's job representative will make the necessary arrangement for obtaining the Hot Work Permit.

"Hot Work" is defined as any work which includes, but is not limited to, the use of burning or welding equipment, brazing equipment, explosives, open fires, portable grinders (electric), internal combustion engines, soldering irons, non-explosive proof electric motors, chippers, drills, saws, sand-blasting, hot plates, photo flash bulbs and non-explosive proof floor and string lights. In general, "Hot Work" is any maintenance, construction and job operation where heat is used or generated of sufficient energy, to cause the ignition of any flammable or combustible liquid, gas or other material.

You will be trained on your specific jobsite requirements by your supervisor. The Company's written Hot Work Procedure can be found in its entirety in the Company Jobsite Safety Manual.

The following are minimum requirements while performing hot work:

1. No hot work will take place without an appropriate type and number of fire extinguishers in the area and within quick reach.
2. Fire extinguishers must be inspected monthly by the Company and annually by a licensed vendor.
3. Firewatch shall be provided in any situation where a permit is required.
4. Firewatch shall be familiar with the use of the fire extinguisher provided.
5. Firewatch shall review special hazards and locations of area alarms and telephones.

6. Firewatch shall remove or protect in place all combustibles within a 35 foot radius of the work.
7. Firewatch shall remain present until a substitute firewatch is present while the permit is in effect.
8. All hot work will have a mandatory post work firewatch period of 30 minutes at a minimum.
9. Firewatch should try to extinguish fires only when obviously within the capacity of the equipment available, or otherwise summon help.

These procedures are what we consider to be the Company's minimum expectations and that the client's procedures could supersede them.

### **PASS**

Follow the PASS procedure when operating any fire extinguisher:

Pull . . . . . the extinguisher pin

Aim . . . . . at base of fire

Squeeze . . . . . the trigger

Sweep . . . . . side to side

## **Fall Protection**

Every effort should be made to minimize elevated work and the hazards that it brings to our employees, by maintaining work at grade level. However, when grade level work is not possible, we will implement our Fall Protection Program. This will include, but not be limited to, OSHA Regulation 1926.500 through 503. "Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service".

Training on the proper use, inspection and care of fall protection equipment will be provided by the identified Company Competent Person. Details of the Company's written Fall Protection Program can be found in its entirety in the Company Jobsite Safety Manual.

## **Excavation and Trenching**

OSHA Standard 1926.651(k)(1) requires that a competent person inspect excavations, adjacent areas and protective systems daily. This knowledgeable person must look for evidence of situations that could result in possible cave-ins, also any indication of failure of protective systems, hazardous atmospheres, or any other dangerous conditions. The inspection must be made prior to the start of each shift and as needed throughout the entire operation. An inspection is also required after every rainstorm or other occurrence that might increase hazards. Excavated material and other objects must be kept at least two feet away from a trench opening.

## **Fire Extinguisher Inspections**

Project Management or their designee will be responsible for inspecting all fire extinguishers.

Project management or their designee shall inspect all extinguishers mounted on equipment such as cranes, forklifts, welding machines, tractors, etc.

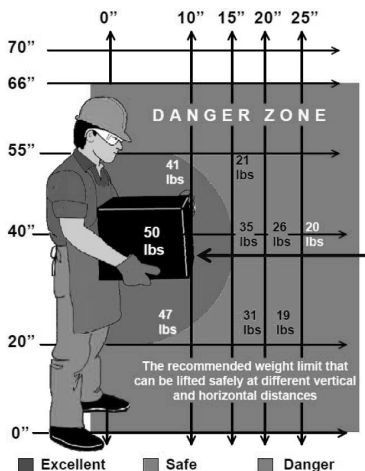
In addition to monthly inspections, each fire extinguisher shall be required to have an annual maintenance check. A record of the maintenance date must be kept for one year after the last entry or the life of the shell; whichever is less. This documentation shall be kept in the project management office.

Before use, all fire extinguishers should be visually inspected by the user for defects, broken seals, pulled pins, excessive pitting, etc. It must also be determined whether the extinguishers have been discharged. If any of these conditions exist, turn the unit(s) in for servicing immediately and replace them with a good unit.

Project management and the Safety Department must be notified of any and all fires that occur at a facility.

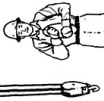
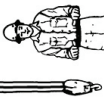
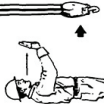
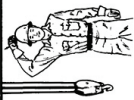
## Material Handling/Lifting

1. Whenever practical, heavy lifts and repetitive lifting should be done with mechanical lifting devices. As a rule of thumb, anything over 50lbs is considered a heavy lift.
2. When manual handling is required, dollies, trucks and similar devices should be used where practical.
3. Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when a lifting task may be more than they can safely handle.
4. The right way to lift is the easiest and safest. Take a firm grip; secure a good footing; place the feet a comfortable distance apart; bend the knees; keep the back straight and lift with the leg muscles. Keep objects in the “power zone” when lifting.
5. Use gloves or hand patches as required when handling sharp, rough, heavy or hot materials.
6. Never carry a load so large that it obstructs vision or too heavy to be safely lifted without assistance.



**BEND KNEES  
KEEP BACK AS  
STRAIGHT AS  
POSSIBLE**

# Hoisting/Crane Signals

|                                                                                                                 |                                                                                                                                                                                              |                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                                                                             |                                                                                                                                               |
| <p><b>EMERGENCY STOP.</b> Both arms extended, palms down, move arms back and forth horizontally.</p>            | <p><b>TRAVEL (Both Tracks).</b> Use both fists in front of body, making a circular motion about each other, indicating direction of travel, forward or backward. (For land cranes only.)</p> | <p><b>RETRACT BOOM (Telescoping Booms).</b> Both fists in front of body with thumbs pointing toward each other.</p>                                                                                                            |
|                                |                                                                                                             |                                                                                                                                               |
| <p><b>STOP.</b> Arm extended, palm down, move arm back and forth horizontally.</p>                              | <p><b>DOG EVERYTHING.</b> Clasp hands in front of body.</p>                                                                                                                                  | <p><b>EXTEND BOOM (Telescoping Booms).</b> Both fists in front of body with thumbs pointing outward.</p>                                                                                                                       |
|                                 |                                                                                                             |                                                                                                                                               |
| <p><b>SWING.</b> Arm extended, point with finger in direction of swing of boom.</p>                             | <p><b>TRAVEL.</b> Arm extended forward, hand open and slightly raised, flexing pushing motion in direction of travel.</p>                                                                    | <p><b>TRAVEL (One Track).</b> Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body. (For land cranes only.)</p> |
|                               |                                                                                                           |                                                                                                                                             |
| <p><b>USE MAIN HOIST.</b> Tap fist on head; then use regular signals.</p>                                       | <p><b>LOWER BOOM.</b> Arm extended, fingers closed, thumb pointing downward.</p>                                                                                                             | <p><b>LOWER THE BOOM AND RAISE THE LOAD.</b> With arm extended, thumb pointing down, flex fingers in and out, indicating as load movement is desired.</p>                                                                      |
|                               |                                                                                                           |                                                                                                                                             |
| <p><b>LOWER.</b> With arm extended downward, flex fingers in and out, move hand in small horizontal circle.</p> | <p><b>RAISE BOOM.</b> Arm extended, fingers closed, thumb pointing upward.</p>                                                                                                               | <p><b>RAISE THE BOOM AND LOWER THE LOAD.</b> With arm extended, thumb pointing up, flex fingers in and out, indicating as load movement is desired.</p>                                                                        |
|                               |                                                                                                           |                                                                                                                                             |
| <p><b>HOIST.</b> With forearm vertical, forefinger pointing up, move hand in small horizontal circle.</p>       | <p><b>USE WHIP LINE (Auxiliary Hoist).</b> Tap elbow with one hand; then use regular signals.</p>                                                                                            | <p><b>MOVE SLOWLY.</b> Use one hand to give any motion signal and place other hand motionless in front of body, holding the motion signal. (Hoist slowly shown as example.)</p>                                                |

## Rating Capacity: Nylon and Polyester

### Nylon and Polyester Webbing Slings Rated Capacity (Lbs.)

|                  |                  | Eye and Eye Slings                     |          |                                        |        | Endless Slings                          |        |                                         |          |
|------------------|------------------|----------------------------------------|----------|----------------------------------------|--------|-----------------------------------------|--------|-----------------------------------------|----------|
|                  |                  | Heavy Duty Nylon & Polyester (Class 7) |          | Heavy Duty Nylon & Polyester (Class 5) |        | Medium Duty Nylon & Polyester (Class 5) |        | Medium Duty Nylon & Polyester (Class 5) |          |
| SLING WIDTH (IN) | NO. OF BODY PLYS | CHOKER                                 | VERTICAL | BASKET                                 | CHOKER | VERTICAL                                | BASKET | CHOKER                                  | VERTICAL |
| 1                | 1                | 1240                                   | 1550     | 3100                                   | 890    | 2200                                    | 4400   | 2490                                    | 3100     |
|                  | 2                | 2480                                   | 3100     | 6200                                   | 1760   | 2200                                    | 4400   | 4960                                    | 6200     |
| 1 3/4            | 1                | 1920                                   | 2400     | 4800                                   | 1520   | 1900                                    | 3800   | 3840                                    | 4800     |
|                  | 2                | 3840                                   | 4800     | 9600                                   | 3040   | 3800                                    | 7600   | 7680                                    | 9600     |
| 2                | 1                | 2480                                   | 3100     | 6200                                   | 1760   | 2200                                    | 4400   | 4960                                    | 6200     |
|                  | 2                | 4960                                   | 6200     | 12400                                  | 3520   | 4400                                    | 8800   | 9920                                    | 12400    |
| 3                | 1                | 3720                                   | 4650     | 9300                                   | 2840   | 3300                                    | 6600   | 7440                                    | 9300     |
|                  | 2                | 7440                                   | 9300     | 18600                                  | 5680   | 6600                                    | 13200  | 14880                                   | 18600    |
| 4                | 1                | 4960                                   | 6200     | 12400                                  | 3520   | 4400                                    | 8800   | 9920                                    | 12400    |
|                  | 2                | 9920                                   | 12400    | 24800                                  | 7040   | 8800                                    | 17600  | 19840                                   | 24800    |
| 5                | 1                | 6200                                   | 7750     | 15500                                  | 4400   | 5500                                    | 11000  | 12400                                   | 15500    |
|                  | 2                | 12400                                  | 15500    | 31000                                  | 8800   | 11000                                   | 22000  | 24800                                   | 31000    |
| 6                | 1                | 7440                                   | 9300     | 18600                                  | 5280   | 6600                                    | 13200  | 14880                                   | 18600    |
|                  | 2                | 14880                                  | 18600    | 37200                                  | 10560  | 13200                                   | 26400  | 29760                                   | 37200    |
| 8                | 1                | 9920                                   | 12400    | 24800                                  |        |                                         |        | 19840                                   | 24800    |
|                  | 2                | 17600                                  | 22000    | 44000                                  |        |                                         |        | 35200                                   | 44000    |
| 10               | 1                | 12400                                  | 15500    | 31000                                  |        |                                         |        | 24800                                   | 31000    |
|                  | 2                | 22000                                  | 27500    | 55000                                  |        |                                         |        | 44000                                   | 55000    |
| 12               | 1                | 14880                                  | 18600    | 37200                                  |        |                                         |        | 29760                                   | 37200    |
|                  | 2                | 28400                                  | 33000    | 66000                                  |        |                                         |        | 48000                                   | 60000    |

## Rating Capacity: Wire Rope Slings - 6 x 37

| 6 x 37 Classification Group, Improved Plow Steel, IWRC |                                                                                   |                                                                                   |                                                                                   |                                                                                                                                                                                                                                                                                                   |                                                                                   |         |
|--------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------|
| Rope Diameter (Inches)                                 | MAXIMUM SAFE WORKING LOADS — POUNDS                                               |                                                                                   |                                                                                   |                                                                                                                                                                                                                                                                                                   |                                                                                   |         |
|                                                        | Safety Factor = 5 per                                                             |                                                                                   |                                                                                   |                                                                                                                                                                                                                                                                                                   |                                                                                   |         |
|                                                        | Single Vertical Hitch                                                             | Single Choker Hitch                                                               | Single Basket Hitch (Vertical Legs)                                               | 2-Leg Bridle Hitch & Single Basket Hitch With Legs Inclined                                                                                                                                                                                                                                       |                                                                                   |         |
|                                                        |  |  |  |                                                                                                                                                                                                                  |  |         |
|                                                        |                                                                                   |                                                                                   |                                                                                   | 60°                                                                                                                                                                                                                                                                                               | 45°                                                                               | 30°     |
| 1/4                                                    | 1,050                                                                             | 800                                                                               | 2,100                                                                             | 1,800                                                                                                                                                                                                                                                                                             | 1,500                                                                             | 1,050   |
| 5/16                                                   | 1,700                                                                             | 1,300                                                                             | 3,400                                                                             | 2,950                                                                                                                                                                                                                                                                                             | 2,400                                                                             | 1,700   |
| 3/8                                                    | 2,350                                                                             | 1,750                                                                             | 4,700                                                                             | 4,100                                                                                                                                                                                                                                                                                             | 3,300                                                                             | 2,350   |
| 7/16                                                   | 3,200                                                                             | 2,400                                                                             | 6,400                                                                             | 5,550                                                                                                                                                                                                                                                                                             | 4,500                                                                             | 3,700   |
| 1/2                                                    | 4,300                                                                             | 3,200                                                                             | 8,800                                                                             | 7,450                                                                                                                                                                                                                                                                                             | 6,100                                                                             | 4,300   |
| 9/16                                                   | 5,350                                                                             | 4,000                                                                             | 10,700                                                                            | 9,250                                                                                                                                                                                                                                                                                             | 7,550                                                                             | 5,350   |
| 5/8                                                    | 6,900                                                                             | 5,200                                                                             | 13,800                                                                            | 11,950                                                                                                                                                                                                                                                                                            | 9,750                                                                             | 6,900   |
| 3/4                                                    | 9,500                                                                             | 7,100                                                                             | 19,000                                                                            | 16,450                                                                                                                                                                                                                                                                                            | 13,400                                                                            | 9,500   |
| 7/8                                                    | 13,000                                                                            | 9,750                                                                             | 26,000                                                                            | 22,500                                                                                                                                                                                                                                                                                            | 18,400                                                                            | 13,000  |
| 1                                                      | 17,000                                                                            | 12,750                                                                            | 34,000                                                                            | 29,450                                                                                                                                                                                                                                                                                            | 24,000                                                                            | 17,000  |
| 1 1/8                                                  | 21,000                                                                            | 15,750                                                                            | 42,000                                                                            | 36,400                                                                                                                                                                                                                                                                                            | 29,700                                                                            | 21,000  |
| 1 1/4                                                  | 26,200                                                                            | 19,650                                                                            | 52,400                                                                            | 45,400                                                                                                                                                                                                                                                                                            | 37,000                                                                            | 26,200  |
| 1 3/8                                                  | 32,000                                                                            | 24,000                                                                            | 64,000                                                                            | 55,400                                                                                                                                                                                                                                                                                            | 45,200                                                                            | 32,000  |
| 1 1/2                                                  | 39,500                                                                            | 29,600                                                                            | 79,000                                                                            | 68,400                                                                                                                                                                                                                                                                                            | 55,900                                                                            | 39,500  |
| 1 5/8                                                  | 45,400                                                                            | 34,000                                                                            | 90,800                                                                            | 78,600                                                                                                                                                                                                                                                                                            | 64,200                                                                            | 45,400  |
| 1 3/4                                                  | 52,000                                                                            | 39,000                                                                            | 104,000                                                                           | 90,000                                                                                                                                                                                                                                                                                            | 73,500                                                                            | 52,000  |
| 1 7/8                                                  | 61,000                                                                            | 45,750                                                                            | 122,000                                                                           | 105,700                                                                                                                                                                                                                                                                                           | 86,300                                                                            | 61,000  |
| 2                                                      | 66,600                                                                            | 49,950                                                                            | 133,200                                                                           | 115,400                                                                                                                                                                                                                                                                                           | 94,200                                                                            | 66,600  |
| 2 1/4                                                  | 86,400                                                                            | 64,800                                                                            | 172,800                                                                           | 149,600                                                                                                                                                                                                                                                                                           | 122,200                                                                           | 86,400  |
| 2 1/2                                                  | 105,300                                                                           | 79,000                                                                            | 210,600                                                                           | 182,400                                                                                                                                                                                                                                                                                           | 148,900                                                                           | 105,300 |
| 2 3/4                                                  | 126,000                                                                           | 94,500                                                                            | 252,000                                                                           | 218,200                                                                                                                                                                                                                                                                                           | 178,200                                                                           | 126,000 |
|                                                        |                                                                                   |                                                                                   |                                                                                   | <p>If used with Choker Hitch multiply above values by 3/4.</p>  <p>For Double Basket Hitch multiply above values by 2.</p>  |                                                                                   |         |

## Rating Capacity: Wire Rope Slings - 6 x 19

| 6 x 19 Classification Group, Improved Plow Steel, IWRC |                                                                                   |                                                                                   |                                                                                   |                                                                                                                                                                                                                                                                                                   |                                                                                   |         |
|--------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------|
| Rope Diameter (Inches)                                 | MAXIMUM SAFE WORKING LOADS — POUNDS                                               |                                                                                   |                                                                                   |                                                                                                                                                                                                                                                                                                   |                                                                                   |         |
|                                                        | Safety Factor = 5 per                                                             |                                                                                   |                                                                                   |                                                                                                                                                                                                                                                                                                   |                                                                                   |         |
|                                                        | Single Vertical Hitch                                                             | Single Choker Hitch                                                               | Single Basket Hitch (Vertical Legs)                                               | 2-Leg Bridle Hitch & Single Basket Hitch With Legs Inclined                                                                                                                                                                                                                                       |                                                                                   |         |
|                                                        |  |  |  |                                                                                                                                                                                                                  |  |         |
|                                                        |                                                                                   |                                                                                   |                                                                                   | 60°                                                                                                                                                                                                                                                                                               | 45°                                                                               | 30°     |
| 3/16                                                   | 650                                                                               | 480                                                                               | 1,300                                                                             | 1,100                                                                                                                                                                                                                                                                                             | 900                                                                               | 650     |
| 1/4                                                    | 1,150                                                                             | 860                                                                               | 2,300                                                                             | 2,000                                                                                                                                                                                                                                                                                             | 1,600                                                                             | 1,150   |
| 5/16                                                   | 1,750                                                                             | 1,300                                                                             | 3,500                                                                             | 3,000                                                                                                                                                                                                                                                                                             | 2,500                                                                             | 1,750   |
| 3/8                                                    | 2,550                                                                             | 1,900                                                                             | 5,100                                                                             | 4,400                                                                                                                                                                                                                                                                                             | 3,600                                                                             | 2,550   |
| 7/16                                                   | 3,450                                                                             | 2,600                                                                             | 6,900                                                                             | 6,000                                                                                                                                                                                                                                                                                             | 4,900                                                                             | 3,450   |
| 1/2                                                    | 4,700                                                                             | 3,500                                                                             | 9,400                                                                             | 8,150                                                                                                                                                                                                                                                                                             | 6,650                                                                             | 4,700   |
| 9/16                                                   | 5,700                                                                             | 4,200                                                                             | 11,400                                                                            | 9,900                                                                                                                                                                                                                                                                                             | 8,050                                                                             | 5,700   |
| 5/8                                                    | 7,100                                                                             | 5,300                                                                             | 14,200                                                                            | 12,300                                                                                                                                                                                                                                                                                            | 10,000                                                                            | 7,100   |
| 3/4                                                    | 10,200                                                                            | 7,650                                                                             | 20,400                                                                            | 17,700                                                                                                                                                                                                                                                                                            | 14,400                                                                            | 10,200  |
| 7/8                                                    | 13,750                                                                            | 10,300                                                                            | 27,500                                                                            | 23,800                                                                                                                                                                                                                                                                                            | 19,400                                                                            | 13,750  |
| 1                                                      | 17,950                                                                            | 13,450                                                                            | 35,900                                                                            | 31,100                                                                                                                                                                                                                                                                                            | 25,400                                                                            | 17,950  |
| 1 1/8                                                  | 22,750                                                                            | 17,000                                                                            | 45,500                                                                            | 39,400                                                                                                                                                                                                                                                                                            | 32,200                                                                            | 22,750  |
| 1 1/4                                                  | 28,200                                                                            | 21,200                                                                            | 56,400                                                                            | 48,800                                                                                                                                                                                                                                                                                            | 39,900                                                                            | 28,200  |
| 1 3/8                                                  | 34,800                                                                            | 26,100                                                                            | 69,600                                                                            | 60,300                                                                                                                                                                                                                                                                                            | 49,200                                                                            | 34,800  |
| 1 1/2                                                  | 41,300                                                                            | 31,000                                                                            | 82,600                                                                            | 71,500                                                                                                                                                                                                                                                                                            | 58,400                                                                            | 41,300  |
| 1 5/8                                                  | 48,600                                                                            | 36,400                                                                            | 97,200                                                                            | 84,200                                                                                                                                                                                                                                                                                            | 68,700                                                                            | 48,600  |
| 1 3/4                                                  | 55,900                                                                            | 41,900                                                                            | 111,800                                                                           | 96,800                                                                                                                                                                                                                                                                                            | 79,000                                                                            | 55,900  |
| 1 7/8                                                  | 65,400                                                                            | 49,000                                                                            | 130,800                                                                           | 113,300                                                                                                                                                                                                                                                                                           | 92,500                                                                            | 65,400  |
| 2                                                      | 72,600                                                                            | 54,500                                                                            | 145,200                                                                           | 125,700                                                                                                                                                                                                                                                                                           | 102,700                                                                           | 72,600  |
| 2 1/4                                                  | 90,300                                                                            | 67,600                                                                            | 180,600                                                                           | 156,400                                                                                                                                                                                                                                                                                           | 127,700                                                                           | 90,300  |
| 2 1/2                                                  | 111,800                                                                           | 83,700                                                                            | 223,800                                                                           | 193,600                                                                                                                                                                                                                                                                                           | 158,100                                                                           | 111,800 |
| 2 3/4                                                  | 131,100                                                                           | 98,200                                                                            | 262,200                                                                           | 227,000                                                                                                                                                                                                                                                                                           | 185,400                                                                           | 131,100 |
|                                                        |                                                                                   |                                                                                   |                                                                                   | <p>If used with Choker Hitch multiply above values by 3/4.</p>  <p>For Double Basket Hitch multiply above values by 2.</p>  |                                                                                   |         |

## Rating Capacity: Shackles

| <b>SHACKLES (ALL TYPES)<br/>—Weldless Construction<br/>—Forged Alloy Steel</b> |                                             |                                                                         |
|--------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------|
| <b>Stock<br/>Diameter<br/>(Inches)</b>                                         | <b>Inside Width<br/>At Pin<br/>(Inches)</b> | <b>Max. Safe<br/>Working Load<br/>Single Vertical<br/>Pull (Pounds)</b> |
| 3/16                                                                           | 3/8                                         | 665                                                                     |
| 1/4                                                                            | 15/32                                       | 1,000                                                                   |
| 5/16                                                                           | 17/32                                       | 1,500                                                                   |
| 3/8                                                                            | 21/32                                       | 2,000                                                                   |
| 7/16                                                                           | 23/32                                       | 3,000                                                                   |
| 1/2                                                                            | 13/16                                       | 4,000                                                                   |
| 5/8                                                                            | 1 1/16                                      | 6,500                                                                   |
| 3/4                                                                            | 1 1/4                                       | 9,500                                                                   |
| 7/8                                                                            | 1 7/16                                      | 13,000                                                                  |
| 1                                                                              | 1 11/16                                     | 17,000                                                                  |
| 1 1/8                                                                          | 1 13/16                                     | 19,000                                                                  |
| 1 1/4                                                                          | 2 1/32                                      | 24,000                                                                  |
| 1 3/8                                                                          | 2 1/4                                       | 27,000                                                                  |
| 1 1/2                                                                          | 2 3/8                                       | 34,000                                                                  |
| 1 3/4                                                                          | 2 7/8                                       | 50,000                                                                  |
| 2                                                                              | 3 1/4                                       | 70,000                                                                  |
| 2 1/2                                                                          | 4 1/8                                       | 100,000                                                                 |
| 3                                                                              | 5                                           | 150,000                                                                 |
| 3 1/2                                                                          | 5 3/4                                       | 200,000                                                                 |
| 4                                                                              | 6 1/2                                       | 260,000                                                                 |

**Incident Reporting Procedure**

All work related incidents must be reported immediately to the affected Supervisor. If you cannot contact Supervision, you must contact a Company Safety Administrator immediately (24 Hrs/Day 7 Days/Week).

Never seek medical services for a work related injury without contacting Supervision or Safety first.

**Corporate Safety**  
EH&S Corp. Safety Director

**Office #**  
219.922.5000  
219.306.3304 (cell)

This is to acknowledge that I have received my copy of the Pocket Guide to Safety and Employee Policies and Procedures. I have read and understand the Pocket Guide to Safety and Employee Policies and Procedures including the Sexual Harassment Policy, Harassment Other than Sexual Policy and the Confidentiality Obligations and will abide by all of these policies and procedures and any additional policies and procedures provided to me on the job.

**Name (Print)** \_\_\_\_\_

**Social Security # / Employee # xxx-xx-**\_\_\_\_\_

**Jobsite Location:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*Revised December 2023



**Corporate Office**  
**1740 W. Michigan Street**  
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