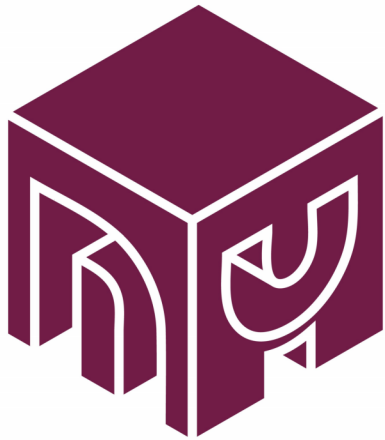


SAFETY & HEALTH MANAGEMENT PROGRAM



NYCOM
Laboratory + Interior Construction

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COMMITMENT TO EMPLOYEE SAFETY AND HEALTH

The safety and health of our employees, subcontractor employees, supplier employees and visitors associated with our projects is of paramount importance. NYCOM, Inc. (Nycom) is committed to developing and implementing safety and health programs and procedures to ensure that everyone associated with our projects goes home safe and healthy every day. Nycom believes that no job or task is more important than worker health and safety. Every effort will be made to plan a safe way to perform every task. This includes work performed by Nycom employees as well as work performed by subcontractors.

Management's Expectations of All Personnel

- If a task is not safe, or if you are unsure about an assignment, do not perform the assigned task and speak to your supervisor or management.
- If you see someone else working at risk, you have the authority to speak up, stop the task and ask those involved to take appropriate precautions.
- Make working safely the most important aspect of your job every day. Shortcuts that place worker safety and health at risk will not be tolerated. Make sure you are physically and mentally prepared to work safely.
- If you or someone else becomes injured at work, report it immediately so that future injuries may be prevented.
- All employees, subcontractor & supplier employees as well as visitors to our projects are expected to adhere to the requirements of this Safety & Health Management Program.

What You Can Count on From Management

- If you bring up a safety concern, we will address it promptly.
- No worker will be required, expected or allowed to place their safety and health at risk to complete a task.
- If you stop a task or the task of another person because of a safety concern, we will support you.
- If there is an accident, we will conduct an investigation to determine the root cause of the accident such that future occurrences can be prevented.

The safety of everyone working for Nycom requires cooperation and commitment from everyone involved. Making a commitment to working safe and injury-free is not just the right choice; it's really the only choice.

SAFETY AND HEALTH OBJECTIVES

The objective of this Safety & Health Management Program is to prevent and eliminate injuries and illnesses to all employees and subcontractors working at Nycom work sites and to encourage a culture where working safely becomes part of our everyday activities.

This Safety & Health Management Plan is designed to achieve these objectives as follows:

- By providing safety and health training for all employees to ensure that everyone can complete their work in a safe and healthy manner.
- By ensuring that all work activities are supervised by experienced and competent persons.
- By making regular safety inspections of work areas and equipment for the benefit of all employees and visitors.
- By establishing safety rules and procedures for all employees to comply with.
- By providing and requiring the use of safety equipment for all employees working for Nycom.
- By complying with safety and health regulations as established by OSHA and other regulatory agencies.
- By investigating all incidents, injuries and near misses in a manner that lessons can be learned that might prevent similar occurrences in the future.
- By ensuring that prompt care is provided for any injured person in the most expedient and appropriate way.
- By developing site specific safety plans and pre-task plans to anticipate and address project/task specific hazards.
- By establishing a safety committee to assist management in guiding the company's overall safety initiatives.

SAFETY AND HEALTH MANAGEMENT PROGRAM

This Safety and Health Management Program (SHMP) was prepared to assist management, subcontractors and employees in understanding the health and safety expectations and requirements of Nycom at all work sites. Compliance with the requirements of this SHMP is expected and a condition of employment and subcontract with Nycom.

Management has overall responsibility for the implementation and execution of this Safety and Health Management Program. Specific responsibilities are established later in this SHMP.

Safety Regulations

Nycom and each subcontractor will incorporate and comply with, at a minimum, OSHA 29 CFR 1926 Construction Safety Regulations, OSHA 29 CFR 1910 General Industry Regulations (as applicable), specific client rules and regulations, other specific governmental regulations and requirements (as applicable), and this Safety and Health Management Program (SHMP) when determining the safe work practices and protection of workers. In the event any of these regulations, requirements, rules or procedures conflict, and the most stringent shall be applied.

Management of Change

Nycom will periodically issues amendments to this document, and the processes by which information pertaining to safety is required.

These notices will be submitted in writing to every Nycom employee and the subcontractor's management team for distribution. Each amendment will be incorporated into this document (Nycom SHMP), and a revision date posted. After each revision, Nycom will provide supplemental pages for the SHMP, or a new manual, as determined on the quantity of information changed. It is the employee and subcontractor's responsibility to dispose of the outdated materials and replace with the current information.

Subcontractor Safety Performance

Nycor expects each subcontractor to execute their work on all projects with a visible, proactive, and extraordinary vision and commitment to safety at all levels. Each subcontractor must plan their work with a focus on protecting their workers from incidents and injuries. Nycor will monitor and assess each subcontractor for compliance with this Safety & Health Management Program and appropriate regulations. Subcontractors will be expected to take immediate corrective action to eliminate hazards, at-risk behavior, or non-compliance with this SHMP. Should the subcontractor fail to take immediate action to correct and eliminate safety hazards and non-compliance, Nycor may take action including the suspension of work, correction of the unsafe work or employing a safety consultant to oversee subcontractor’s safety compliance at the subcontractor’s expense by way of deductive contract change order.

Nycor requires training as outlined in the safety training section of the SHMP for all installation personnel. The OSHA, equipment operator, and First AID/CPR/AED are all required and offered through Nycor on a regular or as-needed basis. Performance of all employees will be based off of the information contained in these training sessions.

Additionally, all facilities/job sites provide comprehensive site specific safety training. Safe work performance evaluations will be determined based off of information obtained from the contractor and Nycor management/Field Operations staff as related to the guidelines set forth in the required training and site specific training.

Nycor requires use of the Site Safety Inspection Checklist (**Appendix E**) on a weekly basis. This information is to be provided along with the daily report at a minimum once a week.

Nycor distributes weekly Tool Box Talks for use on every job site. Every employee will participate and acknowledge their understanding of the information provided. These documents will be kept on file at the Nycor office.

Nycor will make use of (**Appendix A**) Notice of Health & Safety Non-compliance as a tool in providing written documentation of any violation of the SHMP. This document will be kept on file at the Nycor office.

Subcontractor Safety Submittals

Prior to Beginning Work

Each subcontractor is required to submit to Nycom the following:

- Subcontractor’s written safety program. In the event that a subcontractor does not have a written safety program, the subcontractor shall adopt and implement this Safety & Health Management Program as the subcontractor’s written safety program at a minimum.
- Current certificate of insurance verifying worker’s compensation, general liability, automobile liability and other coverage as deemed necessary by Nycom Policy limits will be established by contract.
- Name(s) and training verification of designated competent persons as required by the scope of work for fall protection, scaffolding, confined space entry, lock-out/tag-out, etc.
- Name(s) and training verification of trained and qualified equipment operators as required by the scope of work for forklifts, aerial lifts, etc.
- A listing of all hazardous chemicals and materials that will be brought onto the site accompanied by a SDS for each hazardous chemical and material to be used or stored on the project.
- Training verification of OSHA and client required training as necessary.

On-Going Submittals

Each subcontractor will be required to submit various on-going safety documents to Nycom as required by the scope of work. Unless otherwise indicated, all submittals should be issued to the Nycom Field Operations Manager. These submittals may include the following:

- Incident and Injury Notification and Investigation Reports (Incidents must be reported immediately followed by written reporting within 24-hours using APPENDIX B)
- On-going inspections of Forklifts, Aerial Lifts, Scaffolds, etc. as required by this SHMP, OSHA or the client.
- Executed Pre-Task Safety Plans, Work Permits, etc. as required by this SHMP or the client.

Safety & Health Responsibilities

Every employee and subcontractor working with Nycor must understand their safety and health responsibilities at work. Each person will be held accountable to fulfill their safety and health responsibilities. Please notify the management of Nycor if you are unsure of your safety & health responsibilities or feel you are unable to fulfill your responsibilities.

Nycor – Management / Regional Operations Managers (Safety Committee)

The management of Nycor has overall responsibility for the effective implementation of this Safety and Health Management Program in all of the company’s operations. The responsibilities of Nycor management are as follows:

- Review and update the safety requirements in this SHMP as needed.
- Allocate resources to ensure that all work is executed in a safe and healthful manner.
- Ensure that this SHMP is communicated to and understood by all employees and subcontractors.
- Provide for on-going safety and health training of all personnel as required by this SHMP and OSHA regulations. Ensure training records and files are maintained.
- Ensure that the work is conducted in compliance with the requirements of this SHMP, project specific safety requirements and OSHA regulations through periodic inspections and review of regular inspections made by the Field Operations Managers.
- Ensure that subcontractors and subordinate employees fulfill their responsibilities as outlined in this SHMP.
- Investigate all accidents and safety violations and maintain records.
- Serve as the Nycor Safety Committee.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Nycor – “Project Team” - Project Managers / Field Operations Managers / Project Engineers

The Project Team is directly responsible for ensuring that their assigned projects are executed in compliance with this SHMP on an on-going basis. Some of the specific responsibilities include:

- Assist management in communicating this SHMP to all employees and subcontractors by ensuring all employees and workers have been oriented in the requirements of this SHMP and project specific safety plans.
- Assist management in ensuring that all work is conducted in compliance with the requirements of this SHMP, project specific safety requirements and OSHA regulations through inspection and observation of work activities and facilities.
- Monitor compliance with OSHA safety and health regulation requirements.
- Ensure that all incidents and injuries are properly investigated.
- Conduct regular inspections of all construction activities.
- Ensure that Foremen, Lead Installers and subcontractors are fulfilling their safety responsibilities.
- Maintain project safety files and safety documents required by this SHMP at the

Nycom office.

- Ensure that subcontractors provide safety and health submittals as required by this SHMP and ensure files are maintained.
- Ensure provisions are made for the prompt treatment of any injured employee.
- Ensure Project Specific Safety Plans, Emergency Action Plans and Pre-Task Safety Plans are completed for each assigned project.
- Attend safety and health training as required by OSHA or for professional development.
- Any additional safety & health responsibilities as assigned throughout this SHMP.

Installation Superintendents / Foremen / Lead Installers (Site Safety Representative)

Front line supervisor's safety responsibilities include:

- Ensuring that work is planned and executed in accordance with the Pre-Task Planning requirements of this SHMP, OSHA regulations and project specific safety requirements.
- Ensure that this SHMP is communicated to and understood by all employees.
- Completing and filing required pre-task safety plans and equipment inspections as required by this SHMP and project specific safety requirements.
- Conducting daily inspections of all tools, equipment, work areas and operations to identify hazardous conditions and to ensure compliance with this SHMP and OSHA regulations.
- Immediately stop and correct any unsafe activity.
- Report any injury and provide for the prompt treatment of any injured employee.
- Attend professional development safety training as needed and/or offered for the work being supervised.
- Provide regular safety and health training for all personnel through Weekly Safety Toolbox Training as required by this SHMP.
- Serve as the On-Site Project Safety Representative.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

All Employees / Installers / Workers

- Work in such a manner as to ensure your own safety as well as the safety of co-workers and others in the work area.
- Understand and observe the safety rules and procedures established by this SHMP, project specific safety requirements and OSHA.
- Complete required safety tool & equipment inspections before beginning work.
- Plan for safety before beginning each task. Stop work and request help when unsure how to perform any task safely.
- Correct unsafe conditions and acts immediately. If correction is not possible, stop work and report any unsafe condition or observation immediately to your Nycom supervisor. If the supervisor is unavailable, report unsafe conditions to Nycom Management.
- Report to work in good physical and mental condition to safely carry out the work. Report any work related incident or injury immediately.
- Use and maintain all required PPE and safety devices.
- Attend safety and health training as provided and required.

- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Safety Committee

The Safety Committee's responsibilities include:

- Review all incident and near-miss occurrences as determined necessary.
- Serve as the review board for safety and health management program revisions and updates.

Subcontractors & Suppliers

- Adopt and implement a safety program that meets or exceeds the requirements of this Safety & Health Management Program. In the absence of a written safety program, subcontractors will be required to adopt and implement this Safety & Health Management Program at a minimum.
- Ensure that the subcontractor's safety program and this SHMP is communicated to and understood by all employees.
- Ensure that the subcontractor's safety program is implemented and that the work is conducted in compliance with the requirements of their safety program, project specific safety requirements, this SHMP and OSHA regulations through regular inspections.
- Immediately stop and correct any unsafe activity recognized by Nycom, the project owner/client, the subcontractor's own staff or OSHA.
- Report any injury or unsafe condition immediately to Nycom.
- Any additional safety and health responsibilities that are assigned throughout this SHMP.

Visitors / Architects / Engineers

- Adhere to all Nycom and project safety rules.
- Check in with the Nycom Superintendent, Foreman or Lead Installer prior to entering any project site.
- Obtain and wear the required personal protective equipment including hard hats, safety glasses, hearing protection and respirators.

Notification of Unsafe or At-Risk Conditions

Each employee and subcontractor has the right and responsibility to notify the management and supervision of Nycor of any unsafe or hazardous condition that may be present or observed without fear of retribution.

Nycor supervision and management will take immediate action to correct or remove any hazard brought to their attention.

Non-compliance of OSHA or other regulations and requirements of this Safety and Health Management Program may be documented on a Notice of Health & Safety Non-Compliance form (**Appendix A**) and submitted to Nycor. Nycor management will promptly follow-up with the appropriate persons.

Incident & Injury Notification & Investigation

Every incident and injury must be reported immediately to the management of Nycor. The Incident & Injury Notification & Investigation Report (**Appendix B**) should be used to report all incidents and injuries as deemed necessary. Motor vehicle incidents should be reported using the Motor Vehicle Incident Report (**Appendix J**). The management of Nycor, in conjunction with the involved subcontractor(s), will thoroughly investigate the incident/near-miss to determine the probable root cause(s). Preventive action plans will be developed to eliminate future occurrences.

The Incident & Injury Notification and Investigation Report should be completed and submitted to the office of Nycor within 24 hours of the occurrence. Injured employees will be accompanied to the medical facility by another employee whenever possible.

Additional Incident Investigation and Reporting Requirements Include:

- Incidents are to be reported within 8 hours for regulatory agencies and within 24 hours of when the incident took place to the host facility/client
- Incident investigations are to be conducted by the Field Operations Manager and reviewed by the Operations Manager in each location
- Field Operations Manager and Operation Managers are to be trained in using Appendix B upon promotion to either of these positions. Proper equipment will be provided by Nycor so that a proper investigation can be conducted.
- Field personnel at the site should assist in the identification/assessment of any evidence relative to the Incident. Any potential evidence should be secured and submitted to the Field Operations Manager for review.
- Field Operations Manager should conduct witness interviews and collect statements as required.
- Upon the conclusion of the investigation, Field Operations Manager will identify corrective actions required. Operations Manager will share & communicate the lessons learned to prevent future reoccurrence.

OSHA Injury & Illness Recordkeeping & Reporting

Nycom will record and report all work related employee injuries and illnesses in accordance with OSHA 1904 regulations. A current OSHA 300 Log of Work-Related Injuries and Illnesses will be maintained each calendar year. At the end of each calendar year the OSHA 300-A Summary of Work Related Injuries and illnesses will be completed, distributed and posted at each office/facility from February 1st through April 30th of the following year as required by OSHA. The human resources department will be responsible for injury & illness recordkeeping.

To comply with OSHA regulations, the Field Operations Manager will be responsible for reporting the following types of employee injuries to OSHA within 8-hours of the occurrence:

- Fatal Injuries
- Injuries requiring hospital admission
- Injuries resulting in amputations
- Injuries resulting in loss of an eye

Early Return To Work Program

PURPOSE: The Early Return To Work Program (ERTW) is a progressive recovery method that is intended to facilitate the safe return of an injured employee to work when possible.

POLICY: If an employee is temporarily unable to perform the full scope of his/her job duties due to a work related injury or illness, he/she may be eligible to participate in the ERTW Program. Any ERTW assignment will be of a temporary nature with the goal of facilitating an employee’s return to his/her normal work activities as soon as possible.

Nycom reserves the right to determine the availability, type, and duration of all ERTW assignments on a case-by-case basis. The information in this program is designed to serve as a guideline to all employees and does not constitute a promise, commitment, or contract between any employee and the company.

REQUIREMENTS FOR PARTICIPATION:

- 1) An employee’s medical restrictions must be of a temporary nature as indicated by the approved medical provider.
- 2) A Return to Work Prescription form or Physical Capabilities form must be completed by the Approved Medical Provider.
- 3) The temporary work assignment must be of a productive nature. Because business conditions will vary, temporary work assignments may not always be available.

NOTE: If an employee refuses medically approved available work, that will be considered a refusal to work and may constitute a voluntary resignation by the company. Workers’ compensation, disability and other benefits may also be affected.

EARLY RETURN TO WORK PROCEDURE:**1) Injured Worker**

- a. Reports to the Operations Manager when released to temporary transitional duty by the approved medical provider within one working day for assignment to the job.
- b. Meets with supervising manager of the temporary transitional duty job and the Operations Manager to review policy and job description.
- c. Reports any changes in condition to the Operations Manager and arranges to see the physician if unable to work due to increase in symptoms (treating physician must authorize any days away from work).
- d. Every effort should be made to schedule doctor appointments outside working hours.
- e. Maintain weekly contact with the Operations Manager.
- f. Failure to participate in approved temporary transitional duty assignments may result in suspension of worker's compensation benefits.
- g. While working in a temporary transitional duty position, an injured worker is responsible to the supervising manager of the assigned department. The worker is expected to follow the same performance standards as a regular worker in the department. This includes satisfactory completion of the work assignments, reporting to work on time, completing scheduled shifts and arranging for time away from work with the supervising manager.
- h. Submits time card signed by supervising manager to the Operations Manager on a weekly basis.

2) Operations Manager

- a. Obtains a copy of the physician's release to work and reviews it with the injured employee.
- b. Provides the employee with a copy of the medical release from the physician.
- c. Discusses with the injured worker and supervisor the temporary transitional duty work. Reviews policy, explains worker/supervisor responsibilities, including physical restrictions, reporting mechanisms, time cards and rate of pay.
- d. Notifies workers compensation insurance provider of injured workers' return to temporary transitional work, scheduled hours and rate of pay.
- e. Orients injured worker to department and temporary transitional duty assignment. Communicates clear understanding of work expectations.
- g. Monitors worker's performance, which includes working within expected parameters of the physical restrictions, attendance, quality and quantity of work assigned.
- h. Signs time cards and verifies hours weekly. Notifies the worker's compensation insurance company of any problems that arise, such as worker's inability to perform assigned tasks, absenteeism or other performance problems.
- j. Takes corrective action, initiates disciplinary measures as necessary.

TERMINATION OF EARLY RETURN TO WORK ASSIGNMENT

Early Return-to-work assignments end when:

- 1) The job duties have been completed or are no longer required by the employer,
or

- 2) The medical condition of the employee is determined, by the medical care provider, to be recovered sufficiently to resume his/her normal job duty assignment, or
- 3) The medical condition of the employee is determined, by the medical care provider, to be a permanent restriction and the employee becomes eligible for a permanency award or long term disability status.

Substance Abuse & Prohibited Articles Policy

This policy applies to all Nycom employees, subcontractor employees and other third party employees, including management working on or visiting work sites.

Drug and alcohol abuse on and off the job can contribute both to incidents and to greater risk for all individuals employed by Nycom, as well as the general public. The following are prohibited and will result in immediate termination while working for Nycom or at Nycom projects or facilities:

- Being under the influence of any amount of alcohol or illegal drugs.
- The use, sale, offer to sell, purchase, transfer, distribution or possession of illegal drugs, drug paraphernalia or alcohol products.
- Possession of any firearm, explosive or other dangerous weapons.

Pre-Employment Drug Screening

As a condition of employment with Nycom, each applicant offered employment must successfully pass a company sponsored drug screening. Subcontractors will also be required to provide pre-employment drug screening as deemed necessary.

Reasonable Cause Drug Screening

Any employee or subcontractor employee suspected to be under the influence of any amount of alcohol or illegal drugs will be temporarily suspended from work and required to submit to drug and/or alcohol testing. Subcontractor employee testing will be at the subcontractor's expense.

Post-Incident Drug Screening

Any worker involved in an incident or near miss may be required to submit to a post incident drug and alcohol test performed within three (3) hours after the incident. Subcontractors will ensure that any worker involved in an incident submits to a post incident drug and alcohol test.

Random Drug Screening

Nycom employees may be required to submit to random drug and/or alcohol screening as required by Nycom management and to meet any client/contract requirements.

Additional Client Required Drug Screening

Additional drug and/or alcohol screening may be required of employees and subcontractor employees as required to meet specific client requirements.

Compliance with this policy is completely voluntary, however workers that refuse to be tested, stall to be tested, are uncooperative with test collectors, or attempt to alter a specimen will be considered positive and immediately suspended/terminated from employment. At a minimum, all drug and alcohol tests will follow current NIDA guidelines. Unless otherwise required by management or client requirement drug tests

will consist of a 5 panel drug screen (Marijuana, methamphetamines/amphetamines, PCP, cocaine and opiates). Workers who test positive during any drug/alcohol screening will be immediately suspended/terminated from work with Nycom. Individuals who test positive will not be eligible for future employment for a period of 6 months or until they can provide satisfactory evidence of rehabilitation from a facility recognized by Nycom. Additional drug screening will be required before becoming eligible for future employment and randomly during re-employment. Should an individual who tested positive be re-hired and test positive a second time, the employee will be terminated and will not be eligible for future employment for 1-year and until they can provide satisfactory evidence of rehabilitation from a facility recognized by Nycom. The results of all drug testing will be kept confidential.

Subcontractor, supplier and other third party company personnel found to be in violation of this policy will be subject to removal from the premises. Violation of this policy by a subcontractor or supplier may also result in cancellation of the contract or order between Nycom and the subcontractor or supplier.

Prescription Medications

Working under the influence of some prescription medications could have a negative impact on your safety and the safety of others at work. If you are taking prescription medications that could impair your physical abilities, balance, judgment, focus, concentration or otherwise endanger your or another person, Nycom requests that you confidentially notify Management such that appropriate precautions can be taken to ensure the safety of everyone.

Safety Training

Employee Safety Orientation

In an effort to maintain safe operations and communicate minimum company safety policies, procedures and expectations, Nycor will issue a copy of this Safety & Health Management Program to all new employees and subcontractors. Each employee is required to read and acknowledge understanding of this Safety & Health Management Program by completing the Safety & Health Management Program Orientation & Acknowledgement form **(Appendix C)**.

Toolbox Safety Training Meetings

Each Nycor Installation Superintendent, Foremen or Lead Installer is required to hold a weekly “Tool Box Safety Training Meeting” to ensure all workers are informed of current safety requirements and best practices to minimize risk of incident and injury. All field employees, installers and subcontractors are expected to participate in these training meetings.

Nycor will maintain records of all safety training using the Safety Training Report **(Appendix D)** or similar roster.

Professional Development Safety Training

Professional Development Training is encouraged of all employees and will be provided on an as needed and as required basis. The following Professional Development Safety Training Matrix has been established to be used as a guide to establish which employees are required to attend various training courses as they are made available.

Professional Development Safety Training Matrix

| Safety Training Course | Training Required For: | Training Recommended For: |
|---|---|----------------------------------|
| OSHA 30-Hour Safety & Health Training Course | Field Operations Managers | Lead Installers |
| OSHA 10-Hour Safety & Health Training Course | Operations Managers, Project Managers, Installation Superintendents, Foremen, Lead Installers | All Installers |
| First Aid & CPR Training | Field Operations Managers, Installation Superintendents, Foremen, Lead Installers | Others as Needed |
| Forklift Operator Safety Training | Field Operations Managers, Installation Superintendents, Foremen, Lead Installers, Warehouse Personnel | Others as Needed |

Disciplinary Action Policy

At-risk behavior that could contribute to an incident or injury will not be tolerated by Nycom. Each employee has an individual responsibility to work safely and management is responsible for correcting at-risk behavior of workers under their direction. Failure to comply with this Safety and Health Management Program, OSHA Regulations or the verbal or written direction of Nycom management or supervision may result in disciplinary action.

At-Risk Behaviors that ARE Immediately Dangerous to Life & Health

Nycom reserves the right to **immediately terminate** an employee or remove a subcontractor employee from the project for at-risk behaviors that are Immediately Dangerous to Life and Health. At-risk behaviors that may result in immediate termination or removal from the project include, but are not limited to:

- Failure to use fall protection where required.
- Failure to comply with the Substance Abuse Policy.
- Possession of firearms, explosives or dangerous weapons.
- Theft and other criminal activity.
- Entering or allowing others to enter a hazardous barricaded area.
- Fighting, horseplay, or practical joking.
- Reckless or unauthorized operation of motorized vehicles or equipment.
- Knowingly endangering the safety of another employee or worker.

At-Risk Behaviors that are NOT Immediately Dangerous to Life or Health

The following three step disciplinary action policy will be applied for all safety infractions within a 12 month period that are NOT deemed Immediately Dangerous to Life or Health as determined by Nycom management.

- **First occurrence:** Documented verbal warning or written warning to employee/worker and notification to subcontractor management. Re-training of affected employees/workers as deemed necessary by Nycom management.
- **Second occurrence:** Written warning and possible suspension from employment or the project without pay for three full work days and notification to subcontractor management. Re-training of affected employees/workers as deemed necessary by Nycom management or Environmental, Safety & Health Manager.
- **Third occurrence:** Nycom employees may be terminated from employment. Subcontractor employees may be removed from the project indefinitely as deemed necessary by Nycom management.

Safety infractions and at-risk behaviors resulting in disciplinary action will be documented on a Notice of Health & Safety Non-Compliance form (**Appendix A**). Records of safety infractions will be maintained at the offices of Nycom.

Safety Inspections

General Safety Inspections

Each Installation Superintendent, Foremen or Field Operations Manager will be responsible for conducting a General Safety Inspection of all Nycom work areas, tools, equipment and operations on a daily basis for the purpose of identifying existing and potential safety, health and environmental hazards. General safety inspections must be documented as needed but not less that once per week using the Site Safety Inspection Checklist & Report (**Appendix E**). Completed Safety Inspection Checklists and Reports must be forwarded to the Field Operations Manager & Operations Manager for review.

Weekly Equipment Inspections - Each forklift will be thoroughly inspected by a qualified person for defects, proper operation or other unsafe conditions prior to being operated each day or each shift, whichever the case may be. Subcontractor forklifts will be subject to the same inspection requirements. No employee shall operate a forklift until they have confirmed that the required inspection has been completed. Weekly inspections should be documented using the Forklift Safety Inspection Report (**Appendix F**). Completed inspection reports will be kept on file at the offices of Nycom.

Each Aerial Lift will be thoroughly inspected by a qualified person for defects, proper operation or other unsafe conditions prior to being operated each day or each shift, whichever the case may be. Subcontractor aerial lifts will be subject to the same inspection requirements. No employee shall operate an aerial lift until they have confirmed that the required inspection has been completed. Weekly inspections should be documented using the Aerial Lift Safety Inspection Report (**Appendix K**). Completed inspection reports will be kept on file at the offices of Nycom.

If hazards are observed during any of these inspections they must be corrected promptly and when necessary, the appropriate subcontractors must be given notice. If a hazard cannot be immediately corrected then the task must be stopped until a plan for safeguarding workers is developed and corrective action is implemented. Hazard abatement may be achieved through any of the following:

- Eliminating the hazard through engineering controls.
- Protecting against the hazard by developing and implementing safe work practices.
- Guarding against the hazard.
- Providing and using personal protective equipment.

OSHA Inspection Procedures

Should a compliance officer from the Occupational Safety & Health Administration conduct an investigation of Nycom equipment or work activities, immediately notify the Field Operations Manager and the Operations Manager of Nycom. Nycom employees will participate in all Occupational Safety and Health Administration (OSHA) inspections in a cooperative, professional and courteous manner.

Opening Conference

- Prior to the site inspection the OSHA compliance officer will typically hold an opening conference. Be polite, respectful, and cooperative. He/She will display their official credentials and ask to meet an employer representative. Always check the officer’s credentials to verify that they are a representative of the Department of Labor, Occupational Safety and Health Administration.
- If you have not already done so, notify Nycom management at this time.
- During the opening conference, the compliance officer will explain the reason for the OSHA inspection, the scope of the inspection and the standards that apply. OSHA will generally conduct inspections for the following reasons:
Employee/worker complaint of unsafe conditions, general scheduled inspections, after a serious accident/fatality, plain view violations, etc. If the inspection is the result of an employee complaint, you should request a copy of the complaint.
- Be prepared to show the compliance officer the company’s safety and health management programs and associated safety files and records. Copies of safety programs and documents should not be given to the compliance officer without approval from Nycom management. The compliance officer may want to review any or all of the following:
 - Company safety and health management program manual
 - Safety training records
 - Hazard communication program and SDS
 - OSHA 300 logs
 - Safety inspection records
 - Safety disciplinary guidelines
 - Emergency action plan

The Site Inspection Tour

- A Nycom manager or foreman will accompany the OSHA compliance officer during the inspection at all times.
- Limit the extent of the inspection only to the areas asked to be seen by the OSHA compliance officer. If possible, normal work procedures should not be altered in order to accommodate the inspection.
- Do not volunteer unrelated or unnecessary information. Do not argue with the compliance officer if you disagree with anything during the inspection. Make a note of the discrepancy.
- Be prepared to tell the compliance officer who is responsible for special services, such as:
 - Temporary toilets
 - First-aid kits
 - Fire extinguishers

- The compliance officer will normally interview one or more employees. The compliance officer has the right to conduct these interviews in private unless the employee being interviewed asks for a supervisor to be present. Do not interfere with these interviews unless the interviews are being conducted in a manner that unreasonably disrupts work operations. The officer will probably ask some of the following questions:
 - Who do you report to for First Aid?
 - Where is the First Aid Kit?
 - What is an SDS?
 - Where are the SDS kept?
 - What is the Hazard Communication Program about?
 - Where is the nearest Fire Extinguisher?
 - How do you use a fire extinguisher?
 - How often do you have safety training meetings?
 - Does your supervisor place emphasis on safety?
 - What is your company's policy regarding fall protection (6' etc.)?
- Take note of the names of employees interviewed, equipment and materials examined and the description and location of any alleged violation.
- If the compliance officer points out an alleged violation, do not admit guilt or express that you agree that a violation exists. Instead take the necessary action to correct the alleged violation if possible. If you disagree with the compliance officer, do not cause an argument.
- If the compliance officer takes photographs to document a potential hazard, a supervisor or manager should also take photos from the same vantage point as the compliance officer and other vantage points as needed that may illustrate that there is no potential hazard.

Closing Conference

- Ask the compliance officer if citations will be issued and for what alleged violations. Ask the compliance officer to indicate the level of severity of the alleged citations (Non-serious, serious, willful, etc.). Make note of the alleged citations and severity level.
- After the closing conference, thank the compliance officer for any safety suggestions that were offered during the inspection and assure him/her that immediate action will be taken to correct any remaining alleged safety violations that were noted.

Project Specific Safety Plans

This SHMP will serve as the Project Specific Safety Plan for all projects. Prior to beginning work on each new project, the Nycom Project Manager and/or the Field Operations Manager will conduct an evaluation of project specific safety hazards and safety requirements that may not already be adequately addressed by this SHMP. This evaluation will be documented using the Project Specific Safety Plan form (**Appendix G**). The completed Project Specific Safety Plan form will serve as an amendment to this SHMP and together form the Project Specific Safety Plan. This project specific safety plan will include the following items:

- A review of applicable safety requirements issued by the client (Facility Owner, General Contractor, etc.) for the project that are not addressed by this SHMP or that may be more stringent than the requirements of this SHMP.
- An evaluation of any project specific hazards that may affect Nycom employees and subcontractors that are not adequately addressed by the requirements of this SHMP.
- Assignment of project safety responsibilities to Nycom personnel.
- Ensuring that the Site Emergency Action Plan is complete and in place including provisions for treatment of injured employees.

The completed Project Specific Safety Plan will be communicated to the client as requested and to all employees and subcontractors working on the project.

Pre-Task Safety Planning (JHA/AHA)

Each Installation Superintendent, Foremen or Lead Installer will analyze each task to be performed for each shift of work and identify the work sequences, hazards and controls necessary to protect workers from the identified hazards. When required by our client or the general contractor, written pre-task safety plans will be developed using the Pre-Task Safety Plan form (**Appendix H**) or similar form provided by the customer.

The work will be broken down into individual steps, the known hazards associated with the work and the hazard controls required to complete the task safely.

Once the Pre-Task Safety Plan is developed, supervisors and foremen will review the plan with their respective work crew so that each worker is aware of what work activities will occur during the shift, what hazards to be aware of and how to properly control or eliminate those hazards. This is also a time for workers to provide input into the task safety plan. Supervisors and foremen should encourage crew members to participate in this planning process. The Pre-Task Safety Plan meeting should be conducted before work begins each morning. All employees must participate in the Pre-Task Safety Plan meetings.

When written Pre-Task Safety Plans are developed, each worker must sign the plan stating that they understand the work activities, hazards and controls. This is also an acknowledgement that each worker agrees to work according to the plan.

If the scope of work changes or a new hazard is recognized during the work, the supervisor or foreman will stop the crew and revise the Pre-Task Safety Plan.

Pre-Task Safety Planning must be completed by the supervisor or foreman. Personnel not involved in the direct execution of the work will not prepare Pre-Task Safety Plans on behalf of supervisors and foremen.

Emergency Procedures

The following procedures have been established to provide general guidelines for handling various emergencies.

Medical Emergencies

- Protect yourself and other workers from further injury. Call for emergency services for all serious injuries. Prior to beginning any new project, arrangements must be made by the Field Operations Manager with a local occupational medical facility to provide treatment for minor work related injuries. Employees who have been injured should not transport themselves to the medical facility unless authorized by management.
- Immediately report the injury and location to your supervisor.
- Provide first aid care only if you are qualified to render these services. Summon trained first-aid personnel as needed.
- No one on site is to attempt a rescue, except to remove someone from an immediate life threatening situation and then only if it can be done without endangering yourself or others. Professionally trained personnel will perform rescue operations.
- Preserve the area around the accident scene until a proper investigation can be conducted.

Fire and Explosion Procedures

- All personnel must immediately evacuate all building areas and move to safe locations.
- Call the fire department and other emergency services as needed.
- Report the fire or explosion and its location immediately to the client/property owner and Nycom management.
- No employee is expected or required to attempt to extinguish any workplace fire. All personnel must immediately evacuate all building areas and report to the designated assembly area for head count and further instructions.
- If you have been trained, have a clear path of escape and can do so without risk of injury, you may at your discretion choose to attempt to extinguish small fires only, by use of portable fire extinguishers. In all other cases evacuate the area using the closest and safest exit.

Severe Weather Procedures - Tornadoes, Severe Storms, Hurricanes, High Winds

- Secure and protect all materials that may become air borne or are exposed to damage from severe weather.
- All workers must evacuate to designated protected locations away from windows.

Project Specific Emergency Action Planning

An Emergency Action Plan must be in place for each new project, work site or facility. If the client or site owner already has an Emergency Action Plan in place, Nycom will obtain and comply with that plan except where the client's plan does not adequately address the needs of Nycom. When an Emergency Action Plan has not already been implemented, Nycom will develop and implement an Emergency Action Plan (**Appendix I**). The requirements of the Emergency Action Plan will be reviewed with all employees and subcontractors prior to beginning work.

Hazard Communication Program

This Hazard Communication Program must be reviewed with all employees and workers and made available on each project in a location accessible to all employees and subcontractors.

All employees are entitled to know the properties and potential safety and health hazards of chemicals or substances that they may come in contact with while working for Nycom. No employee or subcontractor is expected to expose themselves to harmful levels of any hazardous chemical or substance while working for Nycom. This Hazard Communication Program has been developed to ensure that information on hazardous chemicals and substances is communicated to workers in accordance with OSHA 29 CFR 1926.59/1910.1200. This shall include the necessary information for employees to safely handle, use and store potentially hazardous chemicals/substances as part of assigned work activities. The Nycom Project Manager and Field Operations Manager will be responsible for ensuring the requirements of this Hazard Communication Program are fulfilled on their assigned projects.

Chemical Inventory

A Chemical Product Inventory (Chemical List) will be developed for each project, work site or facility. This list shall include all potentially hazardous materials and chemicals used or stored at the site or facility by Nycom. Chemicals belonging to the facility owner or used by other contractors in the work area must also be evaluated and when necessary will be added to the Chemical Inventory list. This chemical inventory will be made available for all employees to review. The location of the chemical inventory for each project will be established in the Project Specific Safety Plan (**Appendix G**). A copy of this chemical inventory may also be obtained by contacting the offices of Nycom.

SDSs

A Safety Data Sheet (SDS) will be obtained from the chemical manufacturer and made available to employees for all known hazardous chemicals and materials used or stored by Nycom. Chemicals belonging to the facility owner or used by other contractors in the work area must also be evaluated and when necessary SDSs will be obtained from the facility owner or other contractors and made available to employees. The location of the SDSs for each project will be established in the Project Specific Safety Plan (**Appendix G**). SDSs may also be obtained by contacting the offices of Nycom. Contact your supervisor immediately if an SDS cannot be located for any chemical used or stored on site. Employees should read, understand and comply with all instructions found on the SDS prior to using any chemical. The SDS for each chemical will contain a variety of information necessary to safely handle, use and store the chemical including:

- Chemical & Common Name
- Physical & Chemical Characteristics
- Physical Hazards including potential for fire, explosion and reactivity
- Health Hazards, signs and symptoms of exposure
- Primary routes of entry into the body
- OSHA Permissible Exposure Limit and Threshold Limit Value
- Whether the chemical is a carcinogen (cancer causing)
- Precautions for safe handling and use including hygiene practices and procedures for clean-up of spills and leaks.

- Engineering controls, work practice controls and PPE that should be implemented while using the chemical.
- Emergency first aid procedures.
- Name, address and phone number of the manufacturer.

Chemical Container Labeling

Nycom and each subcontractor bringing hazardous chemicals and materials on the site will ensure that all hazardous chemicals/containers are properly labeled in accordance with OSAH regulations and the SDS. If a chemical must be transferred from its original container into a secondary container, the secondary container must be labeled. This includes containers used to dispense and transfer fuels such as gas cans. Employees should read, understand and comply with all instructions found on the chemical label prior to using any chemical. Labels shall include the following minimum information:

- Identity of the hazardous chemical.
- Appropriate signal words.
- Appropriate hazard statements/warnings.
- Appropriate pictograms.
- Appropriate precautionary statements.
- Name, address and phone number of the chemical manufacturer/importer.

Employee Training

Workers who work with or may be potentially exposed to hazardous chemicals or materials will be informed of the requirements of this Hazard Communication Program, the location of the inventory listing of hazardous chemicals and materials, the location of SDSs and labeling requirements. Each worker will also receive training prior to using or being exposed to hazardous chemicals or materials in their work area to include:

- An explanation of chemical labels, warnings and SDSs.
- How to detect the presence or release of a hazardous chemical in the work area.
- The specific physical safety or health hazards of the hazardous chemical or materials in the work area.
- Procedures to protect against hazards associated with the chemical material.
- Engineering controls, work practice controls and personal protective equipment requirements necessary to protect against exposure.
- Emergency procedures in case of exposure or an accidental spill.

Sharing of Information

Due to the complexity of construction projects and potential exposure of other contractor's employees on site, the general contractor, construction manager and/or facility owner will be provided with a copy of this Hazard Communication Program and the Chemical Inventory List and corresponding SDSs for the project as requested or required by the general contractor or client.

For more information regarding this Hazard Communication Program please contact the offices of Nycom.

First Aid Requirements & Procedures

First Aid Kits & Supplies

- Nycor will provide first aid kits and supplies for Nycor employees at each work site. First Aid kits will be located in the company truck or in company tool boxes. First Aid kits will be of the appropriate size for the number of employees on site and contain appropriate materials to treat anticipated injuries.
- Each subcontractor is responsible for providing and maintaining adequate first aid kits and supplies in their work areas for their employees.
- Personal protective equipment to protect first-aid providers from blood borne pathogens will be kept with each first-aid kit. Personal protective equipment will include rubber gloves and eye or face shields at a minimum.
- All first-aid materials used during the treatment of injuries shall be replaced as soon as possible. Contents are inspected weekly and replenished to ensure the availability of first aid supplies.

Facilities for Quick Drenching or Flushing of Eyes or Body

- During jobsite pre-planning, identify locations of onsite drenching/flushing locations
- Locate water supply
- Locate local medical facilities with suitable capabilities
- Seek proper medical attention

Trained First Aid Providers

Nycor will ensure that at least one person certified in first-aid is available at each work site to provide first-aid treatment to employees. Blood borne pathogen universal precautions training will be provided to all first aid providers. Nycor will maintain training records for a minimum of 3 years. A valid certificate in first-aid training must be obtained from the American Red Cross or equivalent and be verified by documentary evidence.

Blood Borne Pathogens Universal Precautions Policy & Procedures

No employee shall provide first-aid treatment to another person without observing universal precautions as described below.

- Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. For the purpose of these procedures “universal precautions” means protecting yourself from contact with any bodily fluid as if the fluid is infected with Hepatitis B, HIV or other blood borne pathogens. For the purpose of these procedures "other potentially infectious materials" includes all body fluids.
- No employee shall provide first-aid treatment where there is the potential for exposure to blood or other potentially infectious materials, unless the proper personal protective equipment is worn including rubber gloves, eye and/or face protection and other protective clothing as needed.
- Immediately after first-aid treatment is rendered, the first-aid provider shall thoroughly wash their hands and any other skin exposed with soap and running water. In the absence of soap and running water, the employee shall use an antiseptic towel or hand cleaner in conjunction with either a clean cloth or paper

towels to clean the hands and other exposed areas of the body. Washing with soap and running water shall be done as soon as feasible.

- Hepatitis B vaccine will be made available at no cost to any employee with occupational exposure to blood borne pathogens.
- Nycor will maintain medical and exposure records for the duration of employment plus 30 years. Access to the records will be available to all employees upon request.
- Training is conducted prior to the initial assignment and within 1 year of previous training.
- Employees will have access to a copy of the exposure control plan.
- Appropriate PPE will be provided at no cost to the employee.

Basic First Aid Procedures

Minor Lacerations, Abrasions, Punctures, etc.

- Clean the wound with antiseptic soap and water or antiseptic towel.
- Apply antibiotic ointment or spray.
- Cover the wound with a sterile dressing.
- Apply a bandage to hold the dressing in place if necessary.
- Seek medical treatment and obtain tetanus shots if necessary.

Major Lacerations, Abrasions, Punctures, etc.

- Cover the wound with a sterile dressing and press firmly against the wound to control bleeding.
- Cover the dressing with a bandage to maintain pressure.
- Elevate the wound if possible.
- Apply force to pressure points if bleeding is still uncontrolled.
- Call for emergency medical services and an ambulance immediately.

Fractured/Broken Bones.

- Do not move the injured person unless absolutely necessary.
- Apply a splint to immobilize the injured bone or joint only if the injured person must be moved by someone other than emergency medical personnel. A board, cardboard or a rolled newspaper may be used as a splint.
- Call for emergency medical services immediately or seek medical treatment.

Neck and Spinal Cord Injuries.

- Minimize movement of the head and spine.
- Maintain an open airway and check breathing and consciousness.
- Control any external bleeding.
- Call for emergency medical and rescue services immediately.

Strains and Sprains.

- Apply ice to the affected area periodically for 72 hours or until the swelling goes away. Seek medical treatment if necessary.

Insect Stings/Bites and Snake Bites.

- Wash the wound. Remove stinger if present.
- Seek medical treatment immediately for spider or snake bites.
- Seek medical treatment as needed for other insect bites and stings.

Burns.

- Cool the burned area with large amounts of cool water for several minutes. Don't use ice or ice water except on minor burns. Do not touch or try to clean burns.
- Loosely cover the burns with sterile dressings. Do not apply any pressure to the burned area.
- Do not apply ointments unless it is a very minor burn.
- Seek medical treatment for burns unless they are very minor.
- Victims of serious burns should lie down and be covered with soaked towels, sheets or other wet cloths.
- For severe burns call for emergency medical services immediately.

Chemical Burns.

- Consult SDS for first aid procedures. For most chemicals, flush skin or eyes with large amounts of cool running water for 15-30 minutes or until emergency medical services arrive.
- Remove any clothes that have the chemical on them.
- Seek medical treatment. Take the SDS for the chemical to medical facility.

Eye Injuries.

- Do not rub your eyes.
- Use the corner of a sterile cloth to draw out small particles only if the particle is not embedded and is clearly visible or hold the eyelids open and flush the eyes continuously with clean water or irrigating solution.
- If foreign objects are embedded, do not attempt removal. Close and cover both eyes with bandages. Seek medical treatment immediately.

Heat Cramps.

- Rest in a cool place.
- Drink cool water or sports beverages.
- Gently stretch and massage affected muscles.
- Do not take salt tablets or drink salt water.

Heat Exhaustion.

- Symptoms include cool, moist, pale or flushed skin, headache, nausea, dizziness, weakness and exhaustion.
- Remove the victim from the heat.
- Loosen any tight clothing and apply cool, wet cloths.
- Drink cool water. About 4 ounces every 15 minutes.
- Allow the victim to rest in a cool comfortable location.
- Monitor the victim for changes in condition and seek medical treatment if necessary.

Heat Stroke.

- Symptoms include refusing water, vomiting and unconsciousness in addition to heat exhaustion symptoms.
- Keep the victim lying down and continue to cool the victim's body with wet cloths and ice packs.
- Call for emergency medical services immediately.

COVID-19 Exposure Prevention, Preparedness, and Response Plan

Nycom takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” we must remain vigilant in mitigating the outbreak. Nycom is a proud part of the construction industry, which has been classified as “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the company and at each of our jobsites.

This plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. We may also amend this Plan based on operational needs.

Responsibilities

Managers and Supervisors - All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must lead by example, following this plan themselves. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

All Employees - Nycom requires every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites and offices, everyone must play their part. As set forth below, we have instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

Job Site/Office Protective Measures

We have instituted the following protective measures at all jobsites/offices.

General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite/office and return home.
- All meetings, including safety meetings, will be by telephone, if possible. If meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Nycom understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, we will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, we will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls may include the use of water delivery and dust collection systems, as well as limiting exposure time.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- If practicable, each employee should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- Disinfect tools, equipment and hands between jobsites.
- Practice social distancing as much as possible.

Workers entering Occupied Building

- Construction and maintenance activities within occupied office buildings and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. Nycom will provide alcohol-based wipes for this purpose, if available.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), Nycom will also provide:
 - Gloves: Gloves should be worn at all times while on-site for tasks that require them. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - Eye protection: Eye protection should be worn at all times while on-site.
 - Cloth or disposable masks to be worn at all times when at offices/jobsites especially where you have contact with other people.

NOTE: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by the work and if available.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
 - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.

Job Site/Office Cleaning and Disinfecting

Nycom has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- We will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (if appropriate for the surface).

- Additional Disinfecting Measures:
 - All surfaces should be disinfected regularly such as light switches, door handles, office equipment, keyboards, telephones, handrails, etc.
 - Thoroughly wash hands before, during and after this process
 - Use available PPE during this process
 - Practice social distancing at all times

Job Site Exposure Situations

- Employee Exhibits COVID-19 Symptoms - If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Nycom will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor’s note clearing them to return to work. Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- Employee Tests Positive for COVID-19 – An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. These timelines are minimum recommendations as employees should follow their medical professionals’ directives. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. Nycom will require an employee to provide documentation clearing his or her return to work.
- Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19 - Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If Nycom learns that an employee has tested positive, we will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, we will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, Nycom will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, we will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Nycom's assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, we will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

Confidentiality/Privacy

If a confirmed case of COVID-19 is reported, Nycom will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, Nycom may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Brett Harman, Senior Vice President.

SAFETY AND HEALTH RULES AND PROCEDURES

General Safety Rules

- Keep your mind on your work at all times. Avoid distractions that could cause you to take your mind off of the task at hand and increase the risk of injury or incident.
- Watch where you are walking. Running is not allowed at any work site.
- Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee. Horseplay is prohibited.
- Never work at heights if you are afraid to do so, or if you have medical conditions that make you subject to fainting, dizziness, seizures or other symptoms that could increase your risk of falling.
- When lifting tools and materials, lift with your legs - not your back. If the load is too heavy, GET HELP.
- Entering areas barricaded by other contractors is prohibited without the permission and safe clearance of the contractor in control of the barricaded area.
- Never throw anything "overboard." Someone passing below may be seriously injured.

Personal Protective Equipment (PPE)

All employees, subcontractors, vendors, and visitors will wear the following personal protective equipment as prescribed without exception while on Nycom work sites (except in office and lunch areas). All personnel will receive proper training on the use of PPE. Retraining will be done when the workplace changes, making earlier training obsolete, the type of PPE changes or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding. All personal protective equipment required to be worn will be provided by Nycom. PPE must be properly fitted to each affected employee. Each employee is expected to inspect and maintain their PPE on a daily basis and prior to use. PPE is to be maintained in a sanitary and clean condition. Damaged PPE shall not be worn. Each employee is responsible for maintaining provided PPE in their possession. PPE that is lost will be replaced at the employee's expense at the discretion of Nycom. General work attire and work boots must be provided by each employee.

General Work Attire

Shirts with a minimum sleeve length of three (3) inches are required at all times. Long sleeve shirts may be required for some activities and as required by clients. Tank tops or cut-off shirts are not permitted. Properly fitting long pants are required at all times. Pants that are worn low on the hips or thigh are not allowed. The length of pants should be such that they do not present a tripping hazard. Shorts are not allowed.

Head Protection

Hard hats meeting ANSI Z89.1 requirements will be worn at all times on all project sites. Ball caps or other head wear not specifically designed to wear with a hardhat will not be worn at anytime. Hard hats will be worn with the brim forward except when specifically allowed by the hard hat manufacturer. All hardhats must be non-conductive.

Foot Protection

Sturdy work boots that are in good condition must be worn at all times on Nycom project sites. Safety-toe shoes are recommended and will be required depending on project requirements or conditions. Slip resistant shoes are recommended at all times and will be required depending on the project requirements or conditions. Tennis shoes, sandals, or other street-type shoes are not allowed. Other protective footwear shall be worn as needed to protect from chemicals and other hazards as deemed necessary.

Eye and Face Protection

Safety glasses meeting ANSI Z87 requirements must be worn at all times on all project sites and in Nycom shop areas. Workers with prescription glasses must meet ANSI Z87 requirements or will be required to wear over-the-glasses (OTG) safety eyewear. Appropriate eye and face protection is required during any work activity that creates potential hazards from flying objects or particles, chemicals, arcing, glare, or dust. The following table prescribes eye and face protection for various activities and operations.

| Work Activity/Operation | Required Eye & Face Protection Equipment |
|--|---|
| Grinding of Metals or Concrete | Safety Glasses and Face Shield |
| Drilling Overhead | Safety Glasses and Face Shield |
| Sawing Metals with Abrasive Saws | Safety Glasses and Face Shield |
| Sawing Masonry or Concrete | Safety Glasses and Face Shield |
| Handling Chemical Liquids | Chemical Goggles and Face Shield |
| Cutting Epoxy Resin Counter Tops | Safety Glasses and Face Shield |
| General Power Tool Operations | Safety Glasses (Add face shield as needed) |
| All other work activities on site | Safety Glasses |

Hand Protection

All employees and workers are required to wear gloves appropriate for their work at all times when handling material, using hand or power tools and during other activities that present a potential for hand and finger injuries. Gloves will be worn at all times on work sites when required by our clients. Protective gloves or clothing are required when necessary to protect against sharp objects, abrasions, lacerations, punctures, thermal or chemical burns. Gloves are required at all times for specific activities as prescribed in the table below. Task appropriate hand protection is required for all other activities.

| Work Activity/Operation | Required Gloves/Hand Protection |
|---|--|
| Grinding of Metals or Concrete | Appropriate Leather or Cut-resistant Gloves |
| Handling/Cutting Metals | Appropriate Leather or Cut-resistant Gloves |
| Sawing Metals with Abrasive Saws | Appropriate Leather or Cut-resistant Gloves |
| Sawing Masonry or Concrete | Appropriate Leather or Cut-resistant Gloves |
| Using Utility Knives/Sharp Tools | Appropriate Leather or Cut-resistant Gloves |
| Chemical Handling | Compatible Chemical Gloves |

High-Visibility Reflective Vest

Any worker that must work in or adjacent to an active roadway or in other areas of exposure to vehicle and equipment traffic will wear an approved high-visibility reflective vest. High-visibility reflective vests will be worn at all times when required by our client.

Hearing Protection

Approved hearing protection (earplugs or noise muffs) will be worn as specified in posted areas and while working with or around high-noise level producing machines, tools, or equipment. Hearing protection must be considered when noise levels are at or above 90 decibels. A good rule to follow is: When you must raise your voice to be heard over the surrounding noise level, you need hearing protection. Exposure to impulsive or impact noise shall not exceed 140dB noise level. Hearing protection shall be worn at all times when required by our client.

Respiratory Protection

Engineering Controls - Nycom will endeavor to implement engineering controls as needed to eliminate or reduce airborne contaminants to safe levels and therefore wearing a respirator will not be routinely required by Nycom employees. (See section titled "Silica Exposure Protection Plan" for engineering control and respiratory protection requirements while working with epoxy resin counter tops.) When working with chemical products such as epoxy based resins, etc. in their liquid state, engineering controls will consist of portable ventilation/exhaust fans with flexible exhaust hoses as needed where natural or existing ventilation systems are insufficient to reduce vapors to safe levels.

If engineering controls cannot be implemented or when engineering controls do not reduce airborne contaminants to safe levels and it becomes necessary for Nycom employees to use respiratory protection to protect employees from inhalation hazards created by fumes, vapors, dusts, smokes, gases or other airborne contaminants, the requirements outlined in OSHA 29 CFR 1926.103 and OSHA 29 CFR 1910.134 will be followed, which include:

1. Have affected workers complete a Medical Questionnaire for Respirator Use.
2. Submit questionnaires to a Physician or Licensed Health Care Professional (PLHCP) for review and further medical testing and evaluation. Evaluation prior to fit-testing is to be confidential, during normal working hours, convenient, understandable, and the employee is to be given a chance to discuss the results with the PLHCP.
3. Once medical approval to wear a respirator is received from the PLHCP:
 - a. Select the appropriate type of respirator, filter and cartridge to protect workers from the hazard(s). NIOSH certified respirators are selected based on the hazards to which the worker is exposed.
 - b. Train affected workers about the specific type(s) of respirator(s) being used.
 - c. Fit-test the workers with the specific type(s) of respirator being used by qualitative or quantitative methods.
 - d. Training is completed initially and annually thereafter.
 - e. Program administrator is the Field Operations Manager.
 - f. Respiratory equipment is provided to all affected employees at no cost.
 - g. Employees cannot wear tight-fitting face pieces if the seal is broken because of facial hair, glasses, etc.

- h. Employees must leave the room to wash, change cartridges, or if they detect break-through or resistance.
- i. Working in IDHL atmospheres is not allowed by Nycor employees.
- j. Maintenance of respiratory equipment is to be done properly to ensure that they are clean and sanitary.
- k. Respiratory protective equipment is to be properly stored and inspected on a regular basis.

If a worker desires to voluntarily wear a filtering face piece respirator, commonly referred to as a dust respirator and a respirator is not required, the worker will be informed about the limitations of the selected respirator and the proper procedure for wearing the respirator.

Additional Protective Equipment

During the course of work or activity, Nycor may require workers to wear additional personal protective equipment to reduce the likelihood of a work related injury or illness. This may include fire retardant clothing, chemical coveralls, etc.

Housekeeping and Material Storage

A sign of quality work is a clean and organized work area. A clean and organized work site is the start of a safe work site. Nycor will maintain clean and organized operations free from scrap material, trash and debris. All areas must give the direct and obvious impression of a clean and orderly work place at all times.

The following are the minimum housekeeping and material storage requirements for Nycor operations:

- All work locations and storage areas shall be kept clean and orderly at all times.
- Materials shall be stacked and stored so that they will not create a falling, lifting or tripping hazard.
- Stored material must be kept at least 6 feet from unprotected floor openings and at least 10 feet from unprotected floor perimeters.
- Slippery or wet areas must be cleaned up immediately to prevent slips or falls.
- All protruding nails in scrap lumber and crates must be removed, bent, or otherwise protected to eliminate puncture hazards.
- Material and debris must be kept clear from active work areas, passageways, and stairs. Waste material must be stacked in orderly piles to prevent tripping hazards.
- Flammable debris, scrap material and other waste will be removed from the work area as the work progresses and at a minimum, on a daily basis.
- Throwing or dropping materials from upper floors is not permitted.
- Access walkways, roadways, and fire lanes will not be blocked with trucks, equipment, material, tools, ladders or electrical cords at any time.
- Trash containers will be provided and placed at appropriate locations as needed and required.
- Project wastes, trash, and/or scrap materials will be taken into consideration before work begins
- Proper handling, organization and storage of waste and scrap materials is to be done to minimize potential impact to the environment.

- Employees will be made aware of the proper method to dispose of wastes at each location
- Company policy states that wastes are to be segregated and recycled whenever possible.

Hand & Power Tools

General Requirements

- Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
- All hand and power tools must be kept in good condition through regular inspection and maintenance. Keep tools clean and sharp for safe operation.
- Hand and power tools must be used according to manufacturer’s instructions and guidelines.
- Appropriate personal protective equipment must be worn when using hand or power tools.
- Before servicing, repairing, adjusting or changing the bit, blade or wheel on any electric, air or other powered tool or piece of equipment, it must be unplugged or otherwise disconnected from the power source. The plug end (power source) must be in the control of the person servicing the tool at all times. If disconnection is not possible its power source must be locked out and tagged. The battery must be removed prior to servicing any battery operated saw, grinder, etc.
- Disconnect the power supply of power tools when not in use for extended periods.
- Keep unnecessary persons at safe distances from the work area when using power tools.
- Place your work on saw horses or other suitable surface and secure your work with clamps or a vise to free up both hands to operate the tool. Using both hands to hold a power tool can help you control the tool in the event that a drill bit, saw blade or grinding wheel suddenly stalls causing it to “kick back”.
- Power tools will operate better, faster and safer when excessive force is avoided.
- Be sure to maintain good footing and balance when using hand and power tools.
- Appropriate clothing should be worn when using tools. Loose clothing, untucked shirts, unbuttoned sleeves and jewelry could get caught in moving or rotating power tools causing serious injury. Long hair and long beards must be secured and tucked inside your shirt before operating any rotating tools or equipment.
- Tools should not be modified in any way.
- Any tool that becomes damaged or is otherwise unsafe for use must be removed from service and tagged “Danger – Do Not Use”.

Hand Tools

- Impact tools such as chisels, punches, wedges, etc. must be maintained to prevent mushroomed heads.
- Wooden handled tools such as hammers must not be splintered or cracked. All tool handles must be maintained in a tight condition.
- Hand tools must be used for the purpose for which they were designed. Always use the right tool for the job.

- When using utility knives and other similar cutting tools, always cut in a direction such that the blade is facing away from your hands and body. A simple slip of the blade could seriously injure you or someone else.

Electric Power Tools

- Power tools must never be carried, hoisted or lowered by the cord.
- Never yank on a cord to disconnect it from the receptacle or another cord. Instead unplug it by pulling on the plug end.
- Electric power tools must not be used in explosive or flammable atmospheres unless they are suitable for these environments including the electrical connections.
- Saws including hand-held circular saws, miter saws, radial arm saws and table saws must be equipped with guards that cover the blade's teeth along the entire circumference of the blade except where the blade is in contact with the work material. Guards must not be removed or made inoperative.
- When using a table saw a "push stick" should be used when necessary to keep your hands a safe distance from the blade.
- When using a circular saw or table saw to make a partial cut, turn the saw off once you reach the end of the desired cut, then allow the saw blade to coast to a stop before removing the saw blade from the material. This will reduce the likelihood of kick-back.
- Circular saw and table saw blades should be adjusted so that the depth of the cut is approximately 1/4-inch deeper than the thickness of the material.
- Table saws should be stored with the blade fully lowered below the table surface.
- Table saws must be used in conjunction with a device to prevent unexpected restart of the saw following a temporary loss of power to the tool.
- Electric power tools must be equipped with appropriate safety switches from the manufacturer.
- Electric tools must have a three-wire cord with ground pin intact unless it is double insulated.

Portable Abrasive Wheel Tools

- All grinders and abrasive wheel saws must be equipped with guards as supplied from the manufacturer. Guards must not be removed.
- Grinding disks and wheels will be checked to verify they are compatible with the grinder and are rated for the operating speed (rpm) of the grinder.
- Grinders will be equipped with all handles as supplied by the manufacturer and shall be used at all times.
- Abrasive wheels should be "ring tested" to detect cracks before being installed on the tool.

Pneumatic Power Tools

- Clips, whips or retainers are required at each air hose coupling and to prevent attachments from being ejected from the tool.
- Compressed air must not be used to blow dust or dirt from your clothes, hair, or hands.
- Air compressor tanks will be drained of water condensation at the end of each shift.

Powder Actuated Tools

- Only trained and authorized workers will be allowed to operate a powder actuated tool. Operator training cards must be kept in your possession while using powder actuated tools.
- Powder actuated tools shall not be used in a confined space or flammable/explosive atmospheres.
- Powder actuated tools shall not be loaded until just before being fired.
- Powder actuated tools shall not be left loaded when not in use or unattended.
- Powder actuated tools shall not be pointed towards anyone including yourself.

Fall Protection & Prevention

Fall Protection Policy

Nycom and all subcontractors will take all practical measures to eliminate, prevent, and control fall hazards. All work will be planned with the intent to eliminate identified fall hazards. When a fall hazard has been identified and cannot be eliminated, then effective means of fall protection will be implemented.

Fall protection is required for all workers at all times (100% Fall Protection) when exposed to falls to lower levels of 6 feet or more. Fall protection will be required for all workers at all times when exposed to falls of 4 feet or more when required by our clients.

Approved Fall Protection Systems and Criteria for Nycom:

- **Personal Fall Arrest Systems:**
 - Personal fall arrest systems shall consist of an ANSI approved full-body harness, shock absorbing lanyards, approved anchorage connectors and anchor points. Self retracting lifelines, horizontal lifelines and vertical lifelines used in conjunction with a rope grab may also be used as part of a personal fall arrest system.
 - All snaphooks on lanyards and lifelines must be the double-locking type.
 - Body belts are not allowed as part of a personal fall arrest system.
 - Body harnesses must be properly adjusted to fit snugly with all straps properly connected.
 - Each employee must inspect their personal fall arrest equipment prior to each use for damage or defects. Damaged or defective fall arrest equipment shall not be used and shall be removed from service, destroyed and then disposed of.
 - Points of anchorage for lanyards and lifelines should be capable of supporting 5,000 lbs. per person attached. When in doubt, have a qualified person evaluate your anchor point.
 - Personal fall arrest equipment shall not be used for any other purpose such as in place of rigging equipment to hoist materials.
 - Never attach one lanyard to another lanyard to increase its length. A snaphook should never be attached to another snaphook. Only attach snaphooks to the D-ring on your harness and to proper points of anchorage and anchorage connectors.
- **Floor Hole Covers:**
 - All floor penetrations 2 inches or larger must be protected with a cover capable of

- supporting a minimum of twice the maximum intended load to be applied to it.
- All floor hole covers must be securely fastened or cleated to prevent accidental displacement.
- All floor hole covers must be labeled or marked “Danger – Hole Cover” or similar warning.
- **Guardrail Systems:**
 - Nycom employees are not required to tie-off when working in areas that are protected by a proper guardrail system, except when working from the platform of a boom or scissor lift or when employees must lean over or reach through guardrail systems.
 - Guardrail systems must consist of at least a top rail, mid rail and toe board. The top rail of a guardrail system must be capable of resisting a 200 lb. force outward or downward without deflecting more than 3 inches. The mid-rail of a guardrail system must be capable of resisting a 150 lb. force applied outward or downward. The toe board of a guardrail system must be capable of resisting a 50 lb. outward force.
 - Climbing or standing on any part of a guardrail system is prohibited.
 - Standard guardrail systems should never be used as an anchor point for personal fall arrest systems.

The following table provides minimum specifications for the construction of guardrails systems.

| Construction Criteria | Wooden | Steel Pipe | Wire Rope/Cable |
|------------------------------|-----------------------|-------------------------|------------------------|
| Height of Top Rail | 42” | 42” | 42” |
| Height of Mid Rail | 21” | 21” | 21” |
| Height of Toe Board | 3 ½” | 3 ½” | 3 ½” |
| Top Rail Size | 2 x 4 | 1 ½” Schedule 40 | 3/8” Diameter |
| Mid Rail Size | 2 x 4 or 1 x 6 | 1 ½” Schedule 40 | 3/8” Diameter |
| Toe Board Size | 1 x 4 | ¼” Plate | ¼” Plate |
| Post Spacing | 8’ | 8’ | (See Note) |
| Post Size | 2 x 4 | 1 ½” Schedule 40 | (See Note) |

Note: Post spacing and size for wire rope guardrails to be determined by a qualified person.

Fall Hazard / Fall Protection Training

Employees exposed to fall hazards will be issued proper fall protection equipment, trained in its use, when its use will be required and given periodic refresher training to provide protection against accidental falls.

Mobile Equipment

General Requirements

- Equipment and vehicles shall only be operated by persons that are authorized and trained or experienced.
- Parking brakes shall be set on all parked vehicles and equipment. All vehicles and equipment parked on a slope shall have the parking brake set and wheels chocked to prevent accidental movement. Vehicles with trailers shall also have the trailer wheels chocked.
- All equipment operated from a seated position must be equipped with rollover protective structures (ROPS).
- Seatbelts are required to be worn at all times in moving equipment equipped with ROPS.
- No equipment or vehicle will be used to transport personnel unless it is specifically designed to do so. Riding in the bucket, on the forks, fenders or running boards of equipment is prohibited. Riding in the bed of pick-up trucks is prohibited.
- Vehicles and equipment operating with an obstructed view to the rear must have an audible backup alarm. A spotter is required in congested work areas.
- Equipment operators will possess the required training, certification and licenses as required for the equipment that they are required to operate.
- Rated lifting capacities and hazard warnings must be conspicuously posted on all equipment and observed.
- Never oil, lubricate or fuel equipment while it is running or in motion. Nycor employees shall not service or repair mobile equipment.
- Make sure operators can always see you before walking near operating equipment or vehicles. High visibility vests should be worn when you must work around moving equipment and vehicles.
- Vehicles and equipment must not be operated in close vicinity to open trenches or excavations.
- Equipment must not be operated within 10 feet (minimum) of overhead power lines.
- Equipment operators are responsible to check their equipment daily to verify it is working properly. As a minimum, each operator will check:
 - Brake systems
 - Lights and mirrors
 - Backup alarm & horn
 - Hydraulic systems
 - Steering mechanism
 - Operating controls
 - Safety devices
 - Fire extinguisher (if equipped)
 - Limit switches
 - Fluids and leaks

Forklifts

- Forklift operators must be properly trained and possess an operator’s license issued or approved by Nycor management.
- All forklifts must be visually inspected each day prior to use. Forklift inspections should be documented at least weekly using the Forklift Safety Inspection Report **(Appendix F)**.
- Lifting workers on the forks of a forklift is prohibited.

Aerial lifts

- Lift operators must be properly trained and possess an operator's license issued or approved by Nycor management.
- Use of a personal fall arrest system is required when operating aerial lifts.
- All lifts must be visually inspected each day prior to use. Aerial lift inspections should be documented at least weekly using the Aerial Lift Safety Inspection Report (**Appendix K**).

Ladders & Stairways

General Requirements

- Where employees must access elevated areas where there is a change in elevation of 19 inches or more, a ladder, stair or ramp will be used.
- Ladders will be used to access truck beds, trailers, loading docks, casework and other similar elevated surfaces. Jumping from elevated surfaces including trucks and trailers is prohibited.
- Stairs, ladders and ramps will be structurally sound and capable of supporting intended loads without excessive deflection.

Stairways

- Stairways having four or more risers or rising 30 inches or more will have a stair rail system 36 inches high on each unprotected side.
- Stairways shall not be used when covered with snow, ice, mud or other slipping hazards.
- Stairways shall be kept free of cords, debris and other tripping hazards.
- All employees shall use one hand to grasp the handrail at all times when travelling up or down stairways on project sites and in offices. Employees shall not carry excessive materials when walking on stairways such that one hand is not free to use the handrail.

Ladders

- All ladders will conform to OSHA and ANSI standards.
- Ladders used to access upper levels must extend past the bearing point no less than 36 inches.
- When ladders are used to access upper levels, they must be secured at the base (when necessary) and at the top by tying to prevent displacement.
- Aluminum ladders shall not be used around sources of electrical current.
- Each employee is required to visually inspect ladders each day prior to use. Ladders with broken or bent rungs, steps or side rails must be immediately removed from service, tagged "Danger – Do Not Use" and ultimately removed from the work area. Damaged ladders must be repaired in accordance with the manufacturer's specifications or rendered unusable and then discarded.
- All ladders must be rated for commercial or industrial use and shall have a duty rating of no less than 250 pounds. Ladders shall not be overloaded.
- Stepladders must only be used in the fully opened position.
- Standing on the top or top step of any ladder is prohibited.
- Extension ladders must be set up using the 4 to 1 rule. The base of the ladder should be set out 1 foot horizontally for each 4 feet of ladder length.
- All ladders will be equipped with slip resistant feet.
- Ladder landing areas must be kept clear of items and debris that could create a tripping hazard.
- Personal fall arrest systems (harness, lanyard, etc.) are required when working from a ladder in such a manner that causes the worker to reach or lean excessively off the side of the ladder. As a general guideline, if the worker's belt buckle is beyond the side rail, personal fall arrest systems will be required when

fall exposures are in excess of 6 feet.

- Personal fall arrest systems (harness, lanyard, etc.) are required when working from a ladder at a height of 6 feet or more and the work operation could cause you to lose your balance and fall.
- Employees must always face the ladder while ascending or descending.
- Carrying large, heavy or bulky items while climbing or descending a ladder is prohibited. At least one hand must be in contact with the ladder while climbing or descending.
- Ladders shall not be placed in the swing path of doors unless the door is blocked in the open position and suitable signage and/or barricades are erected.
- Ladders shall only be placed on stable and level surfaces. Ladders shall not be used on top of scaffolds or other elevated surfaces.
- Ladders shall not be occupied by more than one person at a time unless specifically designed for this type of use by the ladder manufacturer.

Fire Protection & Prevention

Fire Protection

General Requirements.

- All fire fighting equipment must be inspected on a regular basis and maintained in proper working condition.
- Each employee must be familiar with the location of firefighting equipment, the safe use of fire extinguishers and the risks involved with incipient stage fire fighting.
- Remember the **P.A.S.S.** method for fire extinguisher operation. **P = Pull** the pin, **A = Aim** at the base of the fire, **S = Squeeze** the handle, **S = Sweep** side to side.

Fire Extinguishers.

Temporary fire extinguishers shall be provided and placed in locations and quantities as described below.

- Fire extinguishers having at least a 2A rating will be provided and conspicuously located in all Nycom offices, shop and warehouse areas.
- Fire extinguishers having at least a 2A-10B-C rating will be provided and conspicuously located as follows:
 - Within 50 feet of wherever more than 5 gallons of flammable liquids or 5 pounds of flammable gas are being used or stored.
 - Where hot work such as grinding, welding or torch cutting work is being performed on site or in shop areas.
 - Where equipment is being re-fueled.
 - In all company vehicles.

Fire Department Access.

- Trucks, material and equipment will be positioned at work sites to maintain unobstructed access at all times by fire department apparatus.
- Trucks, material and equipment will be positioned at work sites to maintain unobstructed access to all fire hydrants.

Fire Prevention

General Requirements.

- Open burning of combustible materials is prohibited.
- Combustible waste and debris must be removed on a daily basis.
- Flammable and combustible solvents shall not be used as cleaning agents.

Flammable Liquid Storage and Dispensing. (Gasoline, Diesel, etc.)

- Flammable liquids in excess of 5 gallons, must be stored outside and at least 20 feet from any structure or in a properly constructed flammable liquid storage cabinet.
- Flammable liquids will be stored in UL approved portable safety cans. This does not apply to flammable liquids such as lacquer thinner where it is stored in the original container in quantities of one gallon or less. Gasoline, diesel and other flammable liquids must not be stored in plastic containers.
- Flammable liquid storage areas must be posted with “NO SMOKING” signs.

Hot Work

- “Hot work” is defined as the use of open flames, other heat sources and/or spark producing devices in areas where combustible materials may be present or exposed or where there is potential for explosion or fire.
- Hot work activities include burning, welding, cutting, grinding or other operations that produce a flame or sparks that could cause catastrophic results if not controlled. Therefore, prior to performing “Hot Work” operations, Nycor employees will conduct an inspection of the area to evaluate fire hazards. All fire hazards shall be removed or protected prior to beginning Hot Work.
- The following precautionary measures will be taken when Hot Work is required:
 - To the extent that it is feasible, grating, floor openings, etc. will be completely covered in such a way to prevent sparks and slag from falling to a level below.
 - Fire extinguishers will be provided in the immediate work area.
 - No flammable or combustible materials (cardboard, paper, wood, flammable liquids, etc.) will be stored within 35 feet in any direction.
 - Combustible/flammable materials that cannot be moved must be covered with fire blankets or other suitable shielding material.
 - Fire watch personnel will be assigned as deemed necessary. Worker(s) designated as fire watch will be trained and remain on duty during lunch/breaks and for 30-minutes after work has ended.
- Employees performing any hot work will be trained in the following topics:
 - Precautions to be taken to prevent fire and injury.
 - Proper use of fire extinguishers.
 - Emergency procedures in the event of a fire.
 - Duties of fire watch personnel.

Electrical Safety

- Prior to using any 120 volt (15 or 20 amp) receptacle outlets on construction and maintenance sites, employees must ensure that the outlet is protected by a ground fault circuit interrupter (GFCI). Where outlets are not equipped with a GFCI, portable (pigtail type) GFCI protection will be provided and used.
- Receptacle outlets on portable generators rated in excess of 5,000 watts must be protected by a GFCI, or portable (pigtail type) GFCI protection will be provided and used.
- Extension cords must be of the three-wire type and shall be designed for hard or extra-hard usage. Romex shall not be used as a flexible cord. Flexible cords shall be protected from damage and shall not be exposed to vehicle or equipment traffic, pinch points, or sharp edges.
- Electrical cords shall not be exposed to wet or damp locations unless properly rated for wet or damp locations.
- Cords shall be kept clear of walkways and aisles to prevent tripping hazards.
- Flexible cords shall not be frayed, worn, or damaged. Cords shall not be spliced. Insulation shall be free of damage. Cord ends shall have proper strain relief devices to prevent pull from being transmitted directly to joints or terminal screws.
- Each employee must inspect cords daily prior to use. Damaged cords must be repaired or tagged "Danger Do Not Use" and removed from service. Cords will not be repaired with electrical tape.
- All electric tools and equipment shall be of the three-wire grounded type or double insulated.
- All grounding pins shall be intact and the path to ground from all circuits, equipment, tools, etc. shall be permanent and continuous.

Motor Vehicle Safety

This policy applies to:

- 1) Vehicles owned, leased or rented to Nycor.
- 2) Personally owned vehicles driven by employees on behalf of Nycor.

The following policies have been established to encourage safe operation of vehicles and clarify insurance issues relating to drivers and Nycor.

- All drivers must adhere to safety policies including the cell phone/hand held device usage policy.
- All drivers must have a valid driver’s license. Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carriers’ guidelines of an, ‘unacceptable driver’, your employment may be terminated. Your supervisor must be notified of any change in your license status or driving record.
- When operating your own vehicle for Nycor business, your Personal Auto Liability insurance is the primary payer. You should carry liability insurance coverage with limits of at least \$250,000/occurrence, \$500,000/aggregate. Evidence of insurance coverage is to be provided to Nycor each year, by either a copy of your policy’s Declaration page or a Certificate of Insurance. Nycor is not responsible for the Physical Damage to your vehicle. You must carry your own Collision and Comprehensive coverage.

Obey the Law:

Nycor is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee’s responsibility, even if the ticket is issued while conducting business for Nycor or in a company vehicle.

Other Safe Driving Precautions:

- Seat belts must be worn by all drivers and passengers at all times.
- Use better judgment when road conditions are poor. Limit or avoid driving when rain, snow, or other severe weather conditions threaten your safety.
- Make an effort to avoid distractions such as eating, paying too much attention to your radio, or other distracting behavior.
- Do not drive if your ability to drive safely is impaired by the influence of medications, drugs or alcohol.
- Laptop computers should never be used at any time while driving.
- If using a vehicle that is not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle’s controls before operating.
- Be aware of and practice defensive driving techniques and maneuvers.
- All vehicles must be operated at safe speeds within the posted speed limit.
- Drivers must conduct a pre-trip safety inspection of the following items: Lights, Signals and Lenses, Brakes, Steering, Tires, Horn, Windshield and Wipers.
- All loads will be within the manufacturer’s legal limits. Vehicles are to be of the correct size and designed for the intended use.

- All loads will be properly secured with chains, straps and binders as needed. “Bungee” cords are not an acceptable alternative. Tailgates and side boards shall be secured when equipped.
- Drivers are required to set the parking brake prior to exiting the vehicle. Vehicles parked on inclines shall have wheels chocked.
- In case of a break down the driver should pull the vehicle as far off the highway as safely possible.
- Prior to backing any vehicle, the driver shall use a spotter or in the alternative conduct a visual inspection of the area behind and around the vehicle to ensure no person or object is in the path of travel. When possible park all vehicles to reduce or eliminate the need to back-up.
- Headlights are required to be used at night, dusk/dawn hours and during rain, snow, fog or other similar conditions.

Cell Phone / Hand Held Device Usage Policy

Definition: Mobile Hand Held Units - Hand held devices may include cell phones, tablets, radios and other communication devices.

While At Work

The use of Mobile Hand Held Units during working hours is restricted to business related purposes only except during normal breaks, lunches and as authorized by management. The only exception is for emergency calls (family illness, etc.).

While Operating Motor Vehicles and Equipment

Driver/operator inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Nycor employee, but also the welfare of others who could be put in harm's way by inattentive driving.

Use of mobile phones and other hand held devices while driving is a common, often harmful, distraction. Drivers may only use hand held devices to place or receive calls while operating a vehicle when using hands free devices, head sets, etc. As a driver or operator, your first responsibility is to pay attention to the road and/or surroundings. When driving on Nycor business, or driving while conducting business on behalf of the company in any other manner, the following procedures apply:

Procedures:

- Stop your vehicle in a safe location if possible before using your phone or hand held devices. Avoid routine calls whenever possible by allowing voicemail to handle your calls and return them once you reach your destination or have stopped at a safe location.
- Business and emergency calls may be placed/received while driving only when using hands free devices, head sets, etc.
- If placing or accepting a call while driving, keep the call short to minimize distracted driving.
- When receiving a call while driving in heavy traffic conditions, ask the caller to hold briefly until you can stop your vehicle in a safe location.
- Be concerned for your co-workers' safety. Ask them to call you back at a safer time if they call you while driving.

Cranes

Nycom employees are not to operate a crane or provide movement signals to crane operators. Instead when a crane is necessary Nycom will engage a third party crane service to provide a crane and properly qualified operator and rigger/signal person.

When engaging a third party crane service, Nycom will request copies of the following safety documents to be kept on file by the Nycom Field Operation Manager:

- Current annual certification inspection of the crane by a third party inspector.
- Daily inspection record of the crane prior to operation each day.
- The crane operator's certification.
- The rigger/signal person's qualifications.

The crane operator will have the authority to stop hoisting activities when there is a safety concern. This authority will not be circumvented in any way by Nycom.

Hoisting operations will be suspended when wind, lightning or other weather conditions create a hazard. Booms will be lowered as needed.

Loads shall not be hoisted over public sidewalks, streets or other occupied areas. All overhead hoisting areas shall be considered limited access zones and properly controlled during hoisting activities.

Prior to crane operations it must be determined if any part of the crane or load could get closer than 20 feet to any power line. Precautions must be taken to ensure that no part of the crane or load gets closer than 20 feet to a power line.

Silica Exposure Protection Plan

Nycom employees and subcontractors will routinely need to work with epoxy resin countertops which contain silica. Silica can be harmful to employees when released into the air and subsequently enters employee's bodies via inhalation or ingestion. Typical work tasks that might generate airborne silica include sawing or drilling epoxy resin countertops. OSHA has established 25 micrograms per cubic meter of air (25 $\mu\text{g}/\text{m}^3$) as an 8-hour time-weighted average (TWA) as the **action level** for airborne concentrations of crystalline silica exposure. OSHA has established 50 micrograms per cubic meter of air (50 $\mu\text{g}/\text{m}^3$) as an 8-hour time-weighted average (TWA) as the **permissible exposure limit** for airborne concentrations of crystalline silica.

Nycom has conducted a silica exposure assessment of epoxy resin countertop sawing and drilling activities. Exposure assessments were conducted both with and without using engineering controls consisting of HEPA vacuum connected to the circular saw. Exposure assessment results indicate that employee exposures are well below the **action level** and **permissible exposure limit**. These exposure monitoring results are available for employee review. Additional exposure assessments will be conducted if new exposures are encountered or work processes are significantly altered.

Engineering Controls

An exposure assessment has been made while sawing and drilling epoxy resin countertops without engineering controls and results indicate that airborne concentrations of silica are well below the action level and permissible exposure limit and therefore engineering controls are not required while performing these tasks. However, as a general practice employees are required to use a properly maintained HEPA filter equipped vacuum attached to circular saws while sawing epoxy resin countertops to provide an additional level of employee comfort.

Respiratory Protection

An exposure assessment has been made while sawing and drilling epoxy resin countertops without engineering controls and results indicate that airborne concentrations of silica are well below the action level and permissible exposure limit and therefore respiratory protection is not required while performing these tasks. However, employees may voluntarily wear a disposable N-95 type filtering facepiece respirator while sawing epoxy resin countertops to provide an additional level of employee comfort. Employees must wear and use the respirator in accordance with the manufacturer's instructions.

Housekeeping

Dry sweeping of epoxy resin countertop dust particles generated during sawing or drilling could make particles airborne and generate unnecessary exposure to silica. Therefore all countertop dust particles will be cleaned up using a properly maintained HEPA filter equipped vacuum.

Work Practices

When working with epoxy resin countertops workers must not eat, drink or use tobacco products in areas where silica dust is present. Workers must always wash hands and face before eating, drinking or using tobacco products.

Forms

| FORMS | TAB |
|--|------------|
| APPENDIX A: Notice of Health & Safety Non-Compliance | A |
| APPENDIX B: Incident & Injury Notification & Investigation Report | B |
| APPENDIX C: Safety Program Orientation & Acknowledgement | C |
| APPENDIX D: Safety Training Report | D |
| APPENDIX E: General Safety Inspection Checklist & Report | E |
| APPENDIX F: Forklift Safety Inspection Report | F |
| APPENDIX G: Project Specific Safety Plan | G |
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| APPENDIX K: Aerial Lift Safety Inspection Report | K |

NOTICE OF HEALTH & SAFETY NON-COMPLIANCE

GENERAL INFORMATION

Name: _____ Employer: _____
Work Location: _____ Project Number: _____
Date of Violation: _____ Date of this Notice: _____

DESCRIPTION OF NON-COMPLIANCE

DESCRIPTION OF DISCIPLINARY ACTION

First Offense – Verbal or Written Warning.
 Second Offense – Written Warning & Possible Suspension.
 Third Offense – Written Warning & Possible Suspension or Termination.
 Willful Violation of Safety Policy, Procedure, or Instruction – Suspension or Termination.

Description of Disciplinary Action: _____

ACKNOWLEDGEMENT

I understand that I have violated published, expressed or implied safety policies, procedures or instructions as described above and I understand the resulting disciplinary action which has been imposed. I acknowledge that future violations of safety policies, procedures or instructions may result in additional disciplinary action and/or termination of employment.

Employee/Subcontractor Signature: _____ Date: _____
Supervisor/Manager Signature: _____ Date: _____

Cc: Employee/Subcontract File, Safety Files

INCIDENT & INJURY NOTIFICATION & INVESTIGATION REPORT

Complete and submit this form to NYCOM, Inc. within 24 hours of the incident.

TYPE OF INCIDENT (Check all that apply)

Injury
 Illness
 Near Miss
 Property Damage
 Auto Accident
 Fatality
 Environmental

GENERAL INFORMATION

Incident Date: _____ Day of Week: _____ Time _____
 Project Name: _____ Project Number: _____
 Project Address: _____
 Date & time the incident was first reported to you: _____

INVOLVED EMPLOYEE INFORMATION

Full Name of Employee: _____ Employee Number: _____
 Date of Birth/Age: _____ How Long Employed: _____ Job Title: _____
 Home Address: _____ Home Phone: _____
 Hours Worked Per Day: _____ Days Worked Per Week: _____ Was injured paid for entire day of injury: _____

INCIDENT INFORMATION

Where did the incident occur? (Be specific): _____

 What was the employee doing at the time of incident? (Be specific): _____

 What happened? Describe how the incident occurred (Provide photos or drawings if necessary): _____

INJURY SEVERITY & TREATMENT REQUIRED

What are the nature and location of the injuries? (Be specific): _____

 Job Site First Aid Only – Describe first aid procedure & who it was provided by: _____

 Medical Treatment Required – Name, Address & Phone Number of Medical Facility: _____

 Hospitalization Required – Name, Address & Phone Number of Hospital: _____

 Fatality – Date & Time of Death _____
 Name, Phone Number, & Relationship of family member contacted: _____

INCIDENT INVESTIGATION & PREVENTIVE MEASURES

| Yes | No |
|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> Was personal protective equipment required? (Describe)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Was personal protective equipment used? (Describe)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Were any safe guards removed or damaged? (Describe)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Were there any other deficiencies in the work area? (Describe)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Had the involved employee(s) received required task and/or equipment training? (Describe)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Was the worker competent for the task? (Describe)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Were there witnesses? Who? (Obtain and attach witness statements)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Was any property or equipment damaged? (Describe Property Damage)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Did the employee contribute to the incident through unsafe actions or carelessness? (Describe)_____ |
| <input type="checkbox"/> | <input type="checkbox"/> Were there any third parties that contributed to the cause of the incident? Who? (List names of persons or companies that contributed to the cause of the incident.)_____ |
| Describe how the third parties contributed to the cause of the incident._____ | |
| Describe the unsafe condition or act that directly caused the incident:_____ | |
| Describe the underlying/root cause of the incident:_____ | |
| Action taken to correct cause of incident:_____ | |
| Additional safety procedure or requirement recommendations:_____ | |

SIGNATURES

| | |
|--------------------------------|------------|
| Supervisor Signature:_____ | Date:_____ |
| Management Signature:_____ | Date:_____ |
| Client Review (optional):_____ | Date:_____ |

SAFETY & HEALTH MANAGEMENT PROGRAM ORIENTATION & ACKNOWLEDGEMENT

Employee/Subcontractor Name: _____ Date: _____

Position/Title: _____

Date of Hire: _____

By signing below I acknowledge that I have received and read the Nycom, Inc. Safety & Health Management Program. I also acknowledge that I understand the safety & health policies, procedures and expectations contained in the Safety & Health Management Program. I acknowledge and understand that failure to comply with company safety requirements could result in injury, death or disciplinary action. Placing my initials beside each of the items listed confirms that I am aware of each of the following basic Nycom, Inc. safety policies and procedures.

| Basic Nycom, Inc. Safety Policies & Procedures | Employee Initials |
|---|--------------------------|
| 1. I understand that working under the influence of drugs or alcohol is prohibited. | _____ |
| 2. I understand that random, post accident or reasonable-cause drug testing may be required of me and is a condition of employment. | _____ |
| 3. I understand my obligation to report safety concerns to my supervisor. | _____ |
| 4. I understand my responsibility to immediately report work-related injuries. | _____ |
| 5. I understand the company disciplinary action policy. | _____ |
| 6. I understand the Hazard Communication program. | _____ |
| 7. I have been informed of the location of Safety Data Sheets (SDS). | _____ |
| 8. I understand that I am to read the SDS for chemicals and follow all warnings. | _____ |
| 9. I understand that horseplay is prohibited at all times. | _____ |
| 10. I understand that hard hats & safety glasses are required in all work areas. | _____ |
| 11. I understand the requirements for personal protective equipment. | _____ |
| 12. I understand that failure to follow proper procedures can cause silica exposure. | _____ |
| 13. I understand that 100% fall protection is required at heights above 6 feet. | _____ |
| 14. I understand that I am not to operate equipment unless authorized to do so. | _____ |
| 15. I understand that seat belts must be worn on forklifts and other equipment. | _____ |
| 16. I understand that ladders must be used to access trucks/elevated surfaces. | _____ |
| 17. I understand that standing on the top or top step of any ladder is prohibited. | _____ |
| 18. I understand the cell phone usage and motor vehicle safety policy. | _____ |
| 19. I understand that guards must be used on all power tools including table saws. | _____ |
| 20. I understand that I am to unplug power tools before servicing them. | _____ |
| 21. I understand that GFCI protection must be used with all power cords & tools. | _____ |
| 22. I understand the procedures for operating a fire extinguisher. | _____ |

I understand that construction work may be dangerous and I am committed to working in a safe manner, looking out for the safety of my co-workers and working in compliance with the requirements of the Nycom, Inc. Safety & Health Management Program provided to me.

Employee/Subcontractor Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Cc: Safety Files

SAFETY TRAINING REPORT**GENERAL INFORMATION**

Site Name: _____ Project Number: _____
Instructor/Supervisor: _____ Training Date: _____
Subcontractor Company (if applicable): _____

TRAINING TOPICS

Safety Training Topic(s) Reviewed: _____

Safety Data Sheets Reviewed: _____

Site Specific Safety & Health Issues Discussed: _____

Safety & Health Rules & Procedures Discussed: _____

TRAINING ATTENDANCE

| Signature | Printed Name | Company |
|-----------|--------------|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SITE SAFETY INSPECTION CHECKLIST

Project Name: _____ Project #: _____
 Supervisor: _____ Date: _____

√ = Satisfactory

X = Unsatisfactory

N/A = Not Applicable

| | |
|--|--|
| <p><u>GENERAL</u></p> <p>___ First-aid kit available & properly stocked</p> <p>___ SDS & chemical inventory on site & available</p> <p><u>INSPECTIONS & SAFETY PLANS</u></p> <p>___ Daily Forklift inspections completed as required</p> <p>___ Pre-Task Safety Plans completed daily</p> <p><u>PERSONAL PROTECTIVE EQUIPMENT</u></p> <p>___ Hard hats & safety glasses worn at all times</p> <p>___ Face shields worn as required</p> <p>___ Proper clothing & shoes worn</p> <p>___ Gloves worn as required for the task performed</p> <p>___ Approved respirators worn where required</p> <p>___ Hearing protection worn when required</p> <p>___ PPE used for chemical exposure protection</p> <p>___ Traffic vests worn when near traffic areas</p> <p>___ All PPE inspected & in safe condition</p> <p><u>HOUSEKEEPING</u></p> <p>___ Protruding nails bent over or removed</p> <p>___ Stairs, floors and aisles kept clear</p> <p>___ Work areas free of tripping & slipping hazards</p> <p>___ Extension cords & hoses are not creating a tripping hazard</p> <p>___ Combustible debris regularly removed</p> <p>___ Materials stored in orderly manner</p> <p>___ Trash containers provided & maintained</p> <p><u>MATERIAL HANDLING</u></p> <p>___ Heavy lifting is done with proper number of people</p> <p>___ Pallet jacks, hand trucks & dollies are used whenever possible to move heavy loads</p> <p>___ Loads are not lifted or hoisted over other workers</p> <p>___ Material lifting/hoisting routes barricaded as needed</p> <p><u>HAND & POWER TOOLS</u></p> <p>___ Hand tools in good condition</p> <p>___ Tool handles are tight & free of cracks</p> <p>___ Power tools are disconnected before servicing</p> <p>___ Saw horses/tables, clamps, vises, etc. are used for securing work</p> <p>___ Loose clothing, jewelry or long hair is secured when using power tools</p> <p>___ Damaged/defective tools are removed from service and tagged 'Danger – Do Not Use'</p> <p>___ All power saws & grinders have all guards in place</p> <p>___ Power tools disconnected when not in use.</p> <p>___ Powder actuated tools only used by qualified persons</p> <p><u>ELECTRICAL</u></p> <p>___ GFCI on all circuits tested and working</p> <p>___ Extensions cords heavy-duty (12 gauge) 3-wire type</p> <p>___ Cords protected from traffic / damage</p> <p>___ Grounding pins intact on all extension cords & electric power tool cords</p> <p>___ All electrical cords are free of damage</p> <p>___ Damaged cords removed from service & tagged "Danger – Do Not Use"</p> | <p><u>FLOOR HOLES, PERIMETER AND WALL OPENINGS</u></p> <p>___ Floor holes larger than 2" securely covered & labeled</p> <p>___ Guard rails at unprotected sides and wall openings in excess of 6' high</p> <p>___ Guard rails consist of a 42" high top rail, midrail & toe board. Top rail withstands 200 lb. force</p> <p>___ Guardrails free of damage</p> <p><u>FALL PROTECTION / FALL ARREST SYSTEMS</u></p> <p>___ 100% tie-off in use when exposed to fall hazards of 6 feet or more or as required by the client</p> <p>___ Proper anchor points in use</p> <p>___ Harnesses, lanyards etc. are free of damage</p> <p><u>MOBILE EQUIPMENT</u></p> <p>___ Reverse alarms on equipment & heavy trucks</p> <p>___ Spotter used when backing trucks & equipment</p> <p>___ Forklifts operated by licensed operators only</p> <p>___ Equipment operators wearing seatbelts</p> <p><u>LADDERS</u></p> <p>___ Ladders are used to access elevated work areas in excess of 19" high including trucks & loading docks</p> <p>___ Ladders secured top and bottom as needed</p> <p>___ Ladders used at proper angle & on level surfaces</p> <p>___ Ladders extend 3' above landing surface</p> <p>___ Ladders properly rated</p> <p>___ Step ladders used in open position</p> <p>___ Top/top step not used as work position</p> <p>___ Ladder landing areas free of debris/tripping hazards</p> <p>___ Employees are not over-reaching to complete tasks</p> <p>___ Aluminum ladders not used near sources of electricity</p> <p>___ Ladders inspected & free of damage</p> <p>___ Ladders are not placed in front of doors</p> <p>___ Damaged ladders removed from service & tagged "Danger – Do Not Use"</p> <p><u>STAIRS</u></p> <p>___ Stair rails provided and used on stairs with 4 or more risers</p> <p>___ Stairs free of debris, tripping, slipping hazards</p> <p><u>FIRE PROTECTION & PREVENTION</u></p> <p>___ Fire extinguishers are fully charged</p> <p>___ Fire extinguisher near flammable liquid storage areas</p> <p>___ Fire extinguishers located in accordance with job site Requirements (gang box; work area; vehicle)</p> <p>___ Fire extinguisher free from obstruction</p> <p>___ Fire extinguisher nozzle, pin, tamper seal, etc are free of damage</p> <p>___ Flammable liquids stored in proper containers</p> <p>___ Flammable liquids stored outside when possible</p> <p>___ Combustible material moved 35' from hot work areas</p> <p>___ Fire extinguisher is free of dents, leaks, rust, chemical deposits, abuse, or wear</p> <p><u>MISCELLANEOUS</u></p> <p>___ All chemical containers labeled including gas cans</p> |
|--|--|



FORKLIFT SAFETY INSPECTION REPORT

Inspection by: _____ Week of: _____
 (Licensed Forklift Operator)

Company Name: _____

Site/Project Name: _____ Project #: _____

Forklift Make & Model: _____

INSPECT ALL APPLICABLE CRITERIA

| Enter a "Check", "X" or N/A | M | T | W | TH | F | S | Comments/Repairs |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------|
| 1. Forks are not bent or damaged. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Forks of appropriate capacity and match. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Engine oil. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Hydraulic fluid. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Fuel, engine coolant and brake fluid. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Hydraulic leaks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Condition of hydraulic hoses. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. Tire pressure, condition & ballast | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. Lugs tight. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 10. Seat belt. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 11. Back-up alarm. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 12. Horn. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 13. Lights and signals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 14. Load chart present & visible to operator. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 15. Fire extinguisher. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 16. Mirrors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 17. Roll Over Protective Structure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 18. Frame level indicator. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 19. Boom angle indicator. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 20. Operator's Manual available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 21. Evidence of any structural damage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 22. Floorboard free of debris. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 23. Gauges working properly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 24. Service brake & parking brake. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 25. Steering (All modes). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 26. Transmission. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 27. Hydraulic controls (Function test and cycle): | | | | | | | |
| Boom/Mast – Up & Down. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Boom – Extend & Retract. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Fork Tilt – Forward & Backward. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Frame Level – Left & Right. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Carriage Tilt – Left & Right. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Traverse – Forward & Backward. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Fork Side Shift – Left & Right. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Outriggers – Up & Down. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Inspector's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Cc: Safety Files

PROJECT SPECIFIC SAFETY PLAN

The purpose of this project specific safety plan is to assist in the evaluation of project specific safety hazards and safety requirements that may not already be adequately addressed by the Nycom, Inc. Safety & Health Management Program (SHMP). **This executed Project Specific Safety Plan will serve as an amendment to the SHMP and together form a complete Project Specific Safety Plan.**

GENERAL INFORMATION

Project: _____ Date: _____

Client: _____

General Contractor: _____

Nycom Field Operations Manager: _____ Phone: _____

Nycom Foreman/Lead Installer: _____ Phone: _____

Nycom Site Safety Representative: _____ Phone: _____

PROJECT SAFETY EVALUATION CHECKLIST

| | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Review of client/general contractor safety requirements complete? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are any contract safety requirements more stringent than Nycom policies? If yes, describe applicable policies: _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the client/general contractor developed a site Emergency Action Plan? If yes, obtain copy and incorporate into Nycom Emergency Action Plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the Nycom project Emergency Action Plan been developed? (Appendix I) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will any new chemical materials be used by Nycom that are not already included in the current Nycom Hazard-Communication/SDS manual? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If Yes, have SDS's been obtained for new products & chemical list updated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. SDS's and chemical list submitted to client/contractor? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will Nycom employees potentially be exposed to any hazardous chemicals belonging to the client/contractor or in process piping, vessels, etc? If yes, obtain SDS and evaluate hazards and necessary controls to be implemented. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will motorized equipment be used on this project? Describe: _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are temporary power outlets GFCI protected? If no, Nycom must provide. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are there any fall hazards? (open holes, shafts, unprotected edges, etc.) If yes, describe: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Does the client/general contractor require attendance of safety orientation? If yes, describe schedule, procedure and contact person _____ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



PROJECT SPECIFIC SAFETY REQUIREMENTS

- 1. In addition to hard hats & safety glasses, list the minimum PPE requirements for the project _____
- 2. Does the project require Fall Protection at a threshold height of other than 6 feet as required by Nycom? If yes, at what height will fall protection be required? _____
- 3. Location(s) first aid kits will be kept on the project: _____
- 4. Location(s) Safety Data Sheets & Chemical List will be kept on the project: _____

PROJECT SPECIFIC SAFETY RESPONSIBILITY ASSIGNMENTS

| <u>Responsibility Description</u> | <u>Competent Person Responsible</u> |
|--|-------------------------------------|
| 1. Incident/Injury Reporting (Appendix B) | _____ |
| 2. Tool Box Safety Training Meetings (Appendix D) | _____ |
| 3. General Site Safety Inspections (Appendix E – Weekly) | _____ |
| 4. Forklift Safety Inspections (Appendix F) | _____ |
| 5. Trained and Authorized Forklift Operator(s) | _____ |
| 6. Pre-Task Safety Plans (Appendix H) | _____ |
| 7. Overall safety enforcement on the project (Foreman) | _____ |
| 8. Person(s) Responsible for First Aid on this project | _____ |
| 9. Other Safety responsibilities (Describe): _____ | _____ |

CREW ACKNOWLEDGEMENT

By signing below I have read, understand and agree to comply with the requirements of this Project Specific Safety Plan in addition to the requirements established by the overall Nycom, Inc. Safety & Health Management Program (SHMP).

| <u>Signature</u> | <u>Date</u> | <u>Signature</u> | <u>Date</u> |
|------------------|-------------|------------------|-------------|
| 1) _____ | _____ | 11) _____ | _____ |
| 2) _____ | _____ | 12) _____ | _____ |
| 3) _____ | _____ | 13) _____ | _____ |
| 4) _____ | _____ | 14) _____ | _____ |
| 5) _____ | _____ | 15) _____ | _____ |
| 6) _____ | _____ | 16) _____ | _____ |
| 7) _____ | _____ | 17) _____ | _____ |
| 8) _____ | _____ | 18) _____ | _____ |
| 9) _____ | _____ | 19) _____ | _____ |
| 10) _____ | _____ | 20) _____ | _____ |

APPROVAL SIGNATURES

Nycom Inc. Foreman/Lead Installer: _____ Date: _____

Nycom, Inc. Field Operations Manager: _____ Date: _____

Nycom, Inc. Operations Manager: _____ Date: _____

Cc: Safety Files

PRE-TASK SAFETY PLAN

Foreman: _____ Project Name: _____ Date: _____
 Task/Job Description: Installation of Casework and Equipment

| List the Steps of the Job/Task How are we going to do the job? | | List the Potential Hazards How can we get hurt doing this job? | | List the Hazard Controls to be Implemented What are we going to do to prevent injury? | |
|---|-------------------------------|---|--|--|--|
| 1 | Unload materials | 1 | Strains, Trips/falls, Equipment malfunction/congestion, Shifting of loads, Ear damage from noise | 1 | Familiarize crew with site/conditions, ensure good house-keeping, barricade off unload area, use seat-belts/ladders, use proper lifting techniques and material handling devices, use proper hearing protection, use proper glove for the activity, use only certified/capable operators |
| 2 | Distribute materials | 2 | Strains, Trips/falls, shifting of loads, cuts/scrapes, harm to others | 2 | Use proper lifting techniques and material handling devices, do not over stack/inproperly stack materials while moving, use proper gloves for the activity, ensure a clear pathway and communicate with other workers in the area |
| 3 | Installation of base cabinets | 3 | Stains, repetitive motion injuries, shifting of loads, use of power tools | 3 | Use 2 workers per cabinet, use proper glove for activity, do proper stretching to prevent strain to body, use GFCI's on power tools/chargers, use proper cord management techniques |
| 4 | Installation of wall cabinets | 4 | Material/workers falling from heights, strains, material defect/breakage, use of power tools | 4 | Use 2 workers per cabinet and the proper ladder/hoist, use proper glove for activity, do proper stretching to prevent strain to body, use GFCI's on power tools/chargers, use proper cord management techniques |
| 5 | Installation of countertops | 5 | Strains, pinching of hands/fingers, use of power tools, dust from cutting material | 5 | Use at least 2 workers for lifting materials, use shims to prevent pinched hands/fingers HEPA filter on saws, use GFCI's on power tools |
| 6 | Installation of sinks | 6 | Strains, pinched fingers, chemical usage | 6 | Use 2 workers for lifting materials, use clamps when possible to hold material in place, understand SDS and proper PPE for usage |
| 7 | Installation of wall shelving | 7 | Material/workers falling heights | 7 | Use 2 workers to install materials, use the proper ladder/hoist |



| | | | | | |
|----|---------------------------------|----|--|----|---|
| 8 | Installation of filler material | 8 | Cuts/scrapes | 8 | Use proper PPE including the proper glove for the activity |
| 9 | Assembly of mobile equipment | 9 | Strains, hit fingers, cuts/scrapes | 9 | Use 2 workers for assembling materials, use attentive work habits, use the proper glove for the activity |
| 10 | Installation of fume hoods/BSC | 10 | Strains, cuts/scrapes, trip/fall hazards, material falling from heights, pinched hands/fingers | 10 | Use proper lifting techniques with at least 4 workers and the proper material hoist, use the proper glove for the activity, ensure a clear work space, use shims to set material in place |

Hazard Identification Checklist

- | | |
|---|--|
| <input checked="" type="checkbox"/> Falls From Elevations | <input checked="" type="checkbox"/> Equipment Hazards |
| <input checked="" type="checkbox"/> Ladder Hazards | <input checked="" type="checkbox"/> Fire Hazards |
| <input checked="" type="checkbox"/> Slipping/Tripping Hazards | <input checked="" type="checkbox"/> Falling Object Hazards |
| <input checked="" type="checkbox"/> Electrical Hazards | <input checked="" type="checkbox"/> Flying Objects/Debris |
| <input checked="" type="checkbox"/> Power Tool Hazards | <input checked="" type="checkbox"/> Chemical Exposure |
| <input checked="" type="checkbox"/> Strain/Sprain Hazards | <input checked="" type="checkbox"/> Airborne Contaminants |

Personal Protective Equipment Required

- | | |
|--|--|
| <input checked="" type="checkbox"/> Hard Hat | <input checked="" type="checkbox"/> Ear Plugs/Muffs |
| <input checked="" type="checkbox"/> Safety Glasses | <input checked="" type="checkbox"/> Face Shields |
| <input checked="" type="checkbox"/> Gloves (Type: _____) | <input type="checkbox"/> Chemical Goggles |
| <input checked="" type="checkbox"/> Steel Toes | <input type="checkbox"/> Chemical Clothing |
| <input checked="" type="checkbox"/> Traffic Vest | <input checked="" type="checkbox"/> Personal Fall Arrest |
| <input type="checkbox"/> Respirator (Type: _____) | (Harness, lanyard, etc.) |

CREW SIGNATURES

This Pre-Task Safety Plan has been explained to me and I understand the hazards associated with this task and the procedures required to safely complete the task. By signing below, I agree to work according to this Pre-Task Safety Plan.

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

Project Emergency Action Plan

Emergency Reporting

All personnel are required to report any injury, emergency or potentially dangerous situation to Nycom, Inc. immediately.

Nycom Regional Office Phone Number: _____

Nycom Field Operations Mgr. (Name & #): _____

Site Address: _____

General Contractor/Client Company Name: _____

General Contractor/Client Contact Person: _____

General Contractor/Client Contact Phone Number: _____

Emergency Contacts & Information

The emergency phone numbers for this project are:

- Ambulance/Rescue/EMS: _____
- Fire Department: _____
- Police/Law Enforcement: _____
- Local Medical Facility for Minor Injuries (Name & Phone Number): _____

- On Site First Aid Provider (Name & Phone Number): _____

- First Aid Kit Location: _____

Emergency Duty Assignments (Assign these duties to capable employees)

Who will call for Emergency Services _____

Who will meet & direct Emergency Service Responders to the accident location _____

Who will assist with evacuations _____

Evacuation & Accountability Procedures

If an emergency occurs that requires an evacuation of the work area, all personnel will be notified to evacuate using verbal, radio or cell phone communications.

Upon receiving instructions to evacuate, all personnel must evacuate using the nearest safe exit. All exits should be identified prior to beginning work, kept clear and unlocked at all times during working hours.

All personnel will evacuate and assemble at the following locations unless otherwise directed by the Nycom supervisor:

Fire/Emergency Evacuation Assembly Area _____

Severe Weather Evacuation Assembly Area _____

No one is to leave the project or assembly area until accounted for and instructed to do so. Nycom employees will not return to the work area until emergency responders, the client or Nycom supervision or management has communicated that it is safe to return to the work area.

MOTOR VEHICLE INCIDENT REPORT

Complete this form immediately and forward to management within 24 hours of the accident.

GENERAL INFORMATION

Date of Accident: _____ Day of Week: _____ Time: _____
 Location of Accident (Be Specific): _____
 Were the Police/Law Enforcement Notified? _____
 List Law Enforcement Agency: _____ Report #: _____
 Weather: _____ Road Conditions: _____

NYCOM INC. VEHICLE or EMPLOYEE OWNED VEHICLE

License Plate #: _____ Company Vehicle #: _____
 VIN Number: _____
 Year, Make, Model: _____
 Driver's Name: _____ Driver's License Number: _____
 Driver's Telephone Number - Home: _____ Work/Cell: _____
 Driver's Address: _____
 Was Citation Issued? Yes No Type of Violation: _____
 Passenger(s) Name(s): _____
 Was anyone injured? Who? _____
 Describe Injuries (Complete and Attach Injury Report, Appendix A): _____
 Describe Damage: _____

OTHER VEHICLE(S)

License Plate #: _____ VIN Number: _____
 Year, Make, Model: _____
 Driver's Name: _____ Driver's License Number: _____
 Driver's Telephone Number - Home: _____ Work: _____
 Driver's Address: _____
 Owner's Name: _____ Owner's Phone #: _____
 Owner's Address: _____
 Insurance Company: _____ Policy #: _____
 Was Citation Issued? Yes No Type of Violation: _____
 # of Passengers & Names: _____
 Was anyone injured? Who? _____
 Describe their Injuries: _____
 Describe Damage: _____

ACCIDENT INVESTIGATION

What happened? Describe how the accident occurred and what caused the accident: _____

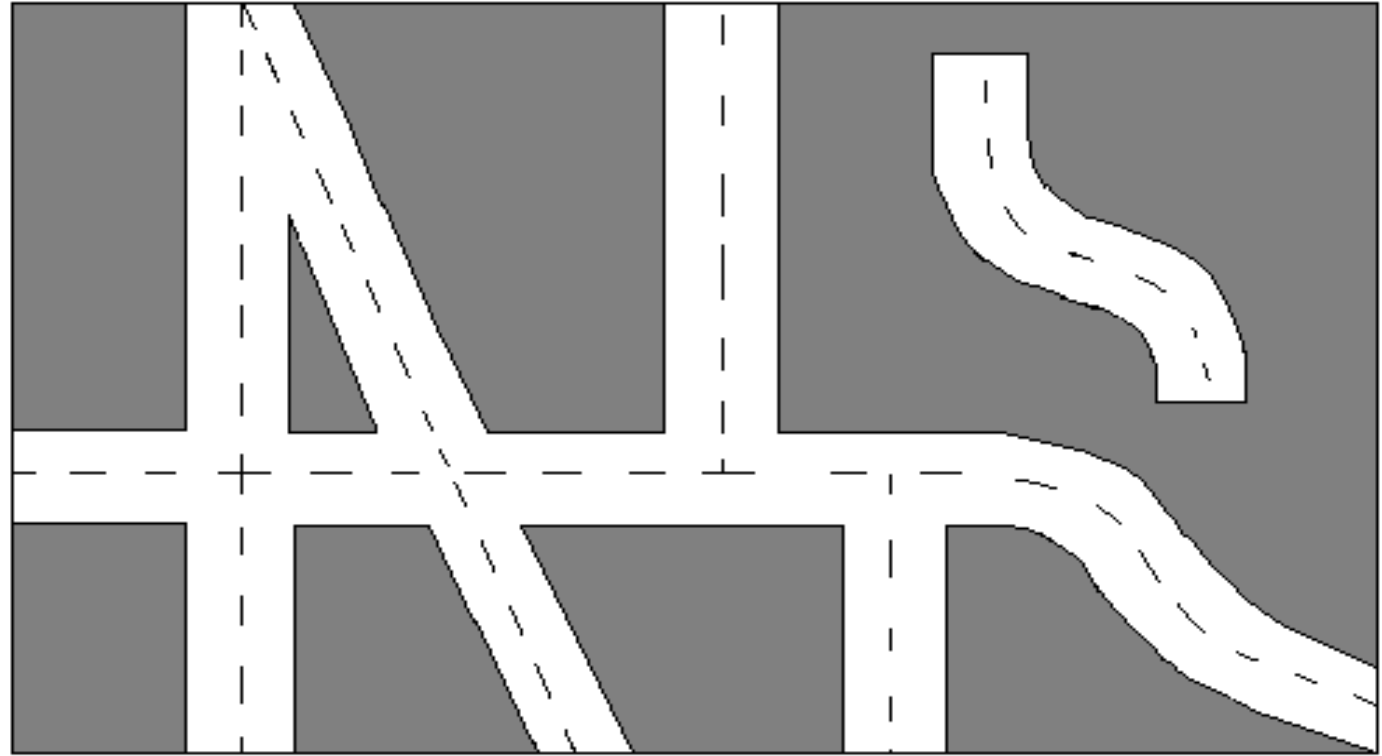
Was any other property damaged such as buildings, signs, etc.? Describe the damage: _____

Were there any third parties that contributed to the cause of the accident? (If yes, list name(s) of individual(s) and/or vehicles(s) that contributed to the cause of the accident) _____

Were there any witnesses? Who? (List names & phone numbers): _____

Were photos taken? (Attach copies) _____

Using the diagram below, show the exact relationship of roadways and vehicles at the time of the accident. Indicate North, street names and show measurements if possible. Identify your vehicle as #1 and other vehicles as #2, #3, etc.



MANAGEMENT REVIEW

Driver's Signature: _____ Date of this Report: _____
 Management: _____ Date: _____



AERIAL WORK PLATFORM SAFETY INSPECTION REPORT

Inspection by: _____ Week of: _____
 (Authorized Operator)

Company Name: _____

Site/Project Name: _____ Project #: _____

Aerial/Scissor Lift Make & Model: _____

INSPECT ALL APPLICABLE CRITERIA

Enter a "Check" or an "X" or Leave Blank for Not Applicable

| | M | T | W | TH | F | S | Comments/Repairs |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------|
| 1. Wheels, tires & axles – Condition, Inflation, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Hydraulic Components/Hoses – Condition/Leaks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Annual Inspection Certificate – Valid/Legible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Battery Tray – Opens/Closes & Latches | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Engine cover panels – Open/Close & Latch | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Fluids – Engine Oil/Hydraulic Fluid/Coolant/Etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Lights, Strobes, Horns & Travel Alarms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. Fuel Level, Battery Charge/Condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. Placards/Labels/Warning Decals Legible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 10. Boom/Lift Arms–General Condition/Cracks/Rust | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 11. Hydraulic Cylinders/Pins & Locks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 12. Power Track – Condition Lines/Hoses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 13. Platform – Guard Rails/Toe Boards/Anchorages | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 14. Platform Gates/Chains Close/Latch Properly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 15. Operator’s Manual(s) Present & Legible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 16. All Controls Clearly Marked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 17. Controls working properly – Constant Pressure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 18. Engine Starts and Runs Properly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 19. Gauges/Instruments/Safety Interlocks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 20. Work Site Inspection | | | | | | | |
| Drop offs, holes, pits, depressions, slopes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Power Lines, Overhead Obstructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Ground Surface & Support Conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Pedestrian, Vehicle & Equipment Traffic | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Wind, Ice & Weather Conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Ventilation & Hazardous Locations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Debris & Other Obstructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 21. Brake Holding Properly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 22. Steering (All modes) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 23. Ground & Platform controls (Function test and cycle): | | | | | | | |
| Boom/Lift Arms – Raise/Lower | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Boom – Extend & Retract | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Turret – Rotate Left/Right | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Drive – Forward/Reverse, Steer - Left/Right | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Platform – Tilt/Rotate/Extend, Jib – Raise/Lower | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Outriggers/Extendable Axles/Pothole Protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Function Enable Switch (Foot Pedal) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Inspector Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____